

MOORHEAD
PARKS AND RECREATION

PROCEDURAL
HANDBOOK

Moorhead Parks and Recreation Mission Statement

The mission of Moorhead Parks and Recreation is to enrich the lives of its citizens by providing a comprehensive system of parks and affordable, diverse recreation programs that encourage health, fitness, relaxation, and cultural enrichment, as well as providing opportunities for community involvement.

Moorhead Parks and Recreation
Procedural Handbook
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Park Hours

The council will, by resolution, establish the hours of operation of city parks and will post the hours of use at the entrance to said parks in a conspicuous area. In the absence of such regulation, city parks will be open from ten o'clock (10:00) A.M. to ten o'clock (10:00) P.M. (Ord. 618, 10-3-1977)

Permits

Sound Permits Any type of outdoor amplification in a city park or on public land requires a sound amplification license. Applications for a Sound Amplification License are available at City Hall, 3rd Floor or online under e-services on www.cityofmoorhead.com website. City Clerk may be contacted to answer questions in regard to sound amplification if needed. Park Procedure: For a permit to be issued in Moorhead Parks there must be a confirmed reservation to a shelter in one of the Regional Parks. There are to be no sound permits issued in neighborhood parks.

Guidelines for Sound Amplification Permits

Sound amplification permits applications for all events should be made to the City Clerk. The Clerk is responsible for coordinating with all relevant units of government, especially including Police, Fire, Operations, and Community Services before forwarding to the City Manager with a recommendation for approval, denial, or approval with specified conditions. The application must be signed by the applicant.

City staff shall prepare a uniform application form, which among other things shall require applicant to list the sponsoring organization of the event for which the permit is sought, including the name of the responsible person at the event. The application shall also require from the applicant the location of the event, the hours of the event, as well as the hours requested for the sound amplification permit. In addition, the type of sound amplification equipment to be used must be supplied. Finally, the applicant must set out what measures the applicant proposes to take to minimize disruption to areas surrounding the event location.

The actual permit granted shall set forth the time limits, the location, and other relevant conditions of the permit. No event will be allowed to start before, 11:00 a.m. (8:00 a.m. for sporting events) and all events must end by 10:00 p.m. on weeknights, and 11:00 p.m. on weekends. The permit will not be for a period to exceed six hours. When and where warranted, the permit conditions may further restrict the times in order to protect surrounding neighborhoods.

In granting a permit, and placing conditions on the permit, staff will take into consideration the location of the event, and its possible impact on surrounding neighborhoods. If staff denies a permit, or if the applicant disagrees with the conditions placed on the permit, the applicant may appeal to the City Council at its next regularly scheduled meeting.

The permit shall plainly state that the permit may be revoked by any Moorhead Police Officer on duty at the time of the event if any condition placed on the Permit is violated. Other than for violating the time restriction on the permit, at least one warning will be given to the responsible person at the event prior to terminating the permit, so that the violation may be cured.

Although the permit is granted as an exception to the normal noise ordinance of the City, the intent of the sound amplification permit is so that persons attending the event for which the permit is granted may hear the speaker or music. Although, it is inevitable that some sound will carry beyond the location of the event, a police officer on duty at the time of the event shall have the authority to require the responsible person at the event to lower the volume of the sound amplification to a level that can still be heard at the event location, but would lower the noise level in the surrounding neighborhoods. Refusal to lower, and maintain the lower sound level, once requested by any on duty Police Officer to do so, is grounds for a Police Officer to terminate the permit. Resolution 2004-660

See Sound Permit in Appendix J

Intoxicating Liquor:

6-1-4: PARK RULES AND REGULATIONS: 

A. Intoxicating Liquors: It is unlawful for any person to consume or possess intoxicating liquors or 3.2 percent malt liquors within the city park system:

1. Except that the consumption of intoxicating liquors and 3.2 percent malt liquors shall be allowed for persons using the municipal golf course within the city.
2. Except that 3.2 percent malt liquor may be sold at the Centennial Softball Complex and Matson Athletic Complex pursuant to a temporary 3.2 percent malt liquor license or other license authorized by state law, issued by the city council. The location for the sale and consumption of 3.2 percent malt liquor, the dates permitted, times permitted, and other restrictions shall be set forth in the permit granted by the city council.
3. Intoxicating and 3.2 percent malt liquor may be possessed and consumed in Riverfront Park, Memorial Park, Viking Ship Park, and M.B. Johnson Park in the city, but only pursuant to a special permit issued by the city council, which permit shall set forth the date, time and other restrictions as deemed applicable by the city council. 3.2 percent malt liquor may be sold in those four (4) parks, but only pursuant to a license or permit issued by the city council, which license or permit shall set forth the date, time and other restrictions deemed applicable by the city council. (Ord. 2011-16, 11-14-2011)

See Consumption Application form Appendix K:

Vehicles

Motor Vehicle Travel

It is unlawful to:

Operate any motor vehicle within a city park except on designated roads or parking areas.
Operate any motor vehicle at a speed in excess of ten (10) miles per hour within any city park.
Park a motor vehicle in other than a designated area for parking. Ord 6-1-4 F

Other Recreational Vehicles

It shall be unlawful for any person to drive or operate any three-wheeled, motorized cycle, motorized bicycle, moped or motorcycle on any designated bikeway or pedestrian walkway within the City limits except when crossing said areas by the most direct means practicable. (Ord. 774, 8-15-83)

Snowmobiles

Restricted on Public and Private Property: 5-4-1

It shall be unlawful for any person to drive or operate any snowmobile or any three-wheeled motorized cycle, motorized bicycle, moped or motorcycle on public lands within the City, or on private lands within the City without the express permission of the owner or occupant of said private lands, except that snowmobiles, three wheeled motorized cycles, motorized bicycles, mopeds or motorcycles may be operated on public lands under the jurisdiction of the City and approved by the Council specifically designated by the Parks and Recreation Advisory Board for the operation of such vehicles. (Ord. 774, 8-15-83)

Operation of Vehicles: 5-4-2

It shall be unlawful for any person to drive or operate any snowmobile at a speed in excess of fifteen (15) miles per hour at any place within the City limits except City parks where it shall be unlawful for any person to drive or operate any snowmobile at a speed in excess of ten (10) miles per hour.

It shall be unlawful for any person to drive or operate any snowmobile between the hours of twelve o'clock (12:00) midnight and eight o'clock (8:00) A.M. at any place within the City limits.

It shall be unlawful for any person to drive or operate any snowmobile on any street or highway within the City or on any designated bikeway or pedestrian walkway within the City limits except when crossing said areas by the most direct means practicable. (Ord. 568, 12-15-75)

Exceptions: 5-4-3

Notwithstanding any of the within and foregoing prohibitions, a snowmobile may be operated within the City contrary to the regulations prescribed herein only in a police designated emergency or by any City employees involved in performing essential services for the City, and they may operate snowmobiles when traveling to or from the place where services are to be performed when travel by automobile is impractical due to snow and road conditions.

Use of City Vehicle

City vehicles are only to be driven by City staff or registered City of Moorhead volunteers.

You must have a valid driver license to drive a City vehicle.

City vehicles should be used for work related travel only. Inappropriate use of City vehicle may include transporting personal friend to lunch, running a quick personal errand, going home for lunch, etc.

Non-City employees and non-registered City of Moorhead volunteers are not allowed to ride in city vehicles. City insurance coverage is only for City employees and registered volunteers.

City staff are not allowed to transport Recreation Program participants to and from activities in City vehicles.

Pets/Dog Park

6-1-4: PARK RULES AND REGULATIONS:

E. Pets: Pets are permitted in City parks, except no pets, whether leashed or unleashed, may be brought onto the premises of Southside Regional Park soccer and youth baseball fields, Matson Field or Centennial athletic complex. Leashed pets will be allowed at the Southside Regional Park on the walking paths and the remainder of the neighborhood park.

In addition, no person shall allow any dog, cat or other pet animal to enter any building or shelter, unless under emergency circumstances or permit any dog, cat or other such pet to be unrestrained. Dogs may be allowed to be off a leash, unrestrained, if in a city park designated specifically as a "dog park" with the following restrictions:

1. Dog owners assume all risk when using the park. Dog owners are liable for the actions of their dogs;
2. Dogs should have a collar, carry ID tags, be properly licensed, inoculated and in healthy condition;
3. Dogs shall be in the sight of their owners or handlers at all times;
4. No children under twelve (12) years of age are permitted in the fenced area. Children must be strictly supervised at all times;
5. Owners shall clean up after their dogs and repair any holes left by their dogs in park property;
6. Dogs shall be leashed before entering and prior to leaving the dog park;
7. Dogs shall be removed from the park at the first sign of aggressive behavior;
8. Each owner or handler shall be limited to a total of three (3) dogs per visit;
9. Smoking and eating is prohibited in the dog park;
10. Female dogs in heat, puppies less than four (4) months of age, and dogs with known aggressive behaviors are strictly prohibited from the park;
11. Violators will be subject to removal from the park and suspension of park privileges.
12. No dogs designated as dangerous or potentially dangerous are allowed in the dog park.
13. Dogs left unattended are subject to impound. (Ord. 2005-27, 10-17-2005)

Pets/ Service Animals / Emotional Support Animals

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- Service Dogs are not pets and **are allowed in most public places**, even if the business has a no-pet policy.
- According to the Americans with Disabilities Act and Minnesota Human Rights Act it is illegal to do the following:
 - Cannot charge more to allow service dogs into the business etc.
 - Cannot ask for proof that the dog is a service dog.
 - Cannot ask to demonstrate a task.
- You can ask only 2 questions regarding a service animal:
 - Is the dog a service animal required because of a disability?
 - What work or task has the dog been trained to perform?
- **Handlers Responsibilities:** The handler is responsible for the care and supervision of his or her service animal. The service dog must be harnessed, leashed or tethered, unless that would interfere with the service animal's work or the individual's disability prevents using these devices. If the service dog behaves in an unacceptable way and the person with a disability does not control the animal, a business or other entity does not have to allow the animal onto its premises. Examples of unacceptable behavior include, but are not limited to:
 - Uncontrolled barking / growling at other patrons
 - Jumping onto other people
 - Running away from the handler
 - Not being housebroken
 - If the service animal, by its behavior, poses a direct threat to other patrons
- The service dog must be vaccinated in accordance with state and local laws.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. Most allergies to animals are caused by direct contact with the animal. Assist the handler in keeping a safe distance from others if there are concerns.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Emotional support animals do not need special training and are not covered under the ADA whether they have a Doctor's note/letter or not. The owner may be required to carry papers identifying the animal as such. For more information see: <http://adata.org/publication/service-animals-booklet>. **For the Purposes of Parks and Recreation, when in doubt, accommodate the emotional support dog as a service dog!**

Offenses Relating to Weapons

- A. Carrying Weapons: No person, except as authorized by law, shall carry concealed about their persons firearms of any description, or any sharp or dangerous weapon such as is usually employed in attack or defense of the person. (Ord. 188; 1967 Code §62.04)
- B. Prohibited Weapons, Fireworks and Devices:
1. The following acts are hereby prohibited except as may be otherwise stated:
 - a. No person shall fire or discharge any firearm within the City limits; and no person shall fire, set off or discharge any firecracker, fireworks or other explosive, incendiary or pyrotechnic device within the City limits; except that the Council may by permit allow the display of fireworks at such time and such place as the Council shall direct.
 - b. No person shall discharge, set off, or fire any spring gun, air gun, or B-B gun within the City limits except at such places as the Council may direct.
 - c. No person shall use or shoot any bow and arrow, crossbow, slingshot or any other device designated to throw or hurl any missile within the City limits except at such places as the Council shall direct.
 - d. No persons shall have in their possession, sell or offer to sell, trade or offer for trade any springblade knife, switchblade knife, nunchakus, throwing star or other weapon of any type or size capable of causing injury to another unless specifically accepted elsewhere in this Section.
 - e. No persons shall carry on or about their person or in the passenger compartment of any motor vehicle any of the weapons or devices described in subparagraphs a, b or c, unless the same shall be completely enclosed in a locked case; and no person shall carry any firearm of any description within the City limits unless the same shall be completely encased in a locked case.
 2. Exceptions: The above restrictions do not apply to peace officers or members of the armed forces of the United States while on duty within the City. The Council shall enact such regulations concerning the carrying and use of firearms by the members of the Moorhead Police Department as the Council deems necessary and proper.
 3. Seizure of Weapons and Devices: Any of the weapons and devices described in paragraph 1 wherever and whenever they shall be found within the City limits in violation of this subsection may be seized and impounded. (Ord. 488, 7-10-72)

Donations / Memorials

Memorials in a Park

An individual or organization may pay tribute in honor or memory of a love one by donating park amenities or a living memorial.

For some ideas of what can be donated and the process are included in the *Build a Legacy Wish Book* which can be found on the City of Moorhead Web site at moorheadparks.com.

A few examples include;

- A tree planted in a park as a living memorial.
 - These would not have marking in memory or honor of a loved one. A permanent record of the donation will be kept at the Park Administrative Office. A plaque / marker / memorial will not be permitted.
 - This donation typically ranges from \$200 – 300 dependent upon the tree variety and size.
 - The installation of the tree will be done by the City Forestry Department to assure that it will be watered and maintained. Plantings trees is seasonal so there could be some lag time after the donation is made.
 - The donor will be contacted when the tree is placed.
- A park bench with a memorial plaque in honor or in memory of a loved one.
 - These benches are industrial strength and will withstand the elements for years. This donation currently ranges from \$500 – 600 in 2016.
- Large facilities such as a Community Center or an Aquatics Center.
 - Naming rights etc. are negotiated with the donor based on the level of contribution.

Contact should be made with the Park Office staff to start the process on what the donor is considering.

The donor must provide the donation to the City for the amenity or tree prior to planting, or purchasing the item.

Environmental Protection / Fire and Refuse

Environmental Protection:

It is unlawful for any person to:

Destroy or injure any land, buildings or other property of the city within a city park.

Injure or molest any wildlife within a city park.

Dispose of, litter or otherwise discard garbage, refuse, sewage or trash of any kind except within receptacles provided for that purpose within said parks. (Ord. 6-1-4)

Fire:

Recreational Fires are not allowed in City Parks. There may be exceptions such as a group Art Burn, Medieval Festival reenactments, etc. To be considered for an exception, permission must be obtained from the Parks and Recreation Department Director, as well as a Burn Permit from the Fire Department.

Fires can be no more than 3' wide and 2' high.

Fires must be contained within an approved fire pit.

The fire pit can be no closer than 25' from a combustible, such as dry vegetation, wood, fences, decks, and buildings.

There must be a hose or fire extinguisher with a 4A rating on hand to extinguish the fire if needed.

The fire must always be attended by an adult until it is fully extinguished.

If citizens want a fire on their property they must fill out a Burn Permit and have a burn plan approved with the Fire Department.

Soliciting, Advertising, and Behavior: (Ord. 618, 10-3-1977)

Soliciting

It is unlawful for any person to:

Engage in or solicit business of any kind whatsoever from park users within a City Park without written permission from the City.

Advertising

It is unlawful for any person to:

Advertise in any manner any private activity or function proposed to take place in a City Park without the prior consent of the City. 6-1-4 G

Appropriateness of Advertising

Advertising should be appropriate for public display and shall not contain any libelous, slanderous, religious or sexual or political symbols, socially inappropriate expressions or bear controversial messages. The City of Moorhead Parks and Recreation Department shall have the right to change or reject the advertising.

Behavior

No persons shall conduct themselves in any manner within a City Park in violation of other City ordinances or state statutes, or in any manner which tends to create or does create a breach of the peace, or tends to disturb or annoy the recreational enjoyment of City Parks by other park users. (Ord. 618, 10-3-1977)

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Penalties

Any person violating any of the provisions of this chapter shall, upon conviction, be penalized in accordance with the provisions of section 1-4-2 of this code. Further, any person who violates any of the provisions of this chapter shall be subject to an immediate removal from said City Parks. (Ord. 618, 10-3-1977)

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Music Licensing

Moorhead Parks and Recreation carries ASCAP Music Licensing Insurance. ASCAP grants and Moorhead Parks and Recreation accepts this license to perform publicly on the "Premise" and at "Events" and "Functions," and not elsewhere or otherwise, non-dramatic renditions of the separate musical compositions in the "ASCAP repertory." The performances licensed under the signed agreement may be by means of "Live Entertainment" or Mechanical Music."

The music license covers all government owned buildings and property and special events including musical events, concerts, show, pageants, sporting events, festival, competitions, and other events of limited duration.

Park Naming Policy

Naming of a New Park

1. City of Moorhead Planning Department as part of the platting process, identifies area(s) to be utilized as public parks and open space.
2. Developer of the property is given the "Park Naming Criteria" (see attached) and the opportunity to suggest a name for the park.
3. Park Staff and Park Advisory Board are notified by City Planning staff that a plat, which includes public park area is under consideration.
4. The suggested name of the Park is forwarded to the Planning Commission. The Planning Commission conducts a public hearing in regards to all elements of the plat.
5. Planning Commission forwards the plat including the park name, on to the Moorhead City Council for adoption.
6. Name is then filed with the plat and becomes legally binding.

Naming/Re-Naming of an Existing Facility or Park:

1. Upon receipt of a written request for a name change, staff would conduct preliminary research and background.
2. The Moorhead City Council would decide whether to proceed with the Naming/Re-Naming Existing Facility or Park process.
3. Should the City Council wish to proceed, the matter would be referred to the Park Advisory Board for additional review and recommendation.

Step I

Park Advisory Board will initiate the Naming Process

Park Staff notify the public through newspaper, direct mail and other means suggested.

Step II

The Park Advisory Board at a regular or special meeting, will review the list of potential names.

The Board will discuss the merits of each proposal and reduce the proposed list to three finalists.

At the next Park Advisory Board meeting the Board shall debate the merits of the three remaining names and select a name to recommend to the Moorhead City Council. Citizens would have a second opportunity for input at this time.

The final action will be to place the proposed park name on the next regular City Council meeting agenda. If the City Council chooses not to approve the recommended name they will return the issue to the Park Advisory Board with direction. The process will then begin anew. Citizens have an opportunity again to comment.

Park Naming Criteria

Listed below are the various criteria, which may be used as guidance in the naming of public parks and green spaces:

1. The name of the subdivision associated with the park.
2. The name of the neighborhood in which the park is located.
3. The school name if adjacent to or closely identified with the park.
4. The street name adjacent to or closely identified with the park.
5. A name suggested by the developer of the property adjacent to the park.
6. The name of a local interest point or focal point near the park.
7. The name of a stream or creek adjacent to or near the park.
8. The name of a topographic feature associated with the park.
9. The name of an event or historical occurrence associated with the park or adjacent area.
10. A creative name based upon some impressions of the site.
11. A name based upon the vegetation present or the ecology of the area.
12. A name based upon the dominant feature of the site.
13. The name by which most of the neighborhood and/or area children refer to the park.
14. The name of a person who dedicates a major part or all of the land for the park.
15. The name of a person of significant stature within the community.
16. The name of an organization or group of citizens which has contributed to the development of the facility.

Previously passed by PAB and Moorhead City Council, 2004.

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Grant Writing

The City of Moorhead Parks and Recreation Department is encouraged to write grants to enhance and improve the recreational programming in its community.

Grant Acceptance

Grant writing applications require approval from Mayor and City Council prior to submission of grant. Submit grant, council communication and resolution for approval.

Grant acceptance letter by agencies must require approval from Mayor and City Council. Submit grant acceptance letter, council communication and resolution for approval.

Grant Opportunities

Lake Agassiz Arts Council
Lake Region Arts Council
Fargo Moorhead Area Foundation
Bremer Foundation Grant
Minnesota Department of Natural Resources
Minnesota Recreation and Parks Association

www.fm-arts.org
www.lrac.org
www.fmarea.org
www.bremerfoundation.com
www.dnr.state.mn.us
www.mnrpa.com

Tobacco Use in Parks**Ordinance:****Smoking in Indoor Public Place Prohibited**

No person shall smoke, possess or carry a lighted cigarette, cigar, pipe or other tobacco products in a public indoor workplace.

The owner or other person in charge of a public indoor workplace subject to the provisions of this section must: 1) post signs indicating "no smoking" or containing the international no smoking symbol; 2) ensure that ash trays, lighters and matchbooks are not provided in areas where smoking is prohibited; and 3) ask any person violating this section to refrain from smoking, possessing or carrying a lighted cigarette, cigar, pipe or other tobacco products on the premises, and if the person does not so refrain after being asked to do so, ask the person to leave the premises immediately.

Exceptions

Licensed on-sale intoxicating liquor, on-sale 3.2 percent malt liquor, on-sale wine and club establishments that do not permit, or the law does not permit, persons under the age of twenty one (21) to enter or remain on the premises, except as an employee or entertainer.

In a separate bar or bar area in a "restaurant" (as defined in section 3-1-2 of this title) that is enclosed by full partitions or walls from the floor to ceiling with solid doors at all points of entry or exit, in which alcoholic beverages are sold, and where the establishment does not permit, or the law does not permit, persons under the age of twenty one (21) to enter or remain in such enclosed area, except as an employee or entertainer. (Ord. 2004-37, 12-6-2004, eff. 12-15-2004)

Definition

"Indoor public workplace" means any enclosed, indoor facility, business or establishment used by the general public, or used as a place of work, including, but not limited to, restaurants, retail stores, offices and other commercial establishments, public conveyances, bars, hospitals, auditoriums, arenas, meeting rooms and common areas of hotels and motels. (Ord. 2004-12, 8-2-2004, eff. 12-15-2004)

**CITY OF MOORHEAD PARKS ADVISORY BOARD
NO SMOKING POLICY / REGULATION**

WHEREAS, the City of Moorhead Park Advisory Board believes that tobacco use in the proximity of children and adults engaging in or watching outdoor recreation activities at City-owned or operated facilities is detrimental to their health and can be offensive to those using such facilities; and

WHEREAS, secondhand smoke is especially harmful to children and even brief exposures can be harmful to children. Ingestion of nicotine can cause nicotine poisoning and eating one or more cigarettes or three or more cigarette butts is considered potentially toxic or poisonous to children.

WHEREAS, the mission of Moorhead Parks and Recreation is to improve the quality of life for its citizens by providing a comprehensive system of parks, recreation, cultural, and human service programs that encourage health, fitness, relaxation, and cultural enrichment, as well as providing opportunities for conservation, education, and community involvement.

WHEREAS, the City of Moorhead Park Advisory Board has a unique opportunity to create and sustain an environment that supports a non-tobacco norm through a tobacco-free policy, rule enforcement, and adult-peer role modeling on City-owned outdoor recreational facilities; and

WHEREAS, cigarettes, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the City of Moorhead's recreational facilities, and pose a risk to toddlers due to ingestion; and

WHEREAS, the City of Moorhead Parks and Recreation Board determines that the prohibition of tobacco use at the City's recreation facilities serves to protect the health, safety and welfare of the citizens of our City.

WHEREAS, the City of Moorhead current Smoking Ordinance prohibits smoking in all buildings but the policy is silent on outdoor space.

THEREFORE, BE IT RESOLVED, After careful consideration of above statements, the following Tobacco Policy is adopted for Moorhead Parks and Recreation:

No person shall smoke cigarettes, cigars, pipes, or other tobacco-related products or dispose of pipe ash, cigarette butts, or any other tobacco-related waste in the following areas:

1. Inside any City owned building including recreation facilities.
2. The grounds/parks surrounding the following facilities only:
 - a. Moorhead Municipal Pool and Wading Pools
 - b. Neighborhood Recreation Centers

- c. Moorhead Sports Center
 - d. Playgrounds, and skating rinks
 - e. Restrooms, Bleachers and Concession Facilities
 - f. Matson and Centennial Athletic Complex's including the Youth Football Fields
 - g. Soccer, Miracle Field and Youth Baseball Complex at the Southside Regional Park
 - h. Log Cabin at Memorial Park
 - i. Dog Park
 - j. Walking Tracks and Bike Paths
3. In addition, Parks and Recreation staff reserves the right to designate an event as a "Smoke Free Event." In deciding whether an event shall be considered a Smoke Free Event, the Recreation Staff should consider the following:
- (a) The age of the likely attendees or participants. The Staff shall specifically consider whether the majority of the expected attendees or participants are seven teen years of age or younger.
 - (b) The risk of exposure to children and nonsmokers at the event.
 - (d) The location of the event. If the event is located on property which is not owned by the City of Moorhead, Staff shall specifically consider whether the property owner desires to prohibit smoking.
 - (e) Any other negative or positive impact on the event.

Staff shall, when possible, include on any advertising for the event inform citizens that the event is "Smoke Free", including but not limited to websites, calendars, interviews and posters.

4. Enforcement
- a. Appropriate signs shall be posted in the above specified areas.
 - b. The community, especially facility users and staff, will be notified about this policy as per their user agreements.
 - c. Parks and Recreation staffs are responsible for monitoring the areas for compliance.
 - d. Any person found violating this policy may be subject to immediate ejection from the recreation area for the remainder of the event.
 - e. Since this is not an ordinance there is no punitive enforcement possible.
 - f. Complaints that a particular event or facility is designated as Smoke Free shall be referred by Staff to the Parks and Recreation Department Director and the Park Advisory Board.

Park Advisory Boards

RESOLUTION

WHEREAS, the City Council of the City of Moorhead did by Resolution #87-410 amend, modify and replace certain terms and conditions contained in Resolution #85-1102-B in order to clarify duties and responsibilities of the Moorhead Park and Recreation Advisory Board; and

WHEREAS, the City Council finds that Resolution #87-410 should be amended, modified, and replaced as to certain terms and conditions contained in said resolution.

NOW THEREFORE BE IT REQUESTED, by the City Council of the City of Moorhead that Resolution #87-410 is hereby amended, modified and replaced in its entirety as hereinafter set forth; and

BE IT FURTHER RESOLVED, that the Moorhead Park & Recreation Advisory Board, commonly referred to as the Park Advisory Board, shall be an advisory body to the Mayor and City Council for park and recreation policies, activities and planning; and,

BE IT FURTHER RESOLVED, that the Moorhead Park Advisory Board, shall be compromised according to, and shall have certain duties and responsibilities in accordance with, the following:

Section 1. Appointment. The Moorhead Park Advisory Board shall consist of seven members, one from each of the four wards selected by the respective Council Members, and two at-large citizen selected by the Mayor, with the consent of the Council. The Mayor shall also appoint one Council Member as a voting liaison Reporter to Council and one Council Member to serve as an alternate to this position.

Section 2. Terms. The terms of the members shall be for three years with staggered expiration dates, except as otherwise provided in the filling of vacancies. No member shall serve more that two complete terms, except that persons appointed to fill an unexpired term shall be eligible to be appointed for two full terms in addition to serving the unexpired term. All terms are to begin February 1, except as otherwise provided in the filling of vacancies. An appointed member shall continue to serve until his or her successor is appointed.

Title: Parks and Recreation Administration
Chapter: Park Rules and Regulations
Section: 1.1N

Date: August, 2011

Page: 2 of 2

Section 3. Duties. The duties of the Moorhead Park Advisory Board shall be as set forth in the subdivisions, which follow:

Subd. 1. To obtain and reflect citizen input and comments regarding park and recreation facilities and programs.

Subd. 2. To develop and recommend a strategic plan to address the park and recreation needs of the City including facilities, programs, future park location and ongoing capital improvements and maintenance of existing assets.

Subd. 3. To review and recommend user fees for park and recreation facilities and programs.

Subd. 4. To provide feedback and comment regarding special parks projects or activities as needed.

Subd. 5. To make recommendations as to ways in which the City can increase awareness and utilization of park facilities and programs.

Subd. 6. To make recommendations regarding the establishment of a park foundation or other means of soliciting and receiving park directed gifts and donations.

Subd. 7. To assist the Mayor and City Council with other park and recreation related activities and functions.

PASSED by the City Council of the City of Moorhead this ____ day of _____,
2011.

APPROVED BY:

MARK VOXLAND, Mayor

ATTEST:

JILL WENGER, City Clerk

Park Board Meetings:

The Park Advisory Board meets every third Tuesday of every other month. This is a public meeting so must meet all open meeting requirements.

1) Schedule the Meetings:

The Parks Office Specialist will:

Annually:

- Send a list of meeting dates to the head of the IT department at the beginning of the year so they can schedule video recording services with MCAM (This list of dates is located in the Park Advisory Board (PAB) folder within the Parks folder, under the G: drive).
- Post the list on the main calendar on the City website calendar each year as well.
- Secure the location by scheduling the meetings on the Council Chambers calendar. This is done by sending the list of dates to the City Manager's Assistant, as well as the Office Specialist for City Administration.

2) Meeting Materials / Agenda:

- The agenda is put together by the Recreation Department Director with the help of the Parks staff.
- A packet is created and formed from the agenda online with SIRE software, created by the Parks Office Specialist (Please see SIRE manuals for more information on compiling the agenda and packets).
 - This should be complete the Thursday before the Tuesday meeting.
- Once a final agenda / packet is ready and compiled, the Parks Office Specialist will send an email to:
 - Park Advisory Board members
 - Recreation Department Director
 - Parks / Forestry Manager
 - City Manager
 - Mayor

This will remind members of the upcoming assembly, provide the information packet / agenda, and let them know of any additional information such as a location change or an important voting notification. Agendas and packets should be saved in the correct corresponding PAB folders.

- Any changes in the logistics for the meeting are to be changed on the City Calendar on the website so the public / media etc. are notified.

3) Meeting:

The Parks Office Specialist Will:

- Print additional agendas the day of the meeting. Print 2 extra packets for members who have forgotten their materials
- An attendance sheet should also be printed with the correct meeting date and list all the current members (Attendance sheet located in the PAB folder). The Office Specialist will also make sure the attendance sheet is signed by all who are present.
- Arrive 30-45 minutes before the meeting to set up for the assembly, turn on lights, set out name cards, putting out any additional information:
 - Request to Speak forms
 - Future meeting dates, and agendas
- The Office Specialist will record the meeting minutes while MCAM video records (Please see SIRE manual for more information on minute taking, open / closing a meeting, and posting minutes). These minutes will then be reviewed by the Recreation Department Director and will be included in the next agenda for voting. A copy of the agenda and attendance sheet will be saved for records by the Parks Office Specialist.

4) Cancelling a Meeting

- Reasons to cancel a meeting:
 - Lack of information
 - Insufficient attendance to form a quorum
 - Location availability
- Office Specialist will contact the IT department by way of a trouble ticket.
 - IT will be responsible to notified MCAM to cancel the meeting's recording.
 - Updates to the City website will also need to be made by cancelling the calendar meeting, creating a new meeting that indicates the assembly has been cancelled, and by adding a news item to notify the public of cancellation.
 - Office Specialist will contact the City Administration Office and the City Manager's Assistant to make them aware of the cancellation. They will then be responsible to cancel the meeting on the Council Chambers available to anyone who may want to use the date.
 - The Parks Office Specialist will need to send out an email to all Park Advisory Board members, the Parks / Forestry Manager, City Manager, and the Mayor, notifying them of the cancellation and a possible rescheduling. If a reschedule takes place, email communication will progress with all Board members until a date can be set.

Concussion Awareness Program for Youth Athletes

In an effort to increase awareness of concussion symptoms, reduce the potential for both short and long-term impact in young athletes and comply with Minnesota State Statute 121A.37-38, the City of Moorhead will require all youth sports participants, parents, coaches, league officials and youth sports program administrators to participate in a program aimed at prevention, recognition and response to concussions. The primary goals of the program will include:

- Increasing awareness and knowledge about concussions and concussion prevention
- Providing information related to the signs and symptoms of concussion and recognizing this injury among young athletes
- Requiring that officials and coaches take the appropriate steps to respond to suspected concussion, and;
- Educating program administrators, coaches, officials, parents and athletes about concussion.

Requirements for ALL participants in Youth Sports Programs

Sports Officials:

- All youth sports officials will complete a training session related to concussion prevention and awareness consistent with the *Heads Up: Concussion in Youth Sports* training program developed by the CDC. Training will be required prior to any officiating assignment after 9/1/11, and at least every three years thereafter.
- Sports officials will be required to remove a player from a sports contest if the athlete exhibits signs, symptoms or behaviors consistent with a concussion, or if the athlete is suspected of sustaining a concussion.

Youth Sports Coaches:

- All youth sports coaches will complete a training session related to concussion prevention and awareness consistent with the *Heads Up: Concussion in Youth Sports* training program developed by the CDC. Training will be required prior to any coaching assignment after 9/1/11, and at least every three years thereafter.
- Youth sports coaches will be required to remove a player from a sports contest if the athlete exhibits signs, symptoms or behaviors consistent with a concussion, or if the athlete is suspected of sustaining a concussion.

When a coach or sports official removes a player from participating in an athletic contest because of a concussion or suspected concussion, the athlete may not participate in the activity until:

- He or she no longer exhibits signs, symptoms and/or behaviors consistent with concussion, **AND**
- Is evaluated by a healthcare provider trained and experienced in evaluating and managing concussions, **AND**
- The healthcare provider gives the young athlete written permission to resume activity.

Parents of Youth Sports Participants:

- Each youth sports participant will be required to return a form from a parent or guardian indicating that the parent / guardian has received information related to concussions and acknowledges the risks.

Youth Sports Program Administrators:

- Youth sports administrators will be required to complete a training session related to concussion prevention and awareness consistent with the *Heads Up: Concussion in Youth Sports* training program developed by the CDC. Training will be required prior to 9/1/11, and at least every three years thereafter.
- Youth sports program administrators will be responsible for providing information related to concussion awareness for youth sports participants and their parents/guardians prior to each sports season.
- Youth sports program administrators will work to support volunteer coaches in the appropriate management of youth sports participants regarding removal from sports contests and return to activity.

Affiliated Groups:

ALL youth sports organizations using/renting space from the City of Moorhead to conduct youth sports programs will be required to demonstrate full compliance with all provisions of this policy and a concussion prevention and awareness program.

Background information and participation data provided by the Centers for Disease Control and Prevention (CDC).

For additional information about concussion prevention, awareness and symptom recognition, go to: http://www.cdc.gov/concussion/HeadsUp/online_training.html.

City of Moorhead **STREET CLOSING POLICY**

The following information sets forth the guidelines for the conduct of a street closing for the purposes of a parade, walk/run/ride, assembly, or other special event.

Street Closing Permit Required

A permit is required by the City of Moorhead for any event that requires closure of a road, is likely to impede traffic, or does not comply with normal traffic regulations.

NO Street Closing Permit Required

The following types of events do not require a street closing permit under this policy.

Neighborhood Block Club Gatherings

Street closure requests for the purposes of a Neighborhood Block Club are handled by the Moorhead Police Department. Please contact the Community Policing Coordinator at 218.299.5143 for further information.

Use of Walk/Run/Bike Paths

Paths constructed for non-traffic use in and around Moorhead City parks are encouraged whenever possible. Please contact Moorhead Parks & Recreation at 218.299.5340 for further information.

Application for Permit

It is strongly encouraged that event organizers submit applications as early as possible in order for City staff to review the application and provide sufficient time for applicants to fulfill all conditions of the permit. Applications for a permit must be submitted at least 30 days in advance of the event.

The City may request event modifications or restrictions to protect public peace and safety, including event or route area, hours of operation, security provisions, fencing and barricades, public notification, indemnification, sanitary facilities, waste collection, or sound amplification restrictions. If deemed necessary by the City event security, emergency medical services, and/or traffic control measures will be incorporated into the event at the expense of the applicant.

Review of Application

Representatives from City departments including Police, Fire, Parks, Transit, Operations, and Engineering will consider the following factors in reviewing an application for a street closing:

- Extent to which the event may create traffic, crowd control, safety, or other concerns.
- Extent to which the applicant is able to provide assurance that sufficient numbers and quality of paid or volunteer staff will be available to manage the event.
- The inconvenience that may be experienced by the public or local business entities.
- The interference with emergency or other public safety equipment or operations that may be caused by the event and the extent to which such inconvenience or expense may be outweighed by the benefit to the community by holding the event.
- The extent to which the event will tax the resources of the city or other public entities.
- Whether the event is to benefit a nonprofit community service organization or constitutes a community service.
- The extent to which previous similar events have succeeded in complying with the appropriate requirements and applicable law.
- Whether or not the applicant has supplied truthful, accurate information during the application process.

Issuance of Permit

As a condition for issuing a permit the City requires that the following conditions be met:

Coordination/Contracted Services

Applicants may be required to pay a service charge to cover costs the City will incur in connection with activities for which a permit is granted, including costs for coordination and event planning, support personnel, equipment, and related items. Fees for these services will be assessed to the applicant at an average rate of \$50 per hour for each contracted City employee (fees may vary). Fees will be outlined well in advance of the scheduled event.

Event Route or Area

At least two of the three bridges connecting Moorhead and Fargo must remain open. This measure is to ensure that emergency and public safety vehicles from Moorhead, Fargo, and the surrounding area are able to quickly and safely access these corridors.

Hours of Operation

Applicants are strongly discouraged to schedule street closures beyond two hours as they may cause significant hardship to residents and businesses. Applicants may request a waiver if the closure will extend longer than two hours; however, the City may require the applicant to contract a City staff member to regulate certain intersections/streets to allow local traffic to access their residence or business.

Applicants will be expected to avoid the following intersections/streets during the times prescribed below in order for Metro Area Transit (MATBUS) to maintain necessary service routes. Applicant is encouraged to consult the following website for MATBUS route maps (www.matbus.com).

Intersections/Streets to Avoid:

- Marriott Transfer Point – 11th St. S between and including 24th and 28th Avenues
- 14th St. S between and including 24th and 28th Avenues
- Intersections along 12th Ave. S between and including 8th and 20th Streets

MATBUS Hours:

Day Service (Routes 1-5):

- Weekdays: 6:15 am to 6:45 pm
- Weekends: 7:15 am to 6:45 pm

Evening Service (Routes 7-8):

- Weekdays: 6:45 pm to 10:15 pm
- Weekends: 6:45 pm to 10:15 pm

Applicants may contract a City staff member to regulate the above mentioned intersections or streets if it is too difficult to avoid these areas during the outlined times. The staff member will prioritize MATBUS passage during the event in order to accommodate transit service. Fees for these services will be assessed to the applicant.

Security Provisions

The appropriate level of police, fire, and emergency medical services will be determined by the City based on crowd size and type of event. Fees for these services will be assessed to the applicant.

Fencing and Barricades

Traffic control device rental and placement are the sole responsibility of the applicant. All street closures require the use and placement of proper traffic control devices according to the U.S. Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).

Clean-up

The applicant may incur fees associated with clean-up if the event area is not maintained in the same condition it was prior to the event. Any event that involves animals will incur mandatory clean-up conducted by the City. Fees for these services will be assessed to the applicant.

Public Notification

Event plans must be balanced with the interests and needs of property owners and businesses. Notice of the event must be provided to all property owners, tenants, and/or businesses within 300 feet along the affected route or area. This notice must be provided at least one week prior to the event date.

At minimum, the notification must include the following information:

- Event date/time
- Closure description
- Closure length
- Notice of grievance process (as quoted below):
“Grievances related to this closure can be directed to the City of Moorhead, City Clerk’s Office at 218.299.5304 or cityclerk@cityofmoorhead.com.”

Applicants can personally deliver notification or utilize the U.S. Postal Service “Every Door Direct Mail” service. Further information about this service can be found at: <http://www.uspseverydoor.com/>. Failure to notify property owners in street closure areas will result in permit revocation.

Throughout all events, residents should be allowed access to their property and businesses should be reasonably accessible to the general public. Event organizers will be expected to make every effort to preserve customer and residential access for businesses and houses along the street closure.

Indemnification

The applicant shall agree to indemnify and hold harmless the City of Moorhead from any and all liability that may arise by virtue of the event.

- The applicant shall provide and maintain a certificate of insurance for comprehensive general liability in a minimum amount of \$1,000,000 per occurrence, \$2,000,000 aggregate.
- The City must be named as an “additional insured” on the policy.
- The certificate must be submitted to the City within 10 days of the event.
- The City may determine that a particular event does not present a substantial public liability or property damage exposure for the City and is authorized to waive the insurance requirement for such event or activity.

Other Requirements

As a condition for issuing a permit, the City may impose additional requirements and restrictions as may be necessary to protect public health and safety.

Appeal Process

If the City denies a permit for the event or any of its components, or the applicant disagrees with the conditions placed on the permit, the applicant may submit a written appeal to the City Manager.

Permit Revocation

The City is authorized to revoke a permit in the event it is determined that:

- The applicant made any false or misleading statements in the application or during the application process.
- The applicant failed to comply with any conditions or requirements for the issuance of the permit.
- Such withdrawal is necessary for the protection of public health or safety or for the prevention of a violation of any local, state, or federal law.

Additional Permits/Licenses Required

Below you will find a list of additional permits/licenses or other conditions that may be required for your event. Please note that it is NOT necessary to have all permits approved upon submission of this application; however, applicants must have all permits and fees paid and approved prior to the start of the event.

Authorization to use a City Park

Public events being held within a City Park require authorization and use of picnic shelters and neighborhood recreation facilities must be reserved. Please contact Moorhead Parks and Recreation at 218.299.5340 for additional information.

Event Exhibitors and Operators

Minnesota law requires that exhibitors register to collect Minnesota sales tax, provide a written statement that no taxable items are being sold, or provide a written statement indicating that they qualify for the isolated and occasional sales exemption. Further information is provided on the MN Department of Revenue website at www.taxes.state.mn.us or call 800.657.3777.

Health Department Permit

All food vendors in conjunction with special events must apply for a temporary food permit through the Minnesota Department of Health (MDH). Please contact Clay County Environmental Health at 218.299.5002 for additional information.

Sign Permit

Any person, firm or entity displaying a portable sign within the City of Moorhead must obtain a permit. A portable sign permit is granted for a period of up to 14 continuous days, with vehicles and equipment that display signage granted for a period of up to 3 consecutive days. Please contact the Building Codes Office at 218.299.5424 for additional information.

Special Event Liquor License

Any sale of alcohol within the City of Moorhead requires a special event liquor license issued by the City and in some cases an additional permit from the State of MN. Please contact the City Clerk's Office at 218.299.5304 for additional information.

Tent Permit

A fire prevention permit is required for all high hazard occupancies such as tents, canopies, and temporary membrane structures with enclosed sides. Please contact the Moorhead Fire Department at 218.299.5298 for additional information.

Program Cancellations Due to Inclement Weather:

In the event of inclement weather we occasionally have to cancel park programs, practices and / or games and facilities.

We will hold off on a decision to cancel evening programs / special events until 3:30 pm. in an effort to make the best decision possible.

Procedure for Cancellations of Participant Programs made before the end of the business day (4:30 pm) on weekdays

- Program Supervisors in the Park Office will discuss what will be cancelled throughout the entire Park System.
- The Office Specialist or Recreation Specialist will provide information in the following way:
 - Recreation Hotline - Phone number 218.236.0627.
 - Post on Social Media / Facebook and or Twitter.
 - City of Moorhead Parks website under the cancellation Icon.
 - Press release will be distributed to local Media including cancellations for all programs or area cancelled.
- Program Supervisors / Coordinators will:
 - Find out at the beginning of the season who does not have access to the website or Hotline.
 - Notification will go out to Program Coordinators, Officials / Umpires, Field Supervisors, School Officials, and all snow removal individuals.
 - Call the coaches that do not have access to website or hotline and have them call participants on their teams who they know do not have access.

Procedures for Cancellations of Participant Programs made after 4:30 pm or on weekends

- The Office Specialist or Recreation Specialist would be notified by Program Supervisor if there is to be a cancellation and they will:
 - Post on Social Media / Facebook and or Twitter.
 - A notification will be placed on the City of Moorhead Parks website under the cancellation Icon.
- Program Supervisors / Coordinators will:
 - Notify the Program Coordinators, Officials / Umpires, Field Supervisors, School Officials, and all snow removal individuals.
 - If you did not receive confirmation from Office staff that a posting on website will happen, all coaches must be called.
 - 3 Local radio stations will be called and asked to announce cancellation.
 - If cancellation involves facility usage a sign will be posted at the main entrance of that facility notifying participants that may arrive that the activity/program has been cancelled.

Facility Closures:

Moorhead Municipal Pool and Wading Pools:

- Are closed if it is not 60° and sunny or 65° and cloudy.

Hjemkomst Center:

- Closes to the General Public when Moorhead Schools is closed or on weekends when the Shopping Malls close

Moorhead Golf:

- When temperatures are 40° or below, storm or lightning is exhibited.

Moorhead Sports Center:

Closes to the General Public on weekends when the Shopping Mall closes. An exception to this would be when we have a contracted rental of the facility that determines that they will proceed with the event. Employee safety is considered prior to approval at that time.

11-5-15: Park Land Dedication Requirements

General Requirements: Because new residential development increases the population of the community and demand on the parks system, as a prerequisite to residential plat approval and at the sole determination by the City, applicants must dedicate land for parks, playgrounds, public open spaces, trails or bikeways and / or must make a cash dedication to the City.

1. City staff will confer with the Parks and Recreation Advisory Board at the time the preliminary plat is under consideration, to secure their recommendation as to the location of any property that should be dedicated to the public, such as parks, playgrounds, or other public property.
2. If during development the number or type of units is altered, the applicant will be required to make a cash dedication to account for the increased density of the project. However, if the number of units is decreased, the applicant will not be refunded that amount of cash or land dedicated during the original plat approval.
3. Property being replatted with the same number of units will be exempt from all parkland dedication requirements.

Park Land Dedication: The dedicated land must be in addition to property dedicated for streets, alleys, easements, water detention, or other public ways.

<u>Type of Dwelling Unit</u>	<u>Minimum Area Dedicated per Dwelling Unit</u>
Single or Two Family	700 square feet
Multiple-Family	500 square feet

1. When land is dedicated and deeded to the City for park purposes, it will be the responsibility of the City to maintain such dedicated property.
2. Land dedication to the City must be in the form of out lots.
3. Land Area conveyed or dedicated to the City will not be used in calculating density requirements of the City Zoning Ordinance.

Payment in Lieu of Dedication: When, in the opinion of the City and at its sole discretion, it is impractical, in appropriate, and / or in the best interest of the City for a subdivision to not make a dedication of land for public use, the applicant will be required to pay a cash fee based on the type and number of dwelling units.

<u>Type of Dwelling Unit</u>	<u>Amount of Cash Dedicated per Dwelling Unit</u>
Single or Two-Family	\$150.00
Multiple-Family	\$100.00

Purchase and Assessment of Park Land: The requirement for park land dedication or payment in lieu of dedication may be waived by the City when an agreement incorporated into a developer's agreement has been executed between the City and developer. Such agreement must require the developer to petition for park improvements to be assessed against the property owned by the developer, which may include property outside the current plat. The City may enter into such an agreement only if the City Manager determines that such an agreement results in a more favorable result to the City than the imposition of the standard park land dedication or payment in lieu of dedication requirements (Ord. 96-21, 1-6-1997).

11-5-16: dedication of Storm Water Retention Areas

Upon approval by the Council, the applicant may be required to dedicate to the public up to six percent (6%) of the land proposed to be subdivided for storm water retention areas. The six percent (6%) dedication may be considered in addition to the park land dedication required by Section 11-5-15 of this chapter (Ord. 96-21, 1-6-1997).

145.905 LOCATION FOR BREAST-FEEDING.Minnesota Statute 145.905

A mother may breast-feed in any location, public or private, where the mother and child are otherwise authorized to be, irrespective of whether the nipple of the mother's breast is uncovered during or incidental to the breast-feeding.

Minnesota's indecent exposure statute specifically excludes breastfeeding as a violation of the law.

In practice, it means that in any public place, and at any business, store or restaurant that the mother and child can visit, a mother can breastfeed her baby. It is also not indecent exposure for any part of the mother's breast or nipple to be visible while breastfeeding.

Breastfeeding and Working: Minnesota Law

Minnesota law has provisions for working mothers who wish to breastfeed, and need time and privacy to pump or express breast milk while at work. Here's what the law says.

181.939 NURSING MOTHERSMinnesota Statute 181.939

An employer must provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time under this section if to do so would unduly disrupt the operations of the employer.

The employer must make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where the employee can express her milk in privacy. The employer would be held harmless if reasonable effort has been made.

For the purposes of this section, "employer" means a person or entity that employs one or more employee and includes the state and its political subdivisions.

ORDINANCE NO. 2016-03

AN ORDINANCE TO AMEND AND REENACT SECTION 2-3-5 OF THE MOORHEAD MUNICIPAL CODE RELATING TO TERM OF LIQUOR LICENSE.

BE IT ORDAINED by the City Council of the City of Moorhead as follows:

SECTION 1. Section 2-3-5 of the Moorhead Municipal Code is hereby amended and reenacted to read as follows:


2-3-5: LICENSE AND BOND FEES; LICENSE TERM:

- A. Liquor License Fees: As established by the city's fee schedule.
- B. Fees Paid Into General Fund: All license fees shall be paid into the general fund of the city. Upon rejection of any application for a license hereunder, the city shall refund the amount paid, less any investigation costs incurred by the city as hereinafter set forth.
- C. Term Of License: All licenses shall expire on June 30 of each year. Each license shall be issued for a period of one year, except for the ~~seven (7)~~ eight (8) month on-sale public golf course license, and except that if a portion of the license year has elapsed when the application is made, a license may be issued for the remainder of the year on a pro rata fee basis. In computing such fee, any unexpired fraction of a month shall be counted as one month.

SECTION 2. This ordinance shall take effect upon publication in accordance with the Moorhead City Charter.

PASSED by the City Council of the City of Moorhead this 18th day of February, 2016.

APPROVED BY:


DEL RAE WILLIAMS, Mayor

ATTEST:


MICHELLE FRENCH, City Clerk

First Consideration: January 25, 2016
Second Consideration: February 8, 2016
Date of Publication: February 18, 2016

Title: Parks and Recreation Administration
Chapter: Office Procedures
Section: 1.2A

Date: October, 2008

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Pricing Policy

Annually, Park and Recreation Division staff recommends a series of fee adjustments necessary to recover costs associated with program delivery. The City of Moorhead Parks and Recreation's general philosophy for fees is; 100% of direct costs associated with adult programs, and 50% of the direct costs for youth programs.

Youth programs at times will make money over direct costs, but other programs do not meet the 50% criteria and require modest subsidies. Examples of programs that need subsidies are the wading pools, adaptive programming, and neighborhood after school and summer park programs.

Fees are also reviewed from both a direct cost of service perspective as well as a competitive market perspective.

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Registrations

Registrations are accepted through online registration, mail, fax, walk-in, email, over the phone. No program / activity registrant spots are held prior to registration. The registration fee is due at the time of registration.

If a registration form is faxed or emailed, the customer needs to pay with a credit card. MasterCard, Visa, and American Express credit cards are accepted.

If a customer calls and registers over the phone, they must pay with credit card and must also have a signed Release of Liability waiver on file.

Release of Liability Waivers

Release of Liability waivers must be signed by ALL registrants. A parent or legal guardian must sign the waiver if the child is under 18 years of age. One signed waiver is good for the signee and all minor aged family members.

Transfers between programs are acceptable prior to the program start date.

Facility Reservations

Reservations

NRC buildings and the MB Johnson shelter are open for reservations year round with the exception of pre-scheduled park programs. These buildings can be reserved from 10:30 am to 9:30 pm Monday through Sunday. Picnic shelters at Gooseberry Park are available May 1 through September 30 of each year. Reservation can not be taken until the first business day in January of each year.

In order to reserve one of the City of Moorhead facilities, the customer must fill out the appropriate reservation forms and pay the fee at least 72 hours prior to the reservation date. Shelters are reserved on a first come, first served basis. Reservations will not be held with incomplete information. Reservation forms can be faxed, mailed, or emailed to the customer. Completed reservation forms can be faxed or emailed back to Moorhead Parks and Recreation with credit card information.

Situations where a rental will be denied:

- Renters of any City of Moorhead facilities must be at least 18 years of age.
- There are no Sound Permits allowed in the neighborhood parks.
- All concerts or other such activities can be considered in the regional or downtown parks to allow for the quiet enjoyment of others to use this space. (See policy 5.1B)
- Park Buildings are not available to rent on City observed Holidays. Shelters in the Regional Parks would be available.
- If a renter is denied the use of the space there is an opportunity to appeal this to the Park Advisory Board who can then make a recommendation to approve or disapprove. Should the renter still not be satisfied with that decision there is an opportunity to appeal this decision to the Moorhead City Council.
- If the reservation is denied, the group will be contacted within one week and the fee returned.

It is the responsibility of the renter making the reservation to clean up the building/shelter placing trash in proper receptacles and return building / shelter to original condition.

Park staff will open and close all buildings reserved. No keys will be issued for City facilities, with the exception of the MB Johnson shelter. Renters will lock up at the end of their reservation and place the key in a drop box provided at the shelter. No alcohol is allowed in the City parks or buildings, with the exception of the MB Johnson Shelter.

Fees

The fee to reserve the facility is a rental fee, not a deposit. It will not be returned following the reservation. There is no fee for use of NRC's for Moorhead school staff, as long as the reservation is intended to host students from the school.

Permits

Sound permits cannot be issued for both shelters in Gooseberry Park on the same day. There are no sound permits issued for neighborhood parks. See 1.1B for sound permit information.

Signage

Signs directing your guests to your event may be placed outside of the venue you are renting 1 hour prior and taken down immediately after your event. The signs must be temporary in nature and not exceed 2' x 3' in size. Signs must be self sustaining and can not be placed on the building and fence.

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Late Fees

Anyone registering after the deadline date for basketball and baseball will be assessed a late fee. The amount for this late fee is one-half of the regular fee.

Cancellation / Refund Policy

Program Cancellations / Refunds

Program cancellations can be taken at any time before or during the program.

Notification to the Moorhead Parks and Recreation office is required 48 hours before the first class to be issued a full refund. **No refunds will be issued after the program has started.**

Facility Cancellations / Refunds

It is the responsibility of the party renting the facility to watch weather conditions. Weather related cancellations are accepted within 24 hours of the reservation. Other cancellations must have 72 hours notice in order to receive a full refund. Weekend reservations must be cancelled by 12:00 noon on the preceding Friday in order to be eligible for a refund. Cancellations without refunds can be made at any time.

Renting party must successfully meet the time standards listed above for a full refund. Partial refunds are not granted for facility reservations.

Monetary Program Assistance

Scholarships

Scholarships are awarded to participating Moorhead youth that fall within the income qualifications, for any Moorhead Parks program.

Criteria for the Scholarships include:

- One-two scholarships, per participant, per season, resulting in three eligible scholarships per calendar year, maximum.
- The participant's parent / legal guardian must fill out the scholarship form, as well as the registration form, providing all necessary information, including household income verification.
- Until scholarship is approved or payment received, the child is not considered registered for the class.
- The recipient's parent/legal guardian will be contacted with the results of the scholarship awarded via email.

See Appendix L for a copy of the scholarship form.

Preferred Beverage Vendor

Selection of a prime vendor for beverage services in Moorhead parks is consistent with the past practice of recognizing the City of Moorhead has offered the exclusive rights of beverages vending / concessions for many years.

In April of 2015, Mayor and City Council authorized a three-year contract with PepsiAmericas Inc. to provide exclusive beverage concessions / products in all Moorhead park facilities in exchange for annual payment from PepsiAmericas Inc. The term of the Contract began in May of 2015.

The agreement with PepsiAmericas covers all product sold by the City and all product that is sold by other concessionaires on City of Moorhead park property. (ex. Moorhead Youth Soccer, Babe Ruth Baseball, Red River Softball Association).

Selection Process

1. A Request for Proposal (RFP) is advertised in the Extra and notification sent to all possible vendors.
2. Bids are open and questions are asked of the vendors if there are any.
3. The City receives bids and a team of City Staff including: representatives from the Accounting Department, Legal, and Community Services Department reviews the bids and makes a recommendation to the City Council.
4. City Council ultimately has the authority to select/deny the vendor.

Contracts and Agreements

The City of Moorhead owns and operates facilities and grounds that are available for lease under certain terms and conditions that are set forth in a written contract/agreement.

Procedure

Information will be collected by the Recreation Department Director from the client. Based on the information and desires of the client the type of agreement entered into will be determined. Examples of the various agreements include:

Short Term Standard Lease Agreement (typically one time events):

- Hjemkomst Center
- Sports Center short term ice requests
- Neighborhood Recreation Center
- Wading Pools / Municipal Pool Rental
- Park Shelters
- Golf Tournaments

Short Term Standard Lease Agreements are generic in nature for each facility but are previously approved forms by the City Attorney. **These do not require approval by Moorhead City Council or signatures by City Manager.**

Long Term Agreements:

- Sports Center Ice Annual Requests (Burggraf Skating Skills, Concordia College, Moorhead High School, Shanley High School, Red River Valley Figure Skating Club, and possibly Moorhead Youth Hockey)
- Softball
- Baseball
- Soccer
- Football
- Cricket
- Lacrosse

Long Term Standard Lease Agreements follow a standard format provided by the City Attorney. Typically included in these standard lease agreements/contracts are:

- Depiction of Leased Premises
- Legal Description of City Facility
- Rental Payment Schedule and Deposit Requirements
- Use of Leased Premises
- Conditions
- Term
- Repair and Maintenance
- Indemnification
- Property Damage Insurance
- Requirements For All Insurance

- Intoxicating Beverages
- Assignment and Subletting
- Default
- Successors and Assigns
- Written Notices or Correspondence
- Waiver of Default
- Invalidity of Provisions
- Statement that this is the Entire Agreement
- Governing Law

1. Recreation Department Director completes agreements and sends to the City Attorney for review.
2. Once Attorney has reviewed, agreements are sent to the client for **final review and signatures of approval.**
3. Items that are routine in nature are not required to go to the City Council.
4. In the event the agreement is not ordinary and/or usual, the item must be approved by the City Council.
5. If approved, three copies of the contract that the client has agreed to and signed will be sent to the City Managers Executive Assistant for signatures by the Mayor and City Manager.
6. Once all signatures are secured from Mayor and City Manager, one copy will be filed with the City Clerk, one copy will go to the client and one copy will be filed in the Park Administrative Office. A copy of the rental payment schedule will be sent to the Accounting Department.

Professional Service Contracts

Examples

Program delivery
Teaching/Coaching/Independent Contractors
Consultant work on projects

The above require approval by Moorhead City Council and signatures by Mayor and City Manager.

Service Contracts:

Examples

Agreements for services such as bands, lighting, Games to Go, trade agreements, advertising etc.

The above agreements are negotiated by City Staff and require the signature of the City Manager only.

Certifications of Liability Insurance

All leases and contracts must include language that includes the following requirements:

Indemnification. The Lessee agrees to indemnify and save harmless the City (Lessor) from and against all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to person or property sustained by anyone arising out of Lessee's use and occupancy of the Leased Premises and shall at Lessee's own cost and expense defend any and all suits or actions (just or unjust) which may be brought against the City as the Lessor.

Liability Insurance. The lessee must at it's own expense provide and maintain during the term of the Agreement a blanket or general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Leased Premises by the Lessee, said policy shall have limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Certificates of Liability Insurance must be filed in the Park Administrative Office prior to use of City owned facilities / property.

Property Damage Insurance. Lessee shall, at Lessee's sole cost and expense, provide and maintain all risk property insurance during the term of this Agreement in an amount sufficient to cover all items of property owned, maintained, or controlled by the Lessee on the Leased Premises. Lessee is not required to provide property damage insurance for the building or any City owned property.

Requirements for All Insurance. All policies (or riders) required by this Agreement shall be taken out and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall contain a provision that the insurer shall not cancel or revise coverage thereunder without giving written notice to the insured parties at least ten (10) days before the cancellation or revision becomes effective, (iii) shall name Lessee and Lessor, as insured parties, (iv) shall be in accordance with specifications approved by the insurance advisor for Lessor, and (v) shall be evidenced by a Certificate of Insurance that shall be filed with the Lessor.

Purchasing

CITY OF MOORHEAD OFFICIAL PURCHASING POLICY

The following general policy for purchasing equipment, supplies, and services are hereby adopted by the City of Moorhead.

1. Chief Purchasing Agent - City Manager: The City Manager, in accordance with Chapter 6.05 of the Moorhead City Charter, serves as the City's chief purchasing agent and is the ultimate responsible party for approval of all City purchases under this policy. The City Manager may delegate responsibility to the City Manager's designee as he/she may deem fit but must retain the responsibility for oversight of the designee to insure that all City purchases comply with this policy.
2. Line of Responsibility: The following line of responsibility for City purchases under this policy will be followed.
 - A. Staff Member: Responsible for making preparations for seeking quotations and/or open market purchasing initiating formal bidding processes.
 - B. Staff Member's Supervisor: Responsible for approval of staff member's preparation for City purchases in compliance with this policy.
 - C. Department Director: Responsible for approving all City purchases within their department.
 - D. City Manager: Responsible under Section 6.05 of the Moorhead City Charter for all City purchases. May delegate the task of review and approval of City purchases but retains final responsibility for insuring that City purchases comply with this policy, the Moorhead City Charter and applicable law.
3. Purchasing Process: The City purchasing process will be in accordance with the Uniform Municipal Contracting Law Minnesota Statute 471.345.
 - A. For contracts **less than \$25,000**:
 1. If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market. If the contract is made upon quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year.
 2. The Department Director must approve the final purchase, subject to the supervision of the City Manager.
 - B. For contracts **from \$25,000 - \$100,000**:

1. If the amount of the contract is estimated to exceed, \$25,000 but not to exceed \$100,000, the contract may be made upon sealed bids or direct negotiation, by obtaining two or more quotations for the purchase, and without advertising for bids or otherwise complying with the requirements of competitive bidding. If advertising for bids the first publication must be at least ten days before the bids are publicly opened. (Minnesota Statute 429.041, Subd. 2) All quotations obtained shall be kept on file for a period of at least one year in the office of the City Clerk.

2. The City Manager will have the authority under section 6.05 of the Moorhead City Charter to authorize acceptance of the lowest responsible bid meeting specifications. The City Manager may delegate the responsibility of review and approval of quotes, but retains the final responsibility for insuring that purchases comply with this policy, the Moorhead City Charter, and applicable laws.

C. For Contracts over \$100,000:

1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice published once in the official newspaper at least ten days in advance of the closing date for submitting bids. (Minnesota Statute 412.311)

- a. The City Council will authorize advertisement for bids.
- b. Specifications will be made available from the City Clerk to all prospective bidders.
- c. Bids will be opened at a public bid opening. The date of bid opening will be set in the advertisement for bids.
- d. City Staff will review all bids and recommend to the City Council the lowest responsible bid meeting specifications.
- e. The City Council will award the bid and authorize the Mayor and City Manager to enter into agreement with the lowest responsible bidder meeting specifications.

D. For Local Improvement Contracts estimated to exceed \$100,000:

1. If the estimated cost of a local improvement constructed under the Local Improvement Code exceeds \$100,000, publication must be made at least once, in an official newspaper, no later than three weeks before the last day for submitting bids (Minnesota Statute 429.041, Subd. 1).

4. Purchase Order Required: All purchases in excess of Five Hundred Dollars (\$500) must be made pursuant to a purchase order numbered by the Finance Department.

5. Directors Must Approve Purchases: Each Department Director must approve the purchase of any item by any employee before payment is made for said purchase. Emergency situations may

require a deviation from this policy, but any such deviation must be ratified by the Department Director as soon as the Director is available.

6. Lowest Responsible Bid Required to be Awarded & Solicitation of Quotations from Moorhead Businesses Only: All purchases will be based on reasonable cost estimates for the items to be purchased in the marketplace. The basis for the estimate will be reduced in writing and kept on file in the office of the City Clerk. The City will seek to secure the lowest possible responsible bid. However, if there are at least two (2), but preferably three (3) or more businesses within Moorhead that can provide quotations on the item(s), the City Manager, at his/her own discretion, does not need to issue specifications to firms outside the corporate limits of the City of Moorhead.

7. Quotation and Bidding Policy: Whenever quotations or formal bids are utilized by the City for purchases, specifications for the supplies, equipment and materials will be carefully developed and will not be broken into smaller components for the purposes of avoiding legal requirements under Minnesota Statute 471.345. All specifications for quotations or bids will be prepared to maximize the City's flexibility in selecting appropriate supplies, equipment, and materials compatible with the needs of the City and the skills and experience of City personnel who will operate the equipment. Purchasing from State bids will be pursued whenever possible.

8. Professional Service Contracts: The bidding requirements of Minnesota Statute 471.235 do not apply to professional services agreements. Such professional services agreements will be developed based on the professional needs of the City. To meet the requirements for the category of professional services agreements, the agreement must involve special skills in design, technical, scientific, artistic, legal, or medical services.

9. City Purchasing Chart for Open Market, Quotations, and Formal Bidding:

<u>Method of Purchasing</u>	<u>Staff Actions</u>	<u>Dollar Amount</u>
Open Market	Pure negotiation by staff and award	\$0- \$25,000
Oral or Written Quotations	Two or more quotations, oral or written, will be sought by staff; quotations will be placed on file in City Clerk's office; staff will make award	\$25,000 - \$100,000
Formal Bidding	Formal bid process will be followed according to Minnesota Statute 471.345	\$100,000+

The above mentioned policy is in accordance with Minnesota State Statute and any changes to this policy, including the dollar limitations, will automatically adjust the policy to the new state requirements.

Trade Agreements

It is the policy of the City of Moorhead Park Division to trade services in lieu of cash payments. These trades are to be equal to the advertising expense proposal.

- All trade contract/agreements must be signed by the City Manager and do not have to go to City Council.
- Proposed trades amounts are to be part of the City of Moorhead budget.
- Trade agreements will be recorded on a spreadsheet to monitor value and status of trades.

Golf Trades

- The proposed golf trade is to be in the City of Moorhead budget and to be under \$20,000 in value.
- Media and business trades are permitted for company staff, client, and promotional use on TV/radio stations.
- Golf Passes, green fees, practice range, and cart rentals are allowed for trade. This must be set up with certificates and recorded.

Marketing

It is the policy of the Moorhead Parks and Recreation Department to promote recreational, special events, volunteer opportunities, and other park programs through marketing tools including press releases, publications, advertisements, magazine articles, radio/television interviews, website and the Moorhead Parks and Recreation brochure.

Parks and Recreation Website

The Moorhead Parks and Recreation Department informs the community of recreational and program opportunities, parks and facilities, and special/cultural events.

Procedures

The Moorhead Parks and Recreation site is located at www.moorheadparks.com.

The Parks and Recreation site includes:

Recreation and Programs

- Youth
- Adult
- Seniors

Parks and Facilities

- Park Locations
- Park Amenities
- Facilities
- Biking/Hiking Trails
- On the Red River
- On Going Projects
- Planning Documents
- Neighborhood Park Planning Concepts

Things to Do

- Attractions
- Special Events

Information Guide

- Contact Us
- Registration / Scholarships
- Cancellation / Hotline
- Sponsorships
- Volunteers
- Links

Website Updates

The Recreation Specialist and Office Specialist update information on a monthly basis or as needed. New data and changes are entered onto the Parks and Recreation site by the Recreation Specialist or Office Specialist.

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Parks and Recreation Brochure

The Moorhead Parks and Recreation Brochure is published two times per year to inform Moorhead residents of spring / summer programs and fall / winter programs offered. The spring / summer brochure is mailed in February and the fall / winter brochure is mailed in August.

Brochure Ad Sales

The Recreation Specialist will solicit ad sales for the Moorhead Parks and Recreation Brochure.

- 4 color ads are sold in the inside front cover and 1 full page ad on the back cover of the Parks and Recreation brochure.
- The Purchaser will complete a signed agreement of sales.

Agreements will be kept on file in the Parks and Recreation Department.

Invoices will be sent out to Purchaser.

Accounting Department will send verification of sale payment to Parks and Recreation Department.

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Press Releases

Programs and event press releases are sent to the area media and other promotional organizations using the City of Moorhead press release format.

Press releases are formatted to the standard City of Moorhead policy format using the Parks and Recreation logo at the top of the page.

Press releases are written by the Recreation Specialist unless otherwise assigned by the Recreation Department Director.

Press release is released to media after review by Recreation Department Director, the City Manager's Office, and the Office Specialist.

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Posters / Flyers / Ads

Programs and events posters / flyers / ads are sent to the area media and other promotional organizations.

Posters, flyers and ads are designed by the Recreation Specialist, Recreation Program Coordinators or the Office Specialist, unless otherwise assigned by the Recreation Department Director.

Posters, flyers and ads are to be reviewed by Recreation Department Director, Office Specialist, and Park Coordinators.

Promotional Sites

The Recreation Specialist is responsible with the assistance of Parks and Recreation staff for promoting special events, recreational programming, and other Moorhead Parks and Recreation news stories in free and paid promotional publications / locations.

Free Promotional Sites and Locations Include:

- Public Service Announcements
- FM Village Family Magazine - Community Calendar
- FM Magazine - Send press release and they write articles
- FM Chamber of Commerce
- Hornbacher's Grocery Flyers
- Sunmart Grocery Flyers
- LAAC Art Forum
- MSUM and Concordia Publications
- The Extra
- TV Calendars - Cablecom, FOX, KVLY
- Business Marquees (Moorhead Fire Station, Northwest Bank, Moorhead Center Mall)
- FM Area Attractions
- School Announcements - Announced at Middle and High Schools
- Flyers distributed at schools
- Organizational meetings

Free Websites

- Convention and Visitors Bureau Website
- The Forum
- River Keepers
- Downtown Community Partnership
- Radio Stations

Fee Based Marketing and Promotion Advertisements

- Kid Source
- The Forum
- The Fargo-Moorhead Hub
- FM Magazine
- Village Family Magazine
- Lake Agassiz Arts Forum
- High Plains Reader
- Radio Ads
- Television Ads

Other Forms of Marketing

- Signage and Banners
- Billboards
- Sandwich Boards
- Pizza Boxes, Grocery bag stuffers, Burger King Placemats, Table tents
- Mailings- Moorhead Businesses, Daycares...
- Specialty Sites- Farmer's Market, Art Magazines, Running sites...

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TV/Radio Interviews

To promote special events or other relevant news stories Television / Radio Station personnel are contacted 2-3 weeks prior.

The Recreation Specialist is responsible for the following;

- Contacting media personnel with news story.
- Arranging interview dates, times and locations
- Doing interviews or designating staff or appropriated person to do the interview.
- Preparing media packet for interviews

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Photo / Talent Releases

A signed Photo / Talent release for individuals that are photographed or videoed for media or promotional service purposes is required by the City of Moorhead Parks and Recreation Department.

Photo / Talent release forms are available in the Moorhead Parks and Recreation office.

Participants in photo shoots or videos will be asked to sign a talent release form.

If the participant is less than 18 years of age a parent or guardian must sign the photo / talent release form.

The signed talent and release forms will be kept with the Recreation Specialist.

Photographs will be used in promotional materials including but not limited to the Moorhead Parks and Recreation Brochure, City Insights, City Calendar, and City website.

Procedure for Advertising in Moorhead Park Athletic Fields and Facilities

The following is a procedure for commercial advertising on facilities and fields owned by the City of Moorhead. The procedure is based on the concept that advertising influences behavior, therefore certain businesses or activities will not be able to advertise with the City of Moorhead Parks if all citizens can not lawfully enter that business.

Advertising is limited to the following list of Park facilities and fields within the City of Moorhead:

- Athletic field areas including the fence lines at Matson, Southside Regional Park including the Miracle Field, Centennial Athletic Complex, including the football fields, and the Moorhead Dog Park
- Dasher boards, scoreboards, ice resurfacing machine etc. at the Moorhead Sports Center,
- Golf Course Clubhouse, tee boxes and on the GPS monitors on the Golf Cars etc.
- Special Events and Main Performance Stage

Advertising Design

Business Owner shall submit designs of public art/advertising work to the City of Moorhead Parks and Recreation Department for review and approval.

Designs should be appropriate for public display and shall not contain any reference to the use of alcohol or tobacco, libelous, slanderous, religious or sexual symbols, political statements, socially inappropriate expressions or bear controversial messages.

Restaurants that sell liquor will be allowed to advertise as long as children are allowed, by state law, to enter the premise, and the advertisement does not reference specifically the alcohol being served. (Example: Buffalo Wild Wings is acceptable but Budweiser is not)

If a lessee has obtained a City issued license to serve alcohol at a City owned facility / athletic complex, then signs referencing alcohol are allowed on a temporary basis during those seasons / special event. Signs may be required to be removed / covered during youth events held at those facilities / complexes. Ex: State Golf Tournament.

Once a design is approved, the business is bound to the design concept submitted. The Business Owner is responsible for working with the approved vendor to purchase the materials and supplies needed for the approved design.

The City reserves the right to cover up advertising for special events if hosting the event requires such (Example: Hosting the World Hockey Tournament).

The City of Moorhead Parks and Recreation Department reserves the right to reject any and all advertisements that it deems to be inconsistent or in conflict with ordinances, policies or community values.

General Media Response

- Program Supervisors / Building Managers are free to grant interviews with the media on positive scheduled events and programs. The Parks and Recreation Director should be consulted or informed of all interviews before they happen, if possible.
- For public safety or public relations concerns that may be controversial, the Parks and Recreation Director, or assigned alternate, will be the designated person to work with the media and will function as the Public Information Officer for the Parks Department.
- Initial staff response to the media should be:

“May I get your contact information so my supervisor(s) can get back to you as quickly as possible?”

Guidelines:

- When participants register for Moorhead Parks programs, parental permission forms are signed, allowing for photography and use of those photographs for promotional purposes. Photography of children in public spaces (playing at a City owned facility and not enrolled in a City program) have no expectation of privacy and may be photographed.
- If the basis for the media request could be seen as controversial (questions concerning the “position” of the City or Parks and Recreation on legal, moral, or ethical issues), the Program Supervisor and Parks and Recreation Director should be called immediately:
 - Supervisors should begin gathering information. Who, What, Where, When, and any other pertinent information.
 - Designated park staff should convene to discuss whether a statement should be provided and what the message should be, based on the information gathered.
 - If it is decided that follow up is needed, proceed to contact the external media team to provide guidance and assist with managing the situation / follow up.
Respond to media:
 - Program Supervisor / Building Manager where the incident occurred
 - Parks and Recreation Director, Holly Heitkamp
 - 218.299.5515 cell 701.866.4911
 - Parks and Recreation Communications Coordinator, Kim Wangler
 - 218.299.5296 cell 701.371.9729
 - Communications appointee from City Hall, Lisa Bode
 - 218.299.5372 cell 701.219.0095
 - City Manager Executive Assistant, Stephanie Maier

- 218.299.5303
- Responsible for immediate communication to City Manager who can then determine if / what information goes to elected officials.
- Human Resources Director, Jill Wenger
 - 218.299.5366
 - 218.443.1842 cell

- Decide whether to offer additional interview opportunities or to make a statement based on the situation.
- Follow up with any media that has requested information.
- Assign someone to monitor social media and make decisions on whether to release a statement using that format.
- Department Director should provide an Administrative Report to City Manager via email when any emergency matters have been addressed.

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Volunteer Program

The Recreation Specialist is responsible to inform the community of volunteer opportunities available in the City of Moorhead Parks and Recreation Department.

Volunteer Application/Background Checks

Volunteers are required to complete a volunteer application and background check before volunteering in City of Moorhead programs.

Upon acceptance of volunteer application and approval of background checks the volunteer can then begin volunteer assignment.

Volunteer Opportunities

Developed as needs are identified by the Recreation Specialist in discussions with various Departments. Contact Moorhead Parks and Recreation office at 218.299.5296 or register online at www.moorheadparks.com

Job Descriptions and Guidelines

Recreation Programs

Year-Round Parks Programs

Hjemkomst Center Greeter

- Greet Visitors
- Give Directions
- Provide General Information

Fall and Winter Programs

Celtic Festival Volunteer

- Room Hosts
- Event Greeters
- Craft Table Leaders
- Concessions

Spring and Summer Programs

Youth Baseball Coaches

- Equipment control and overall supervision of program.
- Emphasis is on teamwork and fundamentals.
- This six week program is for boys and girls, grades K-3.
- Hours are 5:15-6:00pm, 6:15-7:16 pm, or 7:15-8:15 pm, Mondays and Wednesdays, or Tuesdays and Thursdays from May through July.

Youth Flag Football Coaches

- Equipment control and overall supervision of program.
- Emphasis on teamwork and fundamentals.
- This program is for grades K-1 and 2-3.
- Hours are 5:45-6:45 pm for K-1 and 6:45-7:45 pm for 2-3, Tuesdays and Thursdays, August through October.

Lil' Linkers Golf Instructors

- Instruct participants on the basics of golf.
- Manage students, set up stations.
- Teach golf etiquette and basic rules.

City-Wide Beautification Program

Adopt A Park

- A public service program for volunteers to assist their community by picking up litter, planting flowers, and weeding flowerbeds in a Moorhead Park.
- Volunteer may also choose to adopt a section of our street right-of-way or recreational trail system.
- Volunteer approximately five hours in the fall and spring.

Adopt The Red

- Adopt The Red is a program that promotes a litter-free river.
- Coordinated by Moorhead Parks and Recreation and River Keepers.
- There are over five miles of river bank along the Moorhead side of the Red River.
- Volunteers are responsible for picking up litter as along the riverbank.
- Volunteer five hours in the fall and spring.

Adopt A Flower Bed

- Adopt A Flowerbed is a program that promotes beautification throughout the city.
- Downtown flowerbeds are available for adoption.
- Responsibilities include planting, weeding, maintaining, and cleaning out flowerbeds at the end of the season.

City Wide Clean Up

- Pick up garbage along the roadside or in city parks in the spring
- Hours may vary; i.e. one time group project in spring

Moorhead Parks and Recreation Policies and Procedures

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4B

Date: October, 2008

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City-Wide Beautification Guidelines

Beautification programs are open to community groups, civic groups, churches, families and individual citizens for a minimum period of one, two, or three years, preferred.

Park sites are chosen on a first come, first served basis.

Suggested projects: planting flowers, weeding flowerbeds, litter pick-up in a park, on a street right-of-way, a recreational trail system, or along the Red River banks.

Litter pick up: once in April or May; and once in September or October.

No keys will be given to volunteers.

The Group supervisor will:

- Complete a volunteer application form
- Be expected to call the Moorhead Parks and Recreation Department to inform them of a planned project or litter pick-up outing
- Make Arrangements with Volunteer Coordinator for distribution of trash bags and collection of full bags
- Make sure any volunteer less than 18 years of age is supervised by a responsible adult and a parental release form is signed
- Have a first aid kit along and will be aware of local emergency services in case of injury
- Make plan for the day's events giving the groups plenty of time, taking breaks, and not over-exerting participants

City of Moorhead provides:

- Trash bags and rakes
- Recognition on the Parks and Recreation website

Hjemkomst Center Main Information Desk

Greet visitors as they enter the building, inform the visitors of what is housed at the Hjemkomst Center, assist the visitors with directions, assist people attending meetings in the building to the appropriate meeting room, and other duties as necessary.

Monday – Friday 9:00am-1:00pm or 1:00-5:00pm

Volunteer Program

Volunteer Program Office / Computer Assistant

Assist Recreation Specialist with office functions such as data base development, data entry, research, office duties, and planning special events.

Hours are Flexible. Assist between the hours of 11:00 am-2:00 pm, Monday through Friday. Special event hours vary.

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Special Events Assistant

Assist with outdoor park activities, registration booth, setup and / or tear down of events, parking, and activities in park or along river. Assist with promotion of event, distribution of posters, contacting volunteers, etc.

Volunteer 2-6 Hours per day.

Special Event Volunteer Opportunities

Information Booth Volunteer

Parking Attendant / Traffic Control Volunteer

Serve on Committees

 Marketing

 Promotion

 Finance

 Programming

Activity Assistant Volunteer

Cross Country Ski Check In / Out Volunteer

Snow Shoe Race / Demo Volunteer

Games to Go Volunteer

Stage hand Volunteer

Kids Art Assistant Volunteer

Supervisor of Children's Play Area

Parade Line up Volunteer

Kitchen and Dining Room Volunteer

Set Up / Tear Down Volunteer

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4C

Date: October, 2008

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Volunteer Insurance

The City of Moorhead to carries additional liability insurance for volunteers.

Volunteer Insurance is purchased on an annual basis through the League of MN Cities Insurance Trust.

Certificate of Liability Insurance is in the Moorhead Parks and Recreation Office and at City Hall.

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4D

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Volunteer Training

Orientation is essential for assuring that new volunteers fully understand what is required of them and what they can expect as a City volunteer. New volunteers are provided orientation and training concerning job duties, pay, benefits, safety and relevant policies and procedures. The immediate supervisor of a new volunteer and the Recreation Specialist are responsible for orientation procedures.

Volunteer Positions

The Recreation Specialist and / or immediate supervisor are responsible for the enrollment process. However, orientation and training is the responsibility of the immediate supervisor.

All Volunteers

The following areas will be addressed in all new volunteer orientations:

- Review of the Volunteer Job Description
- Recording Volunteer Hours for long term volunteers.
- One time volunteers sign in / out day of special event or activity.

Volunteer Internships

The City of Moorhead will develop a partnership with area schools to provide meaningful internship opportunities to area students, which will enable them to share city government experience, and may help to recruit future employees. Volunteers must complete a Volunteer Application and Background Investigation Form

Prior to placing an intern, approval must be granted by the appropriate department director.

Internships will be unpaid unless appropriation for such is contained in the corresponding budget.

Each intern must have a designated internship coordinator who will supervise and serve as the intern's mentor. The internship coordinator will also provide any information required by the school. There must be a signed contract with the school explaining the responsibilities of all parties.

Interns are exempt from usual recruiting and selection requirements except for the general interview. All interns will go through general and departmental orientations.

All interns, paid and unpaid, will have a personnel file located in the Human Resource Department.

Internships may be terminated at any time by the internship coordinator. The Human Resource Director should be notified of a premature termination of the internship.

Requirements

Student must be currently enrolled (in good standing) in an accredited college, university, or vocational / technical school.

Student must have an accumulated GPA of 2.5 or higher.

Student must successfully complete a background check.

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4F

Date: October, 2008

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Volunteer Recognition

Volunteers are recognized by individual supervisor or Parks and Recreation Department.

Methods of Volunteer appreciation have included but are not limited too:

- Thank you notes
- Pizza Parties
- Recognition on Parks and Recreation website

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4G

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Volunteer Hours

Volunteer Hours are recorded annually by the Recreation Specialist.

Recreation Specialist will record and sign time sheet hours for college students, Retired Senior Volunteer Program (RSVP) volunteers, RESTORE or other volunteers as requested.

Title: Parks and Recreation Administration
Chapter: Volunteerism
Section: 1.4H

Date: October, 2008

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Volunteer Recruitment

People of all ages are welcome to volunteer with the City of Moorhead. Youth under 18 years of age must have parental consent or be supervised by an adult while participating in activity / volunteer assignment.

Volunteers must complete a volunteer job application form and background check.

Methods of Recruitment

- Colleges
 - Minnesota State University Moorhead
 - Concordia College
 - North Dakota State University
 - Minnesota State Community and Technical College
- High Schools
- Churches
- First Link Website
- City of Moorhead website
- The Forum
- Business Partners
- Service Organizations
- Clubs and Organizations
 - Key Club
 - Camp Fire USA
 - 4-H
 - Girl Scouts
 - Boy Scouts
 - Youth Organizations - Key Club, Student Council
 - Churches
 - Restore
 - Parents

Reimbursement of Volunteer Travel Expenses

Registered volunteers and/or City of Moorhead Committee Board Members will be reimbursed for mileage, meals, and motel expenses. Expense reimbursement will follow City of Moorhead employee reimbursement policies. A City of Moorhead Travel Leave and Expense Report form will need to be filled out by the person and signed.

Mileage

Registered volunteers are not allowed to drive City vehicles out of the city limits.

Registered volunteers must carry a valid driver's license.

The City of Moorhead will reimburse volunteers at the current mileage rate.

Volunteers must complete a volunteer job application form and background check.

Meals Reimbursement

The City of Moorhead will reimburse volunteers at current meal rates for breakfast, dinner, and supper.

When leaving, to be eligible for breakfast allowance, travel must be in progress prior to 7:00 a.m.; for lunch, prior to noon; for dinner, prior to 6:00 p.m.

When returning, to be eligible for the breakfast allowance, travel must go beyond 7:00 a.m.; for lunch, beyond noon; for dinner, beyond 6:00 p.m.

When meals are included as part of a conference or meeting registration, reimbursement will not be made for that meal.

For overnight travel outside the five-state area(North Dakota, Minnesota, South Dakota, Iowa and Wisconsin) , employees may use either the standard meal allowance or actual receipts for reimbursement. The two methods may not be combined.

Motel Reimbursement

The City of Moorhead pays the actual cost.

The original lodging receipts are required and must be attached to the Expense Report Form.

The volunteer is responsible of the cost of personal telephone calls, room service and other extras.

Motel reimbursement is not covered if there is a reasonable time frame to get to and from a meeting, conference or workshop location. For example: If a meeting begins at 10:00 am or after in Minneapolis, it is reasonable to travel the day of the meeting.

Title: Parks and Recreation Administration
Chapter: Handling Difficult People
Section: 1.5A

Date: October, 2008

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Rules of Participation

All participants involved with Moorhead Parks and Recreations programs are asked to:

Respect other participants and staff at all times.

Behave and speak in a manner that is respectful to others (no swearing).

Adhere to policies and procedure of each program.

Be responsible for own personal property.

Title: Parks and Recreation Administration
Chapter: Handling Difficult People - Inappropriate Behavior
Section: 1.5B

Date: October, 2008

Page: 1 of 1

Problem / Inappropriate Behavior

The following behaviors are examples of what is not allowed in City recreation programs or facilities:

- Yelling out, inappropriate language or fighting with others
- Public display of affection that is inappropriate for a family environment
- Property or equipment damage
- Stealing
- Refusal to follow the rules of the facility
- Unwanted touching, sexual comments, sexual aggression, etc.

If any incident was to occur; and the safety or well-being of another person was compromised, or if person(s) of interest was not cooperating, the police would be contacted. Person(s) of interest would be immediately removed from the program or facility and unable to continue participation. If person(s) of interest is under the age of 18, their guardian would be contacted.

Any person with a history of inappropriate behavior towards others is required to have a one-on-one assistant with them at all times. This assistant would be provided by the family.

Program supervisors are responsible for establishing operation rules and program policies for each individual program that is offered. This is for the benefit of all participants utilizing the services provided by the City of Moorhead.

No refunds will be issued if a person is suspended from the program.

Title: Parks and Recreation Administration
Chapter: Handling Difficult People
Section: 1.5C

Date: October, 2008

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Phone Calls

Threatening

Hang up

Call the police immediately

Notify the Recreation Department Director

Always file an incident report for threatening phone calls

Obscene

Hang up the phone immediately

If the calls persist:

Notify Recreation Department Director

Call the police

File incident report

Always file an incident report for obscene phone call

Handling Disruptive Behavior / Suspensions

Maintain amiable, but firm discipline. The following successive levels of actions may become necessary.

- Approach the individual and explain the rules or regulations that are being violated. Ask them to stop.
- If rules are violated after first warning, ask the offender to stop and let him/her know that this will be their last warning.
- If the 2nd warning has been given and violated, staff may ask the offender to leave building / facility.
- If the offender will not leave, call the Police.
- Program fee is non-refundable in this situation.
- File an incident report form anytime a participant is asked to leave the program / facility, making sure to include the names of witnesses, staff, etc. Give a copy to Recreation Department Director.
- Recreation Department Director will:
 - Gather incident report from Program Supervisor
 - Conduct additional interviews of witnesses and staff if appropriate.
 - With the Program Supervisor, determine if suspension is warranted.
 - Contact the parent / family of the participant.
 - Send a follow up letter identifying the terms of the suspension. The length of the suspension will be determined by the severity of the situation.
- Appeal Procedure:
 - Patrons should direct questions to the Recreation Department Director.
 - Should the Patron still not be satisfied with the Recreation Department Director's decision, an appeal could be made to the Moorhead City Manager, in writing, within ten (10) days of receiving notice of the suspension. Upon receipt of a written appeal, the City Manager shall set an appeal hearing date within five (5) days. The appeal shall be held before the City Manager, the Chief of Police or his designee, Park Advisory Board Member, and Recreation Department Director and / or Program Supervisor from the Parks and Recreation Department.
- Staff Will be asked to:
 - Provide a written summary of the incident report, along with the follow up to parents and any other pertinent information. Be sure to include all other incident reports over the years where the same person was involved.

Title: Parks and Recreation Programs
 Chapter: Aquatics
 Section: 2.1A

Date: October, 2008

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Swimming Lessons

- All participants must be registered before attending.
- All instructors are certified Red Cross Water Safety Instructors.
- Private Swim is offered for participants looking for individual instruction

Level	Course Content
Parent / Child	Recommended for toddlers ages 1-2 and parents(s). The goal of this program is to enhance the child's comfort in the water and to introduce basic skills that will help prepare each child to enter the preschool level without parents. Parents will learn tips to encourage their child's skill development.
Preschool	Recommended for first time swimmers ages 3-4. Basic skills taught using games, songs and water toys to provide a fun introduction to swimming and water safety.
Level 1 Water Skills	Enter and exit water safely, float on front and back, submerge to pick up object, explore arm and hand movement, exhale underwater, explore swimming on front and back, use a life jacket, follow basic water safety rules.
Level 2 Aquatic Skills	Tread water, glide on front and back, swimming on side, rollover from front to back and back to front, enter water by stepping or jumping from the side, swim on front and back using combined strokes, perform rhythmic breathing.
Level 3 Stroke Development	Jump into deep water from the side, rotary breathing, butterfly kick and body motion, change from vertical to horizontal position on front and back, dive from sitting or kneeling position, swim front crawl, bob with head fully submerged, swim back crawl.
Level 4 Stroke Development	Dive from compact or stride position, breaststroke, swim underwater, elementary backstroke, throwing assists, feet-first surface dive, swim on side using scissors kick, coordinate butterfly, open turns on front and back, compact jump from height with life jacket.
Level 5 Stroke Refinement	Front crawl, elementary backstroke, front flip turn, back crawl, sidestroke, backstroke flip turn, breaststroke, survival swimming, rescue breathing, tuck and pike surface dives.
Level 6 Skill Proficiency	Level 6 is designed with "menu" options that focus on more advanced courses, including personal water safety, lifeguard readiness, fitness swimming, and competitive swimming.

Title: Parks and Recreation Programs
Chapter: Aquatics
Section: 2.1B

Date: October, 2008

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Water Exercise

- All participants must be registered prior to attending.
- Instructor is a Red Cross Water Safety Instructor.
- Activity is open to ages 15 and older.

Title: Parks and Recreation Programs
Chapter: Aquatics
Section: 2.1C

Date: October, 2008

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Use of High School Pool

- City must adhere to all Moorhead High School rules for the pool.
- School staff will open building (door 8).
- Pool key will be issued to the Parks and Recreation Aquatics Coordinator.
- Moorhead Parks and Recreation is responsible for the clean up after usage.
- Pool area and locker rooms must be clean at the time of arrival.
- Moorhead Parks and Recreation may keep supplies on pool deck in locked storage bin.
- Schedule change must be communicated.
- School must notify Parks and Recreation Office if any pool maintenance issues are to occur during the times that the Parks events are scheduled.

Water Safety Instruction

Moorhead Parks offers classes for Water Safety Instruction (WSI) using American Red Cross Guidelines

- Participants will be asked to pay the designated registration fee to Moorhead Parks. This fee will be used to purchase the instructional materials and pay the provider fee through the American Red Cross.
- The Instructor for Moorhead Parks will be certified through the Red Cross.
- Must be at least 16 years old and a proficient swimmer to take the class.
- Course length is 30 hours.
- Once class is completed, Parks and Recreation office will submit the information online to the Red Cross.

Reimbursement Opportunity:

- If participants that have successfully completed the Moorhead WSI Course, and work for the City of Moorhead as a swim instructors, they will be reimbursed \$50 per season for taking this training. Reimbursement would be a maximum of \$100.
- Participants will be reimbursed at the end of the swim lesson season. They must complete entire season to receive any reimbursement. We do not pro rate.
- Substitute positions do not qualify for the reimbursement program.
- The Recreation Program Supervisor would assist the Employee in filing the paperwork necessary for the reimbursement.
 - Employee expense report with the following attached:
 - Copy of New Hire Report form
 - Include a copy of the completion certificate from the American Red Cross that the individual has successfully completed the training. (Must include date and location of the class verifying that it was the course offered at Moorhead Parks)
 - Signed by Recreation Program Supervisor
 - Submitted to Finance

Supervisory ratios for groups at pools

One of the main factors that affect drowning risks is lack of close supervision while swimming. Drownings can happen quickly and quietly, even in the presence of a lifeguard. For the safety of all swimmers, it is crucial that constant and active supervision is maintained when any child is in or around water.

The increased risks involved with group-use at pool facility versus a daycare setting, necessitates higher staff to participant ratios at pool facilities. The following supervisory ratios should apply for group-use at pools.

Age	Staff to Participant
Infant under 2 years	1 to 1
2 years old	1 to 2
3 to 4 years old	1 to 5
5 and older	1 to 10

The ratio for ages 5 and older should be met without including the adults who are required for supervision of infants-4 year olds. A lifeguard should not be counted in the staff to participant ratio.

Title: Parks and Recreation Programs
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Basketball /Baseball

Team Assignments

Teams will be assigned by age, location of residence, grade, and / or gender.

Once teams have reached the maximum number assigned, all late registrants will be put on a waiting list for possible openings that may occur.

Cancellations

A decision to cancel due to weather conditions will not be made until 3:30 pm on weekdays (Exception: If we are certain that the poor weather conditions are going to continue or know that the amounts of rain or snow are such that we will not be able to hold our scheduled program, we will make that decision as soon as possible in the day to give ample time to notify all involved).

Procedure for Cancellations made before 4:30pm on weekdays:

- A message will be put on the Recreation Hotline Phone number, the Parks and Recreation website, and the Parks and Recreation Facebook page.
- Coaches will be notified and told to call all parents of participants on their team.
- Local radio stations will be called and asked to announce cancellation.
- Miscellaneous Recreation staff will be notified (Officials, Building / Program Supervisors, etc.).

Procedures for Cancellations made after 4:30pm or on a weekends:

- A message will be put on the Parks and Recreation website, and the Parks and Recreation Facebook page
- Coaches will be notified and asked to call all parents of participants on their team.
- Miscellaneous Recreation staff will be notified (Officials, Building / Program Supervisors, etc.).
- If cancellation involves gym usage, a sign will be posted at the main entrance of that facility notifying participants that may arrive that the activity / program has been cancelled.

Make-Up Dates for Youth Baseball

One week has been added to the end of each division, with the exception of Big Bopper, which will only be a six-week program. The make up days for the other levels will only be used in the case of cancelled games, not practices.

Figure Skating

The City of Moorhead Parks and Recreation Department provides a figure skating program for ages 4 to adults at the Moorhead Sports Center. Programs offered include the Skate with US program, Advanced Skating, and the Moorhead Ice Show.

Skate with US

The Head Figure Skating Instructor is hired as a seasonal employee from October to February to manage the Skate with US program. The Moorhead Parks and Recreation program is a registered member and teaches the US Figure Skating Skate with US program.

The Head Figure Skating Instructor is responsible for hiring figure skating instructors, managing the Skate with U.S. lessons, teaching and following budget.

Figure Skating Levels

Tots

If skater needs assistance or is unable to get across ice alone or falls often, the tots level is recommended. Helmets are required.

There are three levels of tots:

Instruction includes getting up from a fall, marching in place, forward skating and beginning stops.

Snowplow 1-3 is offered for skaters that need or prefer to stay in tots.

Snowplow Sam badges are rewarded to skaters that have completed each level for encouragement at this early level of skating.

You **DO NOT** need to get all three badges to move up to level one. If skater gets across the ice alone with ease they can proceed to Level 1 (Several skaters get their Snowplow Sam 1 and / or 2 and move up to level one before getting Snowplow Sam 3).

Level One

If the skater can make it across the rink comfortably by himself or herself without falling they are ready for level one. Skaters will learn skating and gliding forward, stopping, two-foot hops and bubbles. Helmets are recommended.

Level Two

Skaters will learn backwards skating and forward one-foot glides, as well as reinforcing stops.

Level Three

Skaters will learn forward skating using blades rather than marching, turning forward to backward and spinning.

Level Four

Skaters will learn edges, forward crossovers, three turns and backwards stopping.

Level Five

Skaters will learn backward edges, backward crossovers, hockey stop and one-foot spins.

Level Six

Skaters will learn backward to forward turns, t-stops, spirals, lunges and bunny hops.

Hockey Skills

This class is designed to help hockey players develop better and stronger skating technique. Hockey Skills classes are designed for skaters currently in hockey and have passed Basic Three (meaning skaters are able to skate backwards and turn from forward to backwards with ease). Skaters must have the proper basics since instruction covers balance and edge work and many advanced drills. This class is not for Tots or Level 1 skaters who plan to play hockey in the future.

Rookies - for hockey players in first grade or lower

Mites / Squirts - for hockey players in second grade or above

This class concentrates just on skating. Hockey sticks are not used. It is recommended skaters wear helmets and gloves.

Novice Patch - To complete level 7 & 8 and begin Freestyle and Dance badges the Novice Patch level is recommended.

Level 7 & 8 instructions focus more extensively on edge work, turns and small jumps and spins. Once you begin the Freestyle and Dance badges, instruction will include several new jumps, spins, Waltz and Tango steps and actual dances.

Novice Patch prepares the skater for Advanced Skating and private lessons opportunities or to develop higher level skating skills.

Advanced Skating/Private Lessons

The Advanced Skating/Private Lessons accommodates every level of skating.

This program is for competitive skaters that skate all year round and compete at high-level competitions and for recreational skaters who prefer not to compete, but want to take private lessons to advance.

You do not need to complete all levels or Novice Patch to take Advanced Skating or Private Lessons.

Please feel free to contact Head Figure Skating Instructor at 218.299.5343 for more information.

Skating Makeup Times

Call the head figure skating instructor at 218.299.5343 or talk to the instructor at the rink. We are only able to accommodate you if the class you want to make -up in has openings.

Testing

If you miss Skate with U.S. testing, contact the head figure skating instructor at 218.299.5343.

Evaluations

Evaluations are completed after Session 1 and Session 11 of the fall and winter Skate with US program.

Safety Gear

Helmets are required for tots and often times Level 1.

Skaters are encouraged to wear mittens for warmth and safety.

Title: Parks and Recreation Programs
Chapter: Athletic Programs
Section: 2.2B

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Skate Availability

Ice Skates are available in the Figure Skating office but to get the most out of your lessons it is recommended to purchase a pair of skates that best fit the skater. There are limited sizes available.

Cancellations

In the event of inclement weather the Head Figure Skating Instructor will determine if the Figure Skating programs will be cancelled. If the class or program is cancelled the Head Figure Skating Instructor will contact Parks staff to update the Parks and Recreation website and the Parks and Recreation Facebook page.

A cancellation message will be recorded onto the Moorhead Parks and Recreation answering machine if cancellation is made during regular business hours.

Moorhead Ice Show

The Moorhead Ice Show involves skaters that have participated in the Moorhead Parks & Recreation Department's Skate with US / Advanced Skater Programs. The Moorhead Ice Show will provide skaters an opportunity to demonstrate skating skills and presents an occasion for everyone to enjoy the sport of figure skating.

The Moorhead Ice Show is generally held in mid March on Friday and Saturday evening and Sunday afternoon in the Moorhead Sports Center, 324 24th Street South, Moorhead.

A contracted employee with a figure skating background is hired each year for the Moorhead Ice Show.

Duties of Contracted Employee:

Coordinates the Moorhead Ice Show program.

Coordinates the Moorhead Ice Show by hiring instructors and providing adequate orientation.

Monitors and works within budget. Provides a financial accounting of any funds raised to offset expenses. Report follows standard accounting procedures.

Coordinates ordering of supplies, rentals, lighting, tables, emcee, painting of ice, lining rink with paper, printing of flyers, booklets, press releases, brochure information and advertising.

Coordinates ice time and other scheduling issues with Sport Center Facility Manager.

Performs necessary office duties to meet the functions of the job including photocopying, typing, and other miscellaneous duties as assigned.

Coordinates volunteers for ticket sales, decorating, lighting, table set up, lining rink with paper, and painting of ice.

Provides upon request, accommodation to allow individuals with disabilities to participate in all city services, programs and activities with referral to the Recreation Program Coordinator.

The City of Moorhead provides:

Assistance with setup, props, curtain, spraying ice white, marketing, advertising, rental agreements, ticket sales and accommodations for ice time.

All Ice Show Instructors must be City employees, and need to have background checks.

Title: Parks and Recreation Programs
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Tae Kwon Do

Location: Ellen Hopkins Elementary (2020 11th Street S)

Season: Monthly (Divided into sessions of 8 days each)

Hours Offered:

Beginners	4:30-5:30 pm
Advanced	5:30-6:30 pm
Black Belt/Adults	5:30-6:30 pm Tuesdays / 6:30-7:30pm Thursdays

Days Offered: Tuesdays & Thursdays

Cancellations: If a cancellations occurs for any reason it is the responsibility of the head instructor to notify the participants, and to work with the recreation program supervisor to set-up alternate dates.

All cancellations will be made up.

Tennis

- **Cancellation policy due to weather conditions**

We have two sessions and are not able to use the indoor rink area for rain days during the second session; we have two different methods for rain days.

- At the start of the session all the participants are given a letter informing them what to do in the case of inclement weather.
- Weather is unpredictable; cancellations will either be for just the morning or just the afternoon.
- If cancellation is needed the Tennis Staff will notify the Parks & Recreation Office.
- The Parks and Recreation office will update the Parks and Recreation website, the Parks and Recreation Facebook page, and put a message on the Recreation hotline. The message will read: "Tennis lessons have been cancelled for the morning of _____ due to poor weather conditions." If the afternoon weather should clear up, class will still be held the afternoon. If the weather remains poor, then the tennis staff will again notify the Parks and Recreation office of the afternoon cancellations, and the Parks and Recreation office staff will put the afternoon cancellation on the Recreation hotline, website, and Facebook page.

- **Moving lessons indoors**

If weather conditions are such that they are not cancelled, but rather they are moved indoors the tennis staff will notify the P& R office of that decision. If moved indoors, lessons will be held in the Sports Center south arena unless stated differently. However, upon moving indoors and the weather clears enough so as lessons can again be outdoors they will move outside immediately. (If not sure if indoors/outdoors participants should be told to check each area)

Volleyball

- **Entry into the League:** Teams will not be allowed into league play until the following have been completed:
 - All fees are paid.
 - Team Roster form is completed.
 - Team waiver form is signed by each participant, and verified by the team captain.

- **In case of cancellations:**
 - Team Captains are notified.
 - A message will be placed on the Parks and Recreation website and Facebook page.
 - If decision to cancel is made prior to 4:30 pm, on a weekday, message will be put on the recreation hotline.
 - A sign will be posted at the main entrance to notify anyone who may not have heard or gotten the message about the cancellation.

- **Make-Ups**
 - All adult cancelled athletic programs will be made-up. Team captains will be notified of dates and times for make-ups.

II. Staff

- **Paid Positions**

All paid recreation staff will be required to complete the following prior to employment:

- Background Form (Must be cleared before they start)
- Application Form
- Payroll Forms

- **Volunteer Positions**

All volunteer recreation staff will be required to complete the following prior to starting:

- Volunteer Form
- Background Form (Must be cleared before they start)

Title: Parks and Recreation Programs
Chapter: Athletic Programs
Section: 2.2G

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Open Gym

Fees

Entrance fee set by Parks Advisory Board and Moorhead City Council will be allocated from each participant.

Staffing

Recreation Staff will open facility, make available needed supplies to participants, and clean and close facility at conclusion of pre-established hours.

Cancellation

Recreation Staff will post signs at the main entrance door to the facility, notifying of cancellation, prior to start of open gym time. Cancellations may occur as a result of weather or school conflicts. If possible, a message will be placed on the Parks and Recreation website and Facebook page.

Camps / Leagues

- **Registration**

All participants will register as individuals and will be assigned to groups or teams.

- All registration fees must be paid prior to participating.
- Financial assistance for Moorhead youth is available for those who may need it (See Appendix L).
- Before participating a wavier must be signed by the participant's parent or legal guardian.

- **Cancellations**

- Coordinator and staff will notify all participants.
- A message will be placed on the Parks and Recreation website and Facebook page.
- If the decision to cancel is made prior to 4:30 pm., on a weekday, a message will be put on the recreation hotline.
- A sign will be posted at the main entrance to notify anyone who may not have heard or gotten the message about the cancellation.

- **Make-ups**

Indoor youth programs such as camps will be made up if the facilities are available. However due to the lack of ownership of our own facilities along with the large number of participants involved in other types of youth programs, make-ups will only occur if there is available times, and only after getting approval of facility usage from the Moorhead School District.

Title: Parks and Recreation Administration
Chapter: Parks and Recreation Programs
Section: 2.21

Date: April, 2010

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Athletic Field Usage:

Athletics fields / facilities owned and operated by the City of Moorhead are paid for with tax dollars; therefore they are open for use by the general public when they are not under contract by a specific user group, i.e. youth soccer, softball, baseball, hockey or football associations.

Contracts for user groups must indicate the days and times when the activities are taking place which allows others to use these facilities / fields.

Individuals / Groups, wishing to reserve these fields will contact the Moorhead Parks or Recreation Division to check on availability. Either the Parks or Recreation Facility Manager will confirm that the fields are available for use. The Person / Groups will then be required to:

- Come to the Moorhead Parks and Recreation Administrative Office to fill out a facility reservation form,
- Pay the fee set by the Park Advisory Board and the Moorhead City Council,
- Provide a Certificate of Insurance and indemnifying the City.

Indemnification:

The Person / Group wishing to use the space must agree to indemnify and save harmless the City from and against all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to person or property sustained by anyone arising out of Person / Group use and occupancy of the fields and shall at Person / Groups own cost and expense defend any and all suits or actions (just or unjust) which may be brought against the City or in which the City may be impleaded with others upon any such above-mentioned matter, claim or claims. This indemnification in no way limits Person or Groups obligation to maintain a blanket or other general liability insurance policy for the benefit of the City. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities incurred in or in connection with any such claims or proceedings brought and the defense thereof.

Liability Insurance: Person or Group shall, at their sole cost and expense, provide and maintain a blanket or general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Fields / Facilities by the Person / Group, said policy shall have limits of not less than \$1,000,000 single use, \$2,000,000 aggregate.

If these requirements can not be met, the Person / Group making this request may wish to contact one of the local organizations to co-sponsor the event and provide the necessary documentation.

For further guidelines, please refer to the Athletic Facility Use Guide.

Adaptive Day Camp

- This is a 6-week program that runs on Tuesday, Wednesday and Thursday from 12:00-4:00 pm.
- Open to youth 10 years and older.
- Minimum of 10 participants needed for camp to open.
- Maximum of 25 participants.

Transportation: Any participant attending summer school has the opportunity to be dropped off by the school bus at program location.

- **Registration**

A Parks and Recreation registration form must be filled out and signed for the release of liability. Parents must identify child's specific needs on the registration form. A copy goes to program supervisor. All participants must register at least two weeks prior to the start of program. Late registrations need to be approved by program supervisor.

Activities include: Organized recreational activities, arts and crafts, computer games, library day, Special Olympics, Summer Splash, and the Park Program Festival.

Inclusion Program

- Upon request, reasonable accommodation will be provided to allow individuals with disabilities to participate in all city services, programs and activities.

After School Program

NONE of the Park Programs are daycare programs. This program will allow participants to come and go as they please; participants will **NOT** be prohibited from leaving the program site. Parents / guardians will **NOT** be notified if a participant chooses to leave the program site.

- Program runs January-May and September-December.
- All participants must register at the parks during program hours.
- Designed for school aged children (5-16).
- This program is free of charge.
- Romkey Park is funded through CDGB funds. For students to participate in this program, they must complete income-qualifying forms. If they choose not to complete the forms they are not eligible for participation.

Activities include: organized recreational games, homework helpers, arts and crafts, MSUM mentorship program, and educational opportunities. (Clay County Public Health – health and exercise activities, Clay County Extension 4H – nutrition class)

The decision to run the program as an activity and not as a daycare is based upon the economic status of the City and decision by policy makers.

Kids Art Program

NONE of the Summer Park Programs are daycare programs. This program will allow participants to come and go as they please; participants will **NOT** be prohibited from leaving the program site. Parents / guardians will **NOT** be notified if a participant chooses to leave the program site.

- This is a 2 week program that runs on Monday-Thursday 11:00 am-12:30 pm, 1:30-3:00 pm, and 3:45-5:15 pm.
- All participants must register with Parks and Recreation office before attending.
- Minimum of 8 participants.
- Maximum of 12 participants.
- Designed for children ages 6-8, 9-11, and 12-14

The decision to run the program as an activity and not as a daycare is based upon the economic status of the City and decision by policy makers.

Preschool Art Program

NONE of the Summer Park Programs are daycare programs. This program will allow participants to come and go as they please; participants will **NOT** be prohibited from leaving the program site. Parents / guardians will **NOT** be notified if a participant chooses to leave the program site.

- This is a 1 week program that runs on Monday-Thursday 9:00-10:00 am.
- All participants must register with Parks and Recreation office before attending.
- Minimum of 6 participants.
- Maximum of 12 participants.
- Designed for children ages 4-5.

The decision to run the program as an activity and not as a daycare is based upon the economic status of the City and decision by policy makers.

Summer Park Program

- This is an 8 week program that runs Monday-Friday 1:30-5:00pm.
- All participants must register with P&R Office before attending.
- A minimum of 10 participants needed for a neighborhood park to open.
- Maximum of 35 participants at each park.
- Designed for school aged children 6-11. All participants must be 6 years old by the start of the program.
- Romkey Park is funded partially through CDGB funds. For students to participate in this program, at no cost, they must complete income-qualifying forms. If they choose not to complete the forms, they must pay the set fee.

Activities include: organized recreational activities, crafts, computer games, Library Day, Summer Survivor with Clay County Extension 4H, Art activities with Camp Fire USA, Summer Splash, and the Park Program Festival.

*** The Summer Park Program is not a daycare structure. Participants are allowed to come and go as they please. Recreation staff are not required to notify parents / guardians if participants choose to leave the program site.**

Tiny Treasures

- This is a 6 week program that runs Monday-Thursday 10:00-11:30 am.
- All participants must register with the P&R Office before attending.
- A minimum of 8 participants needed for a neighborhood park to open.
- Maximum of 18 participants at each park.
- Designed for youth ages 3-5. All participants must be 3 by the start of the program
- All participants must be toilet trained.

Activities include: story time, music, art projects, games, physical fitness and learning activities.

Conditions for closing Neighborhood Park Programs

- Threatening weather.
- Any conditions that may cause a safety hazard.
- Maintenance problems.

Policy for closing Neighborhood Park Programs

- The program supervisor will notify staff members.
- Inform Parks and Recreation Office.
- Post closed sign at each park.

Use of City vehicle

- Program Coordinators use city vehicles daily.
- No kids can be transported in any City vehicle.

Each program has a policy manual that is kept on location regarding staff, rules and regulations, accidents/incidents, cleaning, etc.

Neighborhood Recreation Center Community Block Grant

There is currently a program at Romkey Park that is funded partially through CDGB funds. For students to participate in this program, at no cost, they must complete income-qualifying forms.

Federal Requirements Mandate:

- Parents or the child's guardian would need to Self Report their income, which must fall within the guidelines set by the Federal Government.
- There must be 100% compliance to the above standard or the child must pay the prevailing fee for the program or not attend.
- Parks and Recreation is responsible to get third party verification on 20% of the participants from a variety of sources such as social security, employers, etc.
- The parents or guardians must sign a consent form, which gives permission to verify their information with their employer.

Packets to Families include:

- Letter of why the income forms need to be completed
- Demographic Information
- Income verification
- Eligibility Release Form

Grant cycle is one calendar year. At the end of the year a summary of participants needs to be sent to Neighborhood Services Division Director.

This must include a list of:

- Participants income level
- Check-list of self-certification
- Employer verification

Records must be kept for five years.

Title: Parks and Recreation Programs
 Chapter: Facilities
 Section: 2.4A

Date: October, 2008

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Neighborhood Wading Pools

Park	Sq. Feet	Depth	Max User Load	Regulation
Hansmann	800	1-foot with gradual increase to 3-feet	53	10 years and younger 48 inches and under
Northeast	1,500	Division between 1-foot depth and 3-foot depth	100	
Riverview Estates	800	1-foot with gradual increase to 3-feet	53	
Ridgewood	800	1-foot with gradual increase to 3-feet	53	
South	1,500	Division between 1-foot depth and 3-foot depth	100	
Village Green	800	1-foot with gradual increase to 3-feet	53	

Season runs June-August

Rules and Regulations

- No lifeguard on duty
- All children must be supervised by adults
- Children who wear diapers must wear waterproof diapers in the pool
- No open sores or cuts in the pool area
- Horseplay in pool area is not allowed
- No diving
- Small toys and floatation devices are allowed

Conditions For Closing

- Rain or threatening weather
- Temperature must be 60° and sunny or 65° cloudy
- Water temperature must be 60°
- Any conditions that may cause a safety hazard
- Maintenance problems

Policy for closing

The program supervisor will notify staff members.
 Inform Parks and Recreation Office

Accidents in Pools

Children who wear diapers must wear waterproof diapers at all Moorhead pool facilities. This is a safety precaution taken for all swimmers. Regular diapers are not sanitary and will explode when submerged in water.

If there is vomit or feces in the pool you must clear the pool immediately. Pool maintenance supervisor must be contacted. The pool will be drained and closed for the day, or the contaminated area will be treated and pool will re-open.

A policy manual is kept on location regarding staff, rules and regulations, accidents / incidents, cleaning, etc.

Municipal Pool

1 Main pool: Maximum user load: 648
Heated, handicap accessible, 2 waterslides, low diving board, 45.72 meters long,
6 lanes

2 Wading pools: Rectangular pool Maximum user load: 83 50' x 25'
Circular pool Maximum user load: 32 25' in diameter

Season runs June-August

- **Rules and Regulations**

- Everyone must pay to enter the pool area. Children under 6 years and under must be accompanied by an adult.
- Children fewer than 48 inches must remain in wading pools.
- Showers must be taken before entering the pool.
- No horseplay allowed in pool area.
- No open sores or cuts in pool area.
- No cut offs allowed. Patrons must wear appropriate swimwear.
- Children who wear diapers must wear waterproof diapers.
- **Toys and floatation devices are only allowed during evening swim.**
- Pool will be cleared each day at 2:00 pm and 3:30 pm for 15 minutes for safety checks.

- **Emergency Procedures**

- The Pool Supervisor shall write down all pertinent information that lead up to the incident, including emergency action that was taken by the pool staff. The names, addresses and phone numbers of pool patrons who witnessed the incident should be written down. All necessary accident forms should be completed immediately, thoroughly and accurately and be forwarded to the Parks and Recreation Department main office within 24 hours of injury.
- Pool personnel shall not discuss the incident with anyone except Parks and Recreation Department personnel and authorities investigating the incident.
- In cases of catastrophic injury, the Recreation Department Director shall be the only individual to make statements to the news media and only after consultation with the City Manager.
- The Pool Supervisor shall submit a written report to the Recreation Department Director within 24 hours outlining factual observation of all events leading to, during, and following the injury.

- **Conditions for Closing**

- Rain or threatening weather
- Temperature must be 60° and sunny or 65° and cloudy
- Water temperature must be 60°
- Any conditions that may cause a safety hazard
- Maintenance problems

- **Policy for Closing**

If the pool is closed because of inclement weather before 4:30 pm, then clears, the guards will be called back and the pool will re-open from 6:30-8:30 pm. If the pool is closed after 4:30 pm because of inclement weather, the pool will remain closed for the day.

- Closing message will be put on pool hotline (218.299.5363)
- Closed sign will be posted on pool entrance
- Inform Parks and Recreation Office
- A message will be placed on the Parks and Recreation website and Facebook page.

- **Accidents in Pools**

Children who wear diapers must wear waterproof diapers at all Moorhead pool facilities. This is a safety precaution taken for all swimmers. Regular diapers are not sanitary and will expand and disintegrate when submerged in water.

- **Main Pool**

If there is vomit or feces in the main pool you must clear the pool immediately. Pool maintenance supervisor must be contacted. Contaminated area will be treated and pool will re-open after treatment.

- **Wading Pools**

If there is vomit or feces in the pools you must clear the pool immediately. Pool maintenance supervisor must be contacted. The pool will either be drained and closed for the day or the contaminated area will be treated and pool will re-open.

- **Season Passes**

Season passes will be sold in the Parks and Recreation office until the pool opens. After the pool has opened, passes can only be purchased at the pool. When season passes are sold, a record shall be kept showing pass number and person assigned to pass.

- Season passes must be shown to cashier when entering the pool.
- Only those assigned pool passes shall be able to use that pass.
- Family season passes are for immediate family members only. (Not cousins, aunts, uncles, babysitters, etc.)
- Family Pool Passes are limited to 10 people per pass
- Daycares are not allowed to purchase family season passes for their youth/staff. They must either purchase individual youth passes for each child or pay the daily fee.
- Lost or stolen passes will not be replaced.

A policy manual is kept at the Municipal Pool regarding staff, rules and regulations, accidents/incidents, cleaning, etc.

Outdoor Rinks/Warming Houses

Season runs mid-December-mid-February depending on rink and weather conditions.

- **Rules and Regulations**

- No hockey on general rinks
- It's highly recommend that all hockey players wear helmets, mouth guards and pads
- No horseplay in building or on ice rinks
- NRC chairs are not allowed outside
- Hockey sticks must be put in box when in building
- Announcement will be made 10 minutes prior to the scheduled closing time
- Hockey goals must be removed from hockey rink each night
- Rink lights are shut off at scheduled closing time

- **Conditions for closing**

- If temperature is 10° below or wind-chill is 35° below zero
- If we have had a significant amount of snow and the rinks cannot be swept off by maintenance
- If the weather conditions are too warm and the rinks are melting
- Any conditions that may cause a safety hazard
- Maintenance problems

- **Policy for closing**

- The program supervisor will notify staff members
- Inform Parks and Recreation Office
- A message will be placed on the Parks and Recreation website and Facebook page.

A policy manual is kept on location regarding staff, rules and regulations, accidents / incidents, cleaning, etc.

Senior Connections

The City of Moorhead offers programming for Senior Citizens throughout the City of Moorhead.

Vision Statement:

Recognizing the growing population of older adults, the City of Moorhead's Senior Connections serves a place for adults 55 and older to continue lifelong learning. Senior Connections is dedicated to the needs of today and is open to change to meet the needs of tomorrow. The participation of adults 55 and over will fulfill real needs with expanded programs and services that will meet social, recreational, and nutritional needs.

Program Goals:

- Provide 6 educational seminars (health, legal, financial, etc).
- Increase participation in the noon meal program.
- Evaluate through questionnaires (adults 55 and over) to see what would like to have for programming.
- Increase Veterans programming
- Increase programming with other building tenants, (HHIC, CCHS) to provide cultural programming around current exhibits.
- Provide art classes for Seniors
- Continue to partner with other agencies that service older adults in our community.

Logistics:

- Schedule events after consultation with the Asst. Facility Manager on room availability
- Provide diagrams and layout information for room set up.
- When scheduling large events in advance Mondays and Wednesdays are generally available. Other dates are available based on the schedule.

Community Partnerships:

- Moorhead Community Education
- Eventide Healthcare Facility
- AARP of Minnesota
- LSS of Minnesota Respite and Caregiver Support
- TRIAD
- MSUM Paralegal Dept.
- ND and MN Dept of Human Services
- Local Funeral Homes
- MN Senators and their local offices
- Heritage Hjemkomst Interpretive Center Museum
- Clay County Museum and Archives
- RSVP

Senior Connections: Computer Lab and Internet Use

Senior Connections computers are the property of the City of Moorhead and users will follow all rules set by the City.

All individuals using the Senior Center Computers are expected to use the Computer and Internet in a responsible and courteous way.

- Use of the Internet for activities that violate local, state or federal laws is prohibited.
- Senior Connections is not responsible for any misuse of personal information you provide online.
- Users may save files to their own diskettes or flash drives. Users may not use City electronic storage systems, including network file shares, email and document management systems, for storing personal data or files (e.g. photos, home videos, etc).
- The Senior Center is not responsible for any damage to data, including viruses, which may occur when using the Centers computers.
- Limited assistance in using the computers by staff may be provided as time permits.
- Individuals should not have an expectation of privacy in connection with electronic communications and should use the lab accordingly.
- Classes being offered through Moorhead Senior Connections will have priority over the open computer lab.
- The City will randomly monitor all electronic communications systems. Therefore, by using the City's electronic communications systems, a user voluntarily consents to monitoring.

Prohibited use of the Senior Center Computers includes but not limited to:

- Activity that is deliberately offensive or creates an intimidating environment.
- Computers are not to be used for personal advertising, solicitation of funds, political or religious messages, of activities including gambling, personal financial gain (e.g. eBay or Craigslist, or commercial purposes.
- Damaging or destroying computer equipment belonging to the Senior Center.
- Unless otherwise noted, all software on the City's computer systems or the Internet should be considered copyrighted or licensed work. Therefore, users are prohibited from downloading, duplication, or modifying any such software or files without permission from the copyright or license holder.
- Using the Internet to view, display or print explicit images.
- Only the City's IT staff are allowed to add, remove, or otherwise modify the software and operating system of City computer systems,

Anyone failing to observe these rules will not be allowed access to the Centers computers for three months. A second infraction will result in permanent loss of access.

Senior Center Protocol for Political Candidates:

Senior Connections / Moorhead Senior Center will participate in providing voter information to Senior Citizens in the following manner;

- Persons running for political office are allowed to visit the Senior Center and leave campaign materials in a designated area in the dining area of the Center.
- In the event that seniors express interest in hearing from candidates, a forum conducted by a nonpartisan organization would be held with ALL candidates invited. Examples of nonpartisan organizations that sponsor these forums are AARP, League of Women Voters or the Chamber of Commerce.
- Senior Connections can assist in sponsoring these candidate forums.

Political events held at Hjemkomst Center

- Must be held inside a paid room and not in the commons areas
- Signage in lobby's / common areas are limited to one sign indicating location of the event
- Outdoor signage is not allowed for political events held at the Hjemkomst Center
- If it is a private rental for a select group of people, those not invited must remain in lobby or outside the facility.

Title: Parks and Recreation Administration
Chapter: Office Procedures
Section: 2.6

Date: October, 2008

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Evaluations

Evaluations of Recreation Programs will be completed by participants at the end of each session. A summary will be compiled for distribution to the Recreation Department Director and the Park Advisory Board (See Appendix I for a copy of the form).

Rules are posted in the following locations;

- stated on the scorecards, and some rules are posted in the golf carts
- welcome letter for all members

City of Moorhead Golf Courses Rules

- Please do not hit or retrieve your ball from private property.
- Out of Bounds areas are marked with white stakes. The driving range is also out of bounds.
- Do not aim shots over private property.
- Please be courteous and considerate regarding the privacy of our neighbors, the private homeowners who live along the golf course.
- Each player must have a complete set of clubs.
- Five-some are generally not allowed. A five-some must be approved by the Golf Professional.
- Attire: Each player must wear a shirt, golf or tennis shoes at all times.
- Golf Cart Usage:
 1. Drive on cart paths where present
 2. Please keep golf cars out of wildflowers, 30 feet from tees and greens.
 3. Exit the landing areas in fairways at 90 degrees.
 4. Players must have a valid driver license to operate golf cars.
 5. There is to be 2 persons per cart only.
- No outside beverages are allowed on City of Moorhead Golf Courses. All food and beverages must be purchased from the Club House.
- No coolers are allowed on City of Moorhead golf courses unless obtained from the Clubhouse.
- Persons shall not be permitted to enter into the lakes/ponds for any purpose unless authorized by Golf Course Management. Golf ball retrieval is only permitted during the play of the hole.
- Persons are not allowed to walk, walk their dogs, bike, skateboard, roller blade, or use power or mini/bikes on the golf course or cart paths at any time.
- Pets are not allowed on golf course unless approved by Golf Course Superintendent. Golf maintenance staff may require canine assistance while mowing, to deter nesting geese.
- Slower players must allow faster players to play through. Do not hit into other golfers.
- Range Balls are for use on the Driving Range only. They are the property of the City of Moorhead Golf Course.
- All Golfers must use appropriate rest room facilities.
- All players must replace divots, repair ball marks and rake bunkers

- Players operating golf carts shall be responsible for any damage caused to or by the golf cart.

Season Pass Terms and Conditions:

- Pass is valid for card holder only, pass is not transferable.
- Improper or fraudulent use of this card will result in its cancellation without refund.
- Pass benefits are not redeemable for cash.
- Restricted pass holders must tee off before 1:00 pm on weekdays and after 4:00 pm on weekends
- Junior pass holders have the same restrictions as restricted pass holders. No restrictions when playing with an adult.
- Junior golfers can only make tee times the day of play.
- Pass holder must register before each round.

Revoking Privileges / Difficult Behavior

Any golfer found to be breaking any course / clubhouse rule(s) will be;

1. Asked to refrain from the offensive behavior. (If the incident is considered serious enough, removal from the course can be recommended).
2. If inappropriate behaviors persist, the golfer will be asked to leave the property of the golf course without refund. Offense will be documented and given to Recreation Department Director.
3. If the golfer becomes belligerent and refuses to leave the course, the Moorhead Police will be called immediately. Offense will be documented and given to Recreation Department Director.

Any season pass holder / green fee player, found to be breaking course rules on a regular basis will have their playing privileges revoked. There will be **no refund** unless a successful appeal through the Park Advisory Board.

Documentation of offenses must accompany a recommendation to remove their pass, or remove their playing privileges. This documentation must be submitted to the Recreation Department Director.

If the golfer feels his / her pass or playing privileges, was unjustly removed, they can appeal to the Park Advisory Board at their next scheduled meeting. Park Advisory Board meetings are held the third Tuesday of every other month at 4:00 pm.

Golf course use is not allowed while waiting for an appeal.

Title: Public Golf Course Policies
Chapter: Attire / Players Card
Section: 3.1B

Date: October, 2008

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Attire

Any golfer wishing to play or practice at any City of Moorhead Golf Course must at a minimum wear a T-shirt, shorts, and shoes.

Player's Cards

Player's Cards can be purchased throughout the year for \$25 at The Meadows, or Village Green.

The Players Card is good at both Moorhead Golf Courses.

Discounts are as follows:

18 Holes - \$5 off
9 Holes - \$3 off

Card Holder's must present their card at check in. The Player's Card is non-transferable.

Rain / Wind Policy

Rain checks will be given only for rounds that were started before the rain began. The amount that will be given out will be determined by the amount of holes that the golfer has finished at the time that they make the claim.

Rain check schedule:

1-4 holes	18 hole rain check
5-13	9 hole rain check
14 or more	no rain check

Wind checks will be given for sustained wind speeds that exceed 25 mph.

All decisions are up to the professional staff of the golf courses.

Weather Related Refunds

No cash refunds for green fees and carts.

Vouchers are currently disbursed in the event of inclement weather.

Golf Trades

Annual golf trades with advertisers is to not exceed \$20,000 in value.

Media and business trades are permitted for staff, client, and promotional use.

Golf Passes, green fees, practice range, and cart rentals are allowed for trade. This can be set up with trade certificates.

All trades are not valid unless signed by the City Manager

Accounting Procedures for Golf Trades / Golf Certificates and Donations

All certificates and donations should include:

- Amount or Description
- Name of Business
- Date Issued
- Expiration Date - (October 31st of year issued)
- Certificate or Donation Number with location code
- Signature

Color Codes:

- Trade / Donation Certificates - Blue
- Gift Certificates - Gold

Keying into Golf Course Tills

The Meadows

Gift Certificates

One till key is used to key into and then a tender type key is used to redeem.

Trades or donations are not keyed into till.

Village Green

Gift Certificates

One till key is used to key into and to redeem.

Trades or donations are not keyed into till.

Gift certificates are rung into the till with the revenue inputted to specific accounts – green fees, range balls, and cart rentals.

If the sale exceeds the amount of the gift certificate, patron pays the difference.

Cart Capacity:

The maximum amount of people allowed on a golf cart is two.

Qualifications for Cart Rental / Driver

In order to rent a golf cart or to drive a cart on the City of Moorhead golf course you need to have a valid driver's license issued by a state or provincial government.

Usage of Cart Paths

- Drive on cart paths where present
- Please keep golf cars out of wildflowers, 30 feet from tees and greens.
- Exit the landing areas in fairways at 90 degrees.

Misuse of Carts

- Persons renting carts will be responsible for all damages done to the cart. A liability waiver should be signed prior to being issued a key.
- Any misuse of the cart will result in the rider forfeiting the right to use carts from the Moorhead Courses again. There will be no refund when a cart is removed from driver. Documentation of the removal should be forwarded to the Recreation Division Manager.
- All City golf staff including maintenance and clubhouse staff have the right to remove rider privileges.

Golf Staff Play Policy

- All full time salaried staff will play free as availability allows on the course. (Maintenance and Golf Shop).
- Temporary staff members are also allowed to play golf at any of the City of Moorhead golf course at no charge. The amount of times that said employees are allowed to play is equal to the amount of shifts (a shift is at least 4 hours in a day) that are worked in a week. For example if an employee works two shifts they are allowed to play two times that week.
- All employee play must be approved by the professional staff. The employee may not make tee times earlier than the 4 pm the day before the requested date of play. It is up to the discretion of the professional staff as to whether the staff member will be given a tee time or if that employee will be required to play on a stand by basis.
- Golf carts are available to temporary staff "based on availability". Temporary staff will pay a fee of \$5.00 per cart for each round of golf whether is it 9 or 18 holes to assist in paying for the cart.
- The Head Professional or Superintendent reserves the right to take away or suspend any golfing privileges due to misconduct or absence from work.

Use of City of Moorhead Golf Courses High School Golf Team Rules

The fee for the use of the golf courses for the golf teams is addressed in the City of Moorhead, Moorhead School District Contract.

In an attempt to coordinate access of the golf course to the high school students, at the same time, balancing the needs of the general public we ask the following:

Scheduling:

- **Weekday Play:** Eight (8) tee times (4 for girls and 4 for boys) per day during the weekday, Monday-Friday. If one of the courses is closed for the day, tee times can be made at the other course. The schedule will need to be coordinated with each golf course. The Meadows and Village Green cannot be occupied at the same time by the high school.
- **Weekend Play:** Players are allowed three (3) tee times per day but must make their tee times on the day of play. Coaches are to provide a list of names of all players to the Pro Shop and coaches need to make the tee times for the players.
- Coaches will make the tee times for the high school golfer during the weekday. Golfers are asked to strictly adhere to the assigned time. Please have golfers check in with the golf professional staff upon your arrival as they may be asked to tee off on an alternate hole.
- **Canceling of Tee Times:** If for some reason tee times need to be cancelled a **Three day notice** is requested so that we can open these slots for the general public.
- **Tournaments:** The School is allowed three tournaments per year, which could be scheduled during the weekdays. (Boys, Girls, Junior Varsity) Any weekend tournament would need prior approval from the Golf Professional. The Sectional or a State Tournament would be allowed in addition to the one tournament with prior approval from the Golf Professional, Recreation Division Manager and the Moorhead Park Advisory Board.
- Each team will need to submit their tournament schedules for the upcoming season in January.
- **Driving range** tokens would be available during practices, and tournaments at no additional charge. Tokens will be given to the Coaches to distribute. The number of tokens available for a practice will be limited to 20 per day. Any unused tokens should be returned to the pro-shop at the end of practice. Driving range tokens are only to be used by the golf team members and coaches during practices, tournaments, and meets. If the driving range tokens are used at any time other than what is listed above, the school might lose their privileges of using the driving range at no additional cost. Driving range tokens will not be available free of charge to visiting teams. Please pick up all baskets and return them to the shed.

Title: Public Golf Course Policies
Chapter: Usage of the Golf Course for High School Golf
Section: 3.5

Date: October, 2008

Page: 1 of 1

- **Golf carts** for players are not included in the high school fee. Students are asked to walk. Coaches will be assigned carts to monitor play during tournaments and practice.
- **Golf Etiquette:** Coaches are asked to have your players strictly adhere to all rules of the Course. Course rules will be given to Coaches to distribute prior to play at the Moorhead Golf Courses. Please ask your players to place their golf bags in a neat manner when players are inside the clubhouse so others may enter the clubhouse safely.
- **Parking:** Please ask students to park the South Parking lot at The Meadows to allow our elderly clients closer access.
- **Inclement Weather:** Golf Professional or Clubhouse Supervisor may determine that play is cancelled due to lightning or inclement weather. We ask that Coaches also monitor weather and assist with getting students off the course should inclement weather approach.
- **Priority:** Moorhead Schools have priority over other teams using the Moorhead Golf Courses. The tee times will be in chronological order with Moorhead Team first with other schools to follow.

Addressing Homeowners Concerns:

On occasion, golf balls will cause damage to the private property of homeowners living adjacent to the golf course. When this occurs homeowners should submit a claim to their homeowner's insurance company. The golf course does not submit insurance claims for private property. It is a liability of living along a golf course. Should the individual who caused the damage identify themselves to you, this information should be given to the homeowner's insurance agent.

In the event that it becomes a frequent occurrence the homeowner can make a request to have a golf committee review the hole for possible changes such as, planting additional trees, etc.

1. The procedure for review of the hole would be to call the golf committee together to review. Members of this committee would be:
 - Golf Pro
 - Golf Superintendent
 - Recreation Department Director
 - Parks and Forestry Division Manager

Having the Homeowner(s) meet the committee at the hole to review problems would be optional.

2. Review additional mapping and data to consider how changes would affect golfers and the integrity of the golf course.
3. The golf committee would make a formal recommendation informing the homeowner of the changes.
4. Inform the Park Advisory Board members at the next regularly scheduled meeting of the recommendation.
5. If the change is significant, a notification will be posted in the clubhouse to inform the golfers.
6. The homeowner has the option to appeal the decision of the golf committee to the Moorhead Park Advisory Board (PAB).
7. To appeal to the Moorhead Park Advisory Board please call the Recreation Department Director to get on the next meeting agenda. Meetings are typically held on the third Tuesday of every other month.
8. The homeowner would also have the option to appeal the PAB decision further to the Moorhead City Council. This request would be made by calling the City Manager's office at 299-5303.

Reservations / Ice Rental

Non contract reservations are taken on a first come, first serve basis.

- All multiple day rentals for ice or facility rental require a Standard Lease Agreement, approved by City Manager. Format is determined by the City Attorney.
- All persons or organizations who reserve the facility for more than three days a year (consecutive or not), and all persons or organizations whose use of the facility involves an income generating function (i.e., a concert), or where admission is going to be charged to persons using the facility during the reserved time, shall be required to submit to the City satisfactory proof of liability insurance policy covering their use of the facility (\$1,000,000 single, \$2,000,000 aggregate). The City of Moorhead must be listed as an additional insurer against any and all claims.
- All dry floor and ice rentals require a non-refundable deposit as stated in the Standard Lease Agreement. The deposit should equal **25% of the total amount due**. The remaining 75% will be due the day of the event.
- Rates are determined on an annual basis by a recommendation from the Park Advisory Board to the Moorhead City Council (See current rate schedule).

Procedure for Advertising

The following procedure is based on Standard Accounting Practice.

The City of Moorhead sells advertising on the Dasher Boards and both Zambonis.

Advertising Design

Business Owner shall submit designs of public art / advertising work to the City of Moorhead Parks and Recreation Department for review and approval.

Designs should be appropriate for public display and shall not contain any libelous, slanderous, alcohol or tobacco, religious or sexual or political symbols, socially inappropriate expressions or bear controversial messages. If businesses sell alcohol but allow children into their establishment the advertising can be accepted (Example: Buffalo Wild Wings).

Once a design is approved, the business is bound to the design concept submitted. The City of Moorhead Parks and Recreation Department shall have the right to change or reject the Business Owner's submission.

The Business Owner is responsible for purchasing the materials and supplies needed for the approved design.

The City reserves the right to cover up advertizing for special events.

Dasher Boards / Zamboni

The Recreation Specialist renews contracts and recruits new dasher board and Zamboni advertising in the Moorhead Sports Center, 324 24th Street South on a yearly basis in mid June.

- Sport Center Facility Manager and Staff assist recruitments of dasher board sales.
- Recreation Specialist assists with yearly billing invoices in mid June. Contract fees are due to the City of Moorhead on August 31 of current year.
- Volunteer / Recreation Specialist works with local vendors and businesses to assist with dasher board and Zamboni production work.
- Fees for advertng are reviewed on an annual basis.

Dasher Board Advertising Costs

- 1) Dasher board advertising is sold on an annual basis. Advertiser will pay for production cost for their ad.
- 2) A signed agreement of sales will be completed by the Recreation Department Director, and Purchaser.
- 3) Agreements will be kept on file in the Parks and Recreation Department.
- 4) Yearly invoices will be sent out to Advertisers.
- 5) Accounting Department will send verification of payment form to Parks and Recreation Department.

Zamboni 1 and Zamboni 2 Advertising Cost

- 1) The Volunteer/ Recreation Specialist will solicit Zamboni sales in the on Moorhead Sport Centers Zamboni 1 and Zamboni 2.
- 2) Cost for advertising space varies. Advertiser will pay the set up and production cost for the advertising.
- 3) A signed agreement of sales will be completed by the Recreation Department Director and Purchaser.
- 4) Agreements will be kept on file in the Parks and Recreation Department.
- 5) Yearly invoices will be sent out to Advertisers.
- 6) Accounting Department will send verification of payment form to Parks and Recreation Department.

Title: Moorhead Sports Center
Chapter: Blood on Ice
Section: 4.3

Date: October, 2008

Page: 1 of 1

Procedure for Handling Blood Borne Pathogens on the Ice

1. Retrieve the biohazard kit from Zamboni room or Rink Manager's office. This kit should include:
 - a. Latex gloves
 - b. Ice Scraper
 - c. Red Biohazard Bags
2. Put gloves on and scrape the blood/snow off the ice and put in the bio-hazard bag.
3. Dispose the blood/snow mix down the sanitary sewer and follow with a disinfectant / bleach, water combination mix
4. Rinse scraper with a strong mixture of bleach and water.
5. Place Biohazard bag in another bag with the gloves and dispose of in regular garbage.

Scheduling Priorities for Ice

In an effort to accommodate our contracted customers, the policy for scheduling ice time is as follows:

The following will be taken in this priority:

1. Moorhead High School Boys
 2. Concordia Men
 3. Moorhead High School Girls / Concordia Women
 4. Red River Valley Figure Skaters
 5. Moorhead Youth Hockey
 6. All others on a first come - first serve basis.
- Moorhead High School, Concordia, and Red River Valley Figure Skaters must have all their ice requests in by the **September 1 of each year**. If the ice requests have not been received by that deadline, ice will be sold to Moorhead Youth Hockey and others.
 - Ice time will not be scheduled more than 6 months in advance so that tenant requests can be received.
 - All ice requests must be received in writing and a confirmation notification sent.
 - If ice additions are made at the last-minute confirmation notification will be faxed and a copy of the request saved.
 - Cancellation: 30 days notice in writing is required. Sports Center Staff will do the best it can to resell cancelled ice but any cancellations with less than 30 days notice with the ice not resold will be charged to the person that requested the ice.
 - The Sports Center will work cooperatively to move ice around for games that need to be rescheduled due to inclement weather.

Moorhead Sports Center Security**Cameras and Surveillance Equipment:**

- The City has installed surveillance equipment in the facility but it is not monitored by the City. It is for the purpose of trying to determine who committed property damage after the fact. The equipment was not installed to be used to monitor activity or behavioral problems on a daily basis.
- The School District has equipment installed in vestibule and the parking lot space. The School currently does not have surveillance equipment in the Sports Center.
- City will approve all cameras and surveillance equipment installed inside and outside the Sports Center before installation.
- Expense for all equipment upkeep and installation will be incurred by the City for our equipment and the School for theirs.

Keys or Key Locks:

- Keys will be monitored by the Sports Center Facility Manager.
- All areas leased by the School in the Moorhead Sports Center are keyed to the School.
- A School District master key is to be made available to Sports Center Facility Manager and the City Fire Department in the event of an emergency or fire, access into school leased space in the Sports Center can be gained.
- Joint use keys are checked in and out of the School Athletic Directors Office. The Athletic Director will be responsible to for the distribution of all keys.
- Any additional keys request from the School that were not part of the original set will be billed to the School District.

After Hours Admission / Outside Door Keys

- The Sports Center Facility Manager and the Moorhead High School Athletic Director will determine which employees are allowed keys to the outside door entrances and can access these areas after closing.
- There will be minimal outside entrance keys issued.

Special Event Policy

It is the policy of the Moorhead Parks and Recreation Department to provide special event programming to meet the needs of the community through social, recreational and cultural activities.

Procedures

The Recreation Specialist or Recreation Program Supervisors coordinates special events with the assistance of staff, volunteers, businesses and organizations.

Event List

Community special events include but are not limited to:

- Polar Party in February
- Moorhead Ice Show in March
- Celtic Festival in March
- Easter Egg Hunt in March
- One Enchanted Evening in April
- RiverArts June-August
- Doggy Dip in August
- Greater Moorhead Days in September
- Haunted Mall in October
- Holiday Lights Parade / Tree Lighting in November
- Skate With Santa in December
- Sleigh Rides in December
- Concert in the parks and additional special events with area businesses or organizations held within the City parks are coordinated through Recreation Specialist and Moorhead Parks and Recreation Staff.

Youth special events include:

- Summer Splash in July
- Park Program Festival in June

Concerts

Concerts or other such activities can be considered in the regional or downtown parks only. Concerts are defined as amplified music performed by a group, individual or DJ style that is open to the public.

Regional or Downtown Parks to be considered include:

- Memorial / Davy Park
- Riverfront Park
- Viking Ship Park
- MB Johnson Park
- Southside Regional Park (not on athletic fields)

A special event request form must be filled out in the City Clerks office to determine what permits would apply.

A sound permit must be obtained from the City of Moorhead.

Sound permits are not allowed in Neighborhood Parks to allow for the quiet enjoyment of all living in that neighborhood.

A damage deposit may be required.

Title: Special Events
Chapter: Co-Sponsorship of Community Events
Section: 5.1C

Date: May, 2016

Page: 1 of 2

General Guidelines for Co-sponsoring Community Events

A co-sponsored function is one in which the City of Moorhead Park Department collaborates with another entity to provide a community event. City staff can seek out partners and/or organizations may submit a request to City staff. Three months advanced notice is appreciated.

The following are general guidelines for determining whether to co-sponsor a community event:

- Open to the public impacting a significant amount of Moorhead residents
- Is a not for profit event,
- A significant portion of the event must be within Moorhead City limits,
- Must be a family friendly event where alcohol is discouraged, but may be permitted if proper procedures and licenses are obtained.
- City leadership staff is involved in the planning of event logistic, coordination of facilities, equipment use, and/or provide human resources to the event.
- The purpose of the special event, community project, or program is not organized around political or religious themes, but serves as a benefit to the City of Moorhead community as a whole.
- The City has the financial resources in the existing City budget.

If it appears that the event may meet the above criteria, a meeting or presentation to City Staff may be required along with the completion of the *Special Event Application* through the City Clerk's office. This application would further define the event with anticipated road closures, sound permits, park facilities needed, alcohol permits, fire burn permits, etc. This application is distributed to a variety of City Departments for approval including Public Works (Park Maintenance and Streets), Police, Fire, Economic Development (effects on Business), and the Traffic Engineer.

If Approved the Following Would Be Required:

- Provide insurance certificate listing the City as an additionally insured
- Obtain and provide all permits required.
- Use Official City logo or Moorhead Parks and Recreation logo on all marketing materials affiliated with this co-sponsored City event.
- Provide Information to City staff to market the event.
- Discussion would ensue on any in-kind donations from the City as well as costs that will be charged to the event such as; barricades, traffic cones, police / security, etc. This will be dependent on agreement between both parties.
- A full evaluation will be conducted including the number of participants that attended. The evaluation will be reviewed at the next Park Advisory Board Meeting to determine future participation with the event.

General Guidelines for Use of Parking Lots or Paved Trails for a Walk, Run or Community Event

- A Special Event Application must be filled out with the City Clerk's office. The application can be obtained at Moorhead City Hall or by requesting the forms be sent by electronic mail or through the US Postal Service.
 - o This application would further define the event with anticipated road closures, sound permits, park facilities needed, alcohol permits, guidelines for use of trails, fire burn permits, etc. This application is distributed to a variety of City Departments for approval including Public Works (Park Maintenance and Streets), Police, Fire, Economic Development (effects on Business), and the Traffic Engineer.
- A damage deposit will be collected in the event the cleanup is not satisfactory to Park Maintenance or if markings do not follow the guidelines or are not removed.
- A map of the intended route must accompany the application.
- If the intent is to mark the paved or non-paved surface for the purpose of delineating distance or providing direction, the application should include a detailed description of the type of markings and when and where such markings will take place. This would include the placement of signage.
- Any markings on the paved surfaces shall be done using the most temporary medium possible. This could include water based paint, dry chalk, or other approved low durability substance. The preferred method is dry chalk or above ground staked signage.
- Any signs used for the race, walk or event should be temporary leaving no visible trace once removed. The stakes for any signs should not exceed 8 – 12 inches in the ground and ¼ inch in diameter so as not to affect buried electrical cable, sprinkler pipes, etc.
- Organizers of the event will be responsible for removal of the signs and markings, as soon after the conclusion of the event as possible unless they will wash away with rain.

Donations / Sponsorships

Solicitation of sponsorship and donations are permissible to the operation of special events and recreational programs.

Acceptance of donations under \$500 requires the approval from the City Manager. Acceptance of donations greater than \$500 will require a 2/3 majority of the Moorhead City Council as per Minnesota Statute 465.03.

Grants

The City of Moorhead Parks and Recreation Department is encouraged to write grants to enhance and improve the recreational programming in its community.

Grant Procedures with City Council

- Grant writing applications require approval from Mayor and City Council prior to submission of grant. Submit grant, council communication and resolution for approval.
- Grant acceptance letter by agencies must require approval from Mayor and City Council. Submit grant acceptance letter, council communication and resolution for approval.

Grant Opportunities

- | | |
|----------------------------------|--|
| • Lake Agassiz Arts Council | www.fm-arts.com |
| • Lake Region Arts Council | www.charterinternet.com/lrac4 |
| • Fargo Moorhead Area Foundation | www.areafoundation.org |
| • Bremer Foundation Grant | www.ottobrember.org |

Cancellation Policy

The Recreation Specialist and members of special event committees will meet to discuss the cancellation of a special event. If a special event or portions of a special event is cancelled a press release will be initiated with a reason why the event is cancelled and then sent to local media. In addition, a message will be placed on the Parks and Recreation website and Facebook page. If the cancellation is made during business hours, the hotline will also be updated.

All aspects will be considered before cancelling a special event including, but not limited to, weather conditions and alternative location sites.

Title: Special Events
Chapter: Permits / Licenses / Fees
Section: 5.4A

Date: October, 2008

Page: 1 of 1

Sound Amplification

Any type of outdoor amplification in a city park or on public land requires a sound amplification permit. Applications for a Sound Amplification Permit are available online at www.cityofmoorhead.com under the "License and Permits" sub-section of the "Business" section. Permit applications may also be picked up at City Hall, 3rd floor. The City Clerk may be contacted to answer questions in regard to sound amplification if needed.

Dance Permits and Fees

Applications for a public dance permit shall be made to the City Clerk on forms provided by the City Clerk and shall contain such information that the City Clerk shall determine to be necessary for the issuance of such public dance permits, including specifically, the security forces to be provided by applicant for each public dance held.

The City clerk shall review the application and, if it is found to be in order, shall refer it to the Chief of Police for approval of the security to be provided.

The application shall then be forwarded directly to the council for action on the issuance of the public dance permit.

In all events, a special event dance permit shall be required for each dance held at the Moorhead armory and at the Moorhead Sports Center building (Res., 11-1-1982).

The permits shall be issued on an annual basis or on a special event basis and the permits shall be issued upon the following fees:

Annual Permit	Check for current fees
Special Event Permit	Check for current fees

Fees for annual permits for Concordia College, Minnesota State University Moorhead, Minnesota State Community and Technical & Community College, and all schools within the city shall be waived by the council upon issuance of the permits.

The Council shall have the authority to waive the permit fees under special circumstances.

Street Closing / Parade Permit (See 1.1P)

Any person or organization planning to sponsor a parade within the City shall make application for a street closing/parade permit with the City, which shall require the following information:

- Applicant's name, home address and telephone number.
- Organization's name, address and telephone number.
- Date and time of parade.
- Approximate number of participants.
- Description of type of parade (e.g. floats, walking, vehicles, horses, etc.).
- Purpose or occasion for parade.
- Map of the parade route from start to finish (1987 Code).

Applications for a Street Closing / Parade Permit are available online at www.cityofmoorhead.com under the "License and Permits" sub-section of the "Business" section. Permit applications may also be picked up at City Hall, 3rd floor. The City Clerk may be contacted to answer questions in regards to parades and/or street closing permits if needed.

Circuses and Show License Permit / Fee

A license fee of fifty dollars (\$50.00) shall be charged for the first day and twenty-five dollars (\$25.00) for each day thereafter for circuses and shows with the following exemptions from fees:

- Performance presented in the local schools and colleges, under the sponsorship of such schools and colleges, and primarily for the students thereof only.
- Performances of athletic, musical, or theatrical events sponsored by local schools or colleges using student talent only.

Any performance or event in or sponsored by local churches or nonprofit organizations, providing that such organizations shall be incorporated. All such nonlocal organizations shall be charged fifty percent (50%) of the scheduled fee (Res., 1-23-84).

Circuses and Show:

It is recommended that Circuses and Shows held by private vendors not be allowed in Public Parks. They would be allowed on private property within the City of Moorhead with a permit. Arrangements for a location would be secured by the Vendor.

Revised May 2013

Farmers Market and Flea Market Licensure

Farmers Market Licensure

There are two categories of people / vendors exempt from licensing at Farmers Markets:

- The first exempt category is found in M.S. section 28A.15 subd. 2 which states, **“persons selling the products of the farm or garden occupied and cultivated by them”** (are exempt) from licensure. This includes fruits, vegetables, and herbs grown by the seller. If you buy from another source and sell these products, you need a license.
- The second exemption to licensing is found in MN § 28A.15, Subd.9 which states, “An individual who prepares and sells food that is not potentially hazardous food, as defined in rules adopted under section 31.11, at a community event or farmers' market with gross receipts of \$5,000 or less in a calendar year from the prepared food items. **If the food is not prepared in a kitchen that is licensed or inspected, the seller must post a visible sign or placard stating that: "These products are homemade and not subject to state inspection." Prepared foods sold under this subdivision must be labeled to accurately reflect the name and address of the person preparing and selling the foods.**”

*Please contact the Director of Environmental Health at 218.299.5328, if you have any questions regarding food licensure.

Flea Market Licensure

With Minnesota State Tax ID # the sale of arts, crafts or flea market items will be permitted.

The Farmers / Flea Market and all above rules will be strictly followed.

Food Vendors

Food Vendor Special Event applications are available at the Environmental Health Department located in the North Fire Annex Building on 1st Avenue, Moorhead through Environmental Health Inspector, 218.299.5328.

Any questions pertaining to food safety and handling or outdoor food vending should be referred to the Environmental Health Inspector at 218.299.5328.

There is a charge for food vendor special event permits.

Title: Special Events
Chapter: Permits / Licenses / Fees
Section: 5.4G

Date: October, 2008

Page: 1 of 1

Booth Fees

Fees are set for booths at special events. Fee rate is dependent on length of event time, community attendance, and size of booth. Demonstration, educational or program vendors providing a service are not charged a fee

Title: Special Events
Chapter: Filming / Photography Production in City Parks
Section: 5.4H

Date: March, 2012

Page: 1 of 2

Request for filming and photography production on City of Moorhead property and in City Parks.

- Applicants must fill out the application form and provide detailed information on what they would like to do.
- Approval must be gained from Parks Administration Staff as well as Moorhead Police.
- After approval is given, there must be notification to neighbors within a 1 mile radius and delivered 24 hours prior to any filming taking place.

Use of Public Land

Moorhead Parks and Recreation promotes programs / activities per its mission to improve the quality of life for its citizens by providing a comprehensive system of parks, recreation, cultural, and human service programs that encourage health, fitness, relaxation, and cultural enrichment, as well as providing opportunities for conservation, education, and community involvement.

Use of public land is acceptable for use by private organizations with the understanding that Moorhead Parks and Recreation supports the proposal and is an active / passive partner listed on all promotional materials. Moorhead Parks and Recreation shall have the right to change or reject the Business Owner's special event, exhibit, or recreational proposal based on its mission, number of days facility is used, size of event, or other logistical needs required to meet the proposal.

It is the policy of Moorhead Parks and Recreation to provide events that are "family friendly." Programming shall not contain any libelous, slanderous, religious or sexual or political symbols, socially inappropriate expressions or bear controversial messages.

Alcohol is not allowed in public parks, unless special permits are granted by the Moorhead City Council.

Private Art / Advertising in Public Spaces**Design**

Business Owner shall submit designs of public art / advertising work to the City of Moorhead Parks and Recreation Department for review and approval. Designs should be appropriate for public display and shall not contain any libelous, slanderous, religious or sexual or political symbols, socially inappropriate expressions or bear controversial messages. Once a design is approved, the business is bound to the design concept submitted. The City of Moorhead Parks and Recreation Department shall have the right to change or reject the Business Owner's submission. The Business Owner is responsible for purchasing the materials and supplies needed for the approved design.

Display

The Business Owner agrees to make any necessary restorations to the private art / advertising work while it is being displayed to the public whether displayed indoors or outdoors. Advertising opportunities are available at the Moorhead Sports Center on hockey dasher boards and Zamboni and in the Moorhead Parks and Recreation spring / summer and fall / winter brochures. Any public art / advertising intended for outdoor display must withstand outdoor climate conditions and handling by the public for the period of time that the work is displayed.

Ownership of the Private Art

The City of Moorhead hereby relinquishes and assigns permanent ownership of the private art to the Business Owner, unless other arrangements are made outside of this agreement. The Business Owner agrees to take full and complete ownership possession of and responsibility for the private artwork, including maintenance and liability.

The Business Owner will hold the City of Moorhead harmless from all loss, liability, damages, recoveries, claims, costs, and expense (including, without limitation, reasonable attorneys' fees) incurred by Business Owner for the private artwork.

Ownership of Design Copyrights in the Private Artwork

The City of Moorhead waives and relinquishes to Business Owner the entire copyrights of the design. Without limiting the generality of the foregoing, the City of Moorhead reserves the right to reproduce any design or representations of the artwork for use in promoting the private artwork display.

Delivery

Business Owner is responsible for transportation of the private artwork to and from City of Moorhead, to designated location assigned by the City of Moorhead between the hours of 8:00 am and 4:30 pm, Monday through Friday, unless prior arrangements are made with the City of Moorhead.

Payment

Any payments associated with public art / advertising agreements should be made payable to the City of Moorhead, Box 779, Moorhead, MN 56560.

Risk of Loss

Business Owner shall bear full responsibility for risk of loss to the private artwork / advertising display. The City of Moorhead is not responsible for any theft, vandalism, or damage to the artwork / advertising display.

Title: Public Art
Chapter: Public Art / Advertising in Public Spaces
Section: 6.1

Date: October, 2008

Page: 2 of 2

Complete Agreement

An agreement is signed to constitute the complete agreement between the parties with respect to this subject matter and supersedes any prior oral or written agreement or understanding between the parties.

Governing Law

This agreement shall be governed by and construed in accordance with the laws of the state of Minnesota.

Guidelines for Private Art Displayed on Public Property

Guidelines shall be followed for the placement of private art on public property including city sidewalks, boulevards, parks, and facility locations:

- A location drawing shall be provided to the Moorhead Public Works Department showing the exact proposed location for each art piece to be located on public property. The Public Works Department will designate a representative to review locations with the authority to approve, approve with modifications, or reject the location based on public safety or maintenance ramifications.
- Private Art may be placed on any public sidewalk, with the permission of the abutting property owner. In no event shall the placement of the piece reduce the width of the access on the sidewalk to less than 4 feet. In locations where sidewalks extend to the street curb, statues shall be placed no closer than 2 feet from the curb. Where sidewalks are too narrow, pieces may be placed in the grass boulevard, set back at least 2 feet from the street curb.
- In addition to sidewalks and boulevards, the following locations are approved for private art, with review and approval by the Public Works designated employee: Center Mall fountain area, Hjemkomst Center, Viking Ship Park, Memorial / Davy Park, Woodlawn Park, and Gooseberry Park.
- Private Art placement on Moorhead Public Library property shall require approval by the Library Director.

Private Art placed on grassy boulevard areas rather than concrete walks shall be set on top of approved concrete pavers.

Title: Public Art
Chapter: Design and Display Review Form
Section: 6.2A

Date: October, 2008

Page: 1 of 2

Private Artwork / Advertising in Public Spaces
Design and Display Location Review Form

Company: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ **Phone:** _____

Contact Email: _____

Requested temporary location during the event: _____

***Intended permanent location:** _____

*Please note that if your intended permanent location involves public property, you must get approval from the City of Moorhead.

Please keep a copy of this form for your records. We ask that you please include the following items with your approval form:

- A title and brief description of your design that can be used in marketing materials.
- A rendering of your design.
- Proposed design materials and samples of materials if they will be directly applied to the artwork.
- A photo of the area in which you intend the artwork to be displayed during the event (digital or printed formats are acceptable).
- A self-addressed, stamped envelope if you intend for us to return your sample design materials.

Your materials must be submitted to:

Moorhead Parks and Recreation
324 South 24th St
Moorhead, MN 56560
Phone: 218.299.5296
Fax: 218.299.5212

We will contact each business with the approval or changes within 5 business days of submission. If you have any questions, please contact the Recreation Specialist or the Recreation Department Director at 218.299.5340.

Thank you for your participation!

Title: Emergency Procedures / Safety
Chapter: Inclement Weather / Disaster
Section: 7.1

Date: October, 2008

Page: 1 of 1

Severe Weather / General Information

One of the most important things you can do to prevent injuries in severe weather is to be alert. Most deaths and injuries happen to people who are unaware and uninformed. If really severe weather is expected, patrons should be dismissed early in order for everyone to reach home before the worst weather reaches the area. Participants should be encouraged to phone a parent or grandparent if they are walking or on bicycle. If participating in an outdoor activity all patrons must seek a safe shelter indoors until all patrons' rides arrive or severe weather passes. Program leaders must remain at the site until all patrons have left the premises.

Code Red

All Program Supervisors and City Phones are to be registered for Clay County / Moorhead Code Red Alerts. This alert will give the supervisory personnel notification that there is a Dangerous Situation and action should be taken.

Disaster / Train Derailment:

Supervisor's response to the situation will be to determine where the disaster is occurring and what is the risk. Caution should be taken to not move folks to areas closer to the affected area.

Each program has training manuals specific to their particular area that staff read during training.

If weather is threatening turn on radios for first alert status. AM 790 KFGO will provide up to date weather information.

Contact the following:

- Park and Recreation Administrative Office
- All Program Supervisors
- Golf Courses - Village Green and The Meadows
- Sports Center Facility Staff
- Hjemkomst Center

Identified Safe Locations:

- Hjemkomst Center Basement
- Moorhead Center Mall
- Neighborhood Recreation Centers
- Moorhead Schools
- Moorhead Sports Center Lockers and interior hallways
- Ushers House Basement
- Local Retail Stores / Business
 - Walmart (Centennial Athletic Complex)
 - Hornbachers (Southside Regional Park)

Updated 3-2015

Title: Emergency Procedures / Safety
Chapter: Weather / Tornado
Section: 7.1A

Date: October, 2008

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Tornado General Procedures and Guidelines

In the event that the Parks and Recreation Department is notified of pending severe weather or other emergencies from the Clay County Disaster Coordinator, public announcements or the Regional Dispatch Center, the following will be done:

- **CODE GREY**

A tornado **WATCH** has been issued by the National Weather Service. This indicates that weather conditions are right for a tornado to develop. Turn radio to 790 AM to monitor the situation and be prepared for action should a Tornado Warning be issued.

- **CODE BLACK**

A tornado **WARNING** has been issued by the National Weather Service. This indicates a tornado has been sighted or detected.

City Staff are instructed to take the following measures:

Sports Center: make a full building announcement stating and physically go to inform people in the entire building, "We are in a tornado warning, please be advised that those who chose should move to the locker rooms under the permanent bleachers.

Hjemkomst Center: make a full building announcement stating, "We are in a tornado warning, please be advised that those who chose should move to the lower level.

Golf Courses: Sound the siren and all golfers should leave the course. Staff should use golf carts to check the course for patrons and ask them to leave. Staff should then move to a safe location in the lowest level of the Meadows or leave Village Green.

Program Coordinators: Each have specific instructions

Neighborhood Recreation Centers

Tennis

Winter Sports

Municipal Swimming Pool

Baseball / Softball Coordinators

- **CODE BLACK CYCLE:**

SIRENS ACTIVATED, ALL STAFF COVER IMMEDIATELY. This indicates a tornado hit is imminent and all persons are to immediately place themselves in the lowest / safest position. Everyone moves to the safe locations listed above. Take a cell phone.

Severe Weather / Lightning / Snow Storm

Lightning or High Winds:

- Suspend operations of outdoor program and either send participants home or send indoors for shelter
- Evacuate facility if adequate warning is received and participants can walk home safely.
- At the golf course, managers will send as many staff as possible out to suspend play until lightening storm has passed. If participants stay it is at their own risk but if they have a cart they are to bring it in. If they are a minor they must be removed from the course.

Snow Storm Procedure:

Each building / program will have the discretion to cancel activities or events based on weather.

Some general rules to follow when closing programs and buildings are:

- If City staff determine that it is unsafe for the volunteers and staff to be driving.
- City staff cannot keep the parking lot clean enough for vehicles to safely pass.
- If Moorhead School is closed all programming should be closed.
- The Park Office will close when the City Manager determines that City Buildings are closed.

Media outlets should be contacted and hotlines updated to reflect the closures.

Title: Emergency Procedures / Safety
Chapter: Bomb Threat
Section: 7.2

Date: October, 2008

Page: 1 of 1

Bomb Threat / Code Brown:

This indicates a bomb threat.

- Call 911 immediately. Pull the fire alarm and evacuate the building
- If there is a note or message do not allow multiple people to touch it.
- Write down immediately what you heard from the telephone conversation / what was said. There is a form to fill out in the Safety book that would help to prompt questions.
- If the bomb threat is called in please fill out the form so the most detailed information can be given to police.
- Police will take over the situation once they arrive

Title: Emergency Procedures / Safety
Chapter: Power Outage
Section: 7.3

Date: October, 2008

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Power Outage

- If a power failure occurs during office hours, contact the Recreation Department Director.
- The Parks and Recreation administrative office will remain open unless the Recreation Department Director makes a determination otherwise.
- If the Parks and Recreation office must close, be sure to turn off all light switches before leaving.
- Telephones will not be operational.
 - Use cell phones to contact parents of students in Neighborhood Recreation Centers that the building is closed and that you will be sending participants home due to the outage. (Or have them pick them up)

Maintenance staff will remain with the buildings to find out what the problems are.

Fire

RACE

Rescue --- Alert --- Confine --- Extinguish

- Rescue everyone in immediate danger from the fire and pull the door shut behind you. (Confine)
- Pull the fire alarms
- Evacuate the building in a timely and safe method.
- Instruct public to walk to the nearest exit and stay at a safe distance from the building.
- If it is a small fire and there are enough staff attempt to extinguish with a fire extinguisher. Do not try to put out the fire unless it can be done safely and quickly. Never try to extinguisher prior to calling the fire department.

Using a Fire Extinguisher: PASS

Pull (the pin) ---

Aim (at base of fire) ---

Squeeze---

Sweep (motion to use to extinguish)

- Post staff to direct emergency vehicles.
- Do not panic, remain calm, and never put yourself in danger.
- Write an accident report.
- Do not make any statements to the media about the nature of the emergency. Refer all questions to the administrative person most senior in charge. Public Safety personnel are in charge.

Handling a Medical Emergency Situation

Policy Statement:

Regardless of the situation or circumstances, accidents and injuries do and will occur. It is our job to see that accidents and injuries are kept to a minimum. It shall be the employee's responsibility to be aware of his / her surroundings so as to take notice of any unsafe act or condition and maintain safe conditions for our patrons. These situations shall be brought to the attention of that person's immediate supervisor for corrective action.

Applying General First Aid Procedures:

If and when accidents / injury occur, use common sense. Apply only general first aid, all facilities are equipped with a basic first aid kit. The following guidelines are common sense approaches to emergency situations; you are not bound to them, as the emergency will dictate what has to be done.

1. Check the Scene

- o What happened
- o Who is injured - identify the victim
- o Do not move anyone with a possible neck injury

2. Check the Victim

Use your senses of sight, smell and hearing

Are they conscious or unconscious?

Problems breathing?

Pulse?

Injuries?

If conscious, try to find out what happened

Pain?

Severe bleeding?

Other Concerns?

3. If the situation is, or appears to be serious, call 911 immediately.

4. Care for the Victim

- a. Life threatening emergencies first
- b. Do not move anyone with a possible neck injury
- c. Provide care for what you find
- d. Watch for changes in conditions especially breathing and consciousness
- e. Help to rest comfortably until help arrives
- f. Keep from getting chilled or over-heated

5. Call or Locate the Victim's Parents / Family

- a. Remain Calm
- b. Inform them of the accident and / or condition of the person
- c. If not transported by ambulance a parent or guardian must pick up the injured person (Be sure incident report is filled out prior to them leaving).
- d. **Under no circumstances can an employee personally transport the victim home or to a medical facility.**

6. Each facility is provided with a general first aid kit

- a. Individuals who are capable of administering first aid to them will be given the appropriate supplies and instructions on how to apply first aid directly on their own. Staff will not have contact with blood or body fluids in these situations.
- b. For more serious injuries or for individuals who cannot administer first aid to themselves, employees will take universal precautions and then administer to the injury (See blood-borne pathogen policy for universal precautions).

Title: Emergency Procedures / First Aid / Injuries
Chapter: Completing and Accident Report
Section: 7.5A

Date: October, 2008

Page: 1 of 1

Complete an Accident Report:

An accident report must be filled out immediately for all injuries to participants or employees and submitted immediately to the immediate supervisor.

- This report should be signed by the injured party and a statement taken. Use other sheets of paper if there is not enough room.
- It is very important to get a statement by the injured party and anyone witnessing the incident.
- Further instructions are available where the incident reports are kept for each facility / program.
- Contact the supervisor when you are filling one out to alert them that a situation has occurred.
- **All accident reports must be turned in to City Hall within 24 hours of incident or the next business day.**
- If an employee is injured or exposed to blood or body fluids, supervisors should send the employee to Occupational Health at Sanford during normal business hours. Sanford Occupational Health, 3838 12th Ave N, Fargo ND 58102 701-234-4700
- If Occupational Health is not open, send the exposed employee should be sent to the walk-in clinic or emergency room at Sanford, dependent upon situation.

Title: Emergency Procedures / First Aid / Injuries
Chapter: Blood Borne Pathogens
Section: 7.6

Date: October, 2008

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Procedure for clean-up of blood spills

Follow these procedures for cleaning up spills of blood. The same procedures can be used for cleaning up other body fluids.

- Staff can clean up **small** blood spills, but for larger spills where there is a possibility of contaminating your face or other parts of your body, contact HazMat to clean-up.
- Fire Department (HazMat) 701-451-7660

Small Spill Clean Up:

Step 1 - Obtain the Spill Kit

Spill Kit Equipment Includes:

Disinfectant (approved for this use)	Gloves (rubber, latex or PVC gloves)
Red biohazard bags	Disinfectant wipes
Paper Towels	

You may also need:

Brush & dustpan to clean up sharp objects
Ice Scraper (if the kit is at Sports Center or Neighborhood Recreation Center houses ice)

Step 2 - Put on two pairs of gloves.

Always make sure to have a barrier between you and any blood or body fluids.

Step 3 - Spill Decontamination Procedure

Cover the spill area with a paper towel then pour disinfectant onto spill. Allow solution to soak into the contaminated material. Wipe up spill with additional paper towels. It may be necessary to use a scrub brush to remove the material if it impacted hard porous surface (concrete). Use brush / dustpan to pick up broken glass or any sharp objects that may puncture skin, needles etc.

If you are cleaning blood from the ice at a Neighborhood Recreation Center, put gloves on and use the ice scraper to remove the blood and snow from the ice, into the red bag, then double bag and dispose in regular garbage.

Step 4 - Disposal

Place paper towels, gloves and other disposal material into labeled red biohazard bags (double bag) and dispose of in dumpster.

Step 5 - Decontaminate Re-Useable Equipment

Use Disinfectant solution to decontaminate all other equipment used in the cleanup (brush, dust pans, buckets, ice scraper, etc.)

Title: Emergency Procedures / First Aid / Injuries
Chapter: Blood Borne Pathogens
Section: 7.6

Date: October, 2008

Page: 2 of 2

Step 5 - Decontaminate Re-Useable Equipment

Use Disinfectant solution to decontaminate all other equipment used in the cleanup (brush, dust pans, buckets, ice scraper, etc.)

Step 6 - Wash your Hands

If hand washing facilities are not available at the job site, use disinfectant wipes and then wash your hands as soon as possible.

Biohazard Exposure

If you believe you were exposed (skin puncture or slash to eyes or mucous membranes) to biohazard material that had not been decontaminated with the disinfectant solution, follow these recommended steps:

- Skin exposure: Vigorously wash affected skin with plenty of soap and water while removing contaminated clothing and shoes.
- Eye Exposure: Flush eyes with water for at least 10 minutes
- Seek follow-up medical attention by contacting your supervisor who will then make a recommendation on whether to go to the Emergency Room or Occupational Health. Sanford Occupational Health, 3838 12th Ave N, Fargo ND 58102, 701-234-4700.

Step 7 - Report Incident

- Supervisor is to fill out an incident report in the first 24 hours
- Incident report should be faxed to 3rd floor of City Hall to have staff file insurance papers. 218-299-5306.
- Make 2 copies of the incident report. 1 copy for records in Parks office and 1 copy for Recreation Department Director. Original goes to City Hall.

If there is blood on the Ice at the Hockey Arena please refer to policy 4.3

Title: Theft and Property Damage
Chapter: Property Damage
Section: 7.7

Date: October, 2008

Page: 1 of 1

Theft & Property Damage

An employee involved in an incident, which results in damage to City property and / or injury to another individual or damage to another individual's property, must submit a report of the incident to his or her supervisor within 24 hours of the occurrence. Supervisors are then responsible for ensuring that that a Property Damage Report (for property other than vehicles) or a Vehicle Accident Report form is filled out completely and accurately, with the department director's signature on the bottom of the form.

The original report is routed to the Accountant in charge of risk management, and a copy of the completed report is submitted to the Human Resource Director for discussion at the next Safety Committee meeting.

The Police Department must be called for all vehicle accidents. Vehicle accidents, which result in injury, death or a total property damage of \$500 or more, requires completion of a Minnesota Motor Vehicle Accident Report to be forwarded within ten days of the accident to the Department of Public Safety. Controlled substance and alcohol testing will be required.

Property Damage and Vehicle Accident Report forms are available in each Accident / Incident Book.

Missing Child

1. If a child is reported missing proceed with the following:
 - a. Staff should attempt to locate the child (short search).
 - b. Check attendance roster if this is a program where sign in is necessary.
 - c. Call 911 immediately and inform them of the emergency.
 - d. Contact Program Supervisor immediately after the call has placed to 911.
 - e. Program Supervisor should call parents immediately, if they are known.

Abandoned Child:

1. If there is a child that needs a ride home, let them use the phone to contact a parent.
2. Parks and Recreation staff should not give rides to any children under any circumstance.
3. If the child can't find a ride home, contact the police department (701-451-7660) and inform them of the situation.

Media Inquiries Regarding an Emergency Situation:

- All media inquiries are referred to the (Police / Fire) who are authorized to speak on behalf of the City during an emergency situation.
- In General, the Parks and Recreation Director or assigned alternate, will be the designated person to work with the media and will function as the Public Information Officer for the Park Department
- Initial staff response to the media from all parks staff should be as follows:

 “May I get your contact information so my supervisor(s) can get back to you as quickly as possible?”

Media Procedure for the Supervisor of the facility / program when an emergency event is occurring:

Supervisors should go to the scene as quickly as possible (as safety allows) to support staff in handling the situation and manage the media response.

- Restrict access to staff and program participants.
- Discuss the incident with the staff involved on site, and get all pertinent information as soon as possible:
 - Who, What, Where, When, Witnesses, and other general information.
- Contact the Parks Office Specialist as soon as possible to give basic information for parents when they call:
 - Create basic examples of what the Office Specialist may say to parents if they call (fill in the blanks based on the situation).
 - Office Specialist should keep a log of incoming calls.
 - Monitor KFGO radio to gauge what the media is reporting so we know what parents are reacting to (Access via computer).
 - Office Specialist should relay pertinent information that they hear back to supervisor on site / Parks and Recreation Director. Police may not have the opportunity to provide updates.
- Notify the External Media Team that an incident has occurred and that they may be needed to assist with message development:
 - Supervisor / Building Manager where the incident occurred
 - Parks and Recreation Director, Holly Heitkamp
 - 218.299.5515 cell 701.866.4911

- Parks and Recreation Communication Coordinator, Kim Wangler
 - 218.299.5296 cell 701.371.9729
 - Communications appointee with City Hall, Lisa Bode
 - 218.299.5372 cell 701.219.0095
 - City Manager Executive Assistant, Stephanie Maier
 - 218.299.5303
 - Responsible for immediate communication to City Manager who can then determine if / what information goes to elected officials.
 - Human Resources Director, Jill Wenger
 - 218.299.5366 cell 218.443.1842
- Decide whether to offer additional interview opportunities or to make a statement based on the situation.
- Follow up with any media representative that has requested information.
- No victims or staff names can be released under any circumstances.
- State Statute #13.43. Refer all inquiries to Human Resources Director at 218.299.5366.
- Assign someone to monitor social media and make decisions on whether to release a statement.
- Department Director should provide an Administrative Report to the City Manager

Tips for the Spokesperson when addressing the media:

- Maintain a positive relationship with the media.
- Be prepared. Have a written statement for reference.
- Anticipate questions and prepare answers to them. Know what you can and cannot say.
- Don't say, "No comment," say "I don't know or I am unable to answer right now". Refer the question to someone better qualified to answer it (such as law enforcement), or state, "We will provide that information as soon as we have it" or explain why you can't give out that information.
- Don't compromise the investigation. Clear your statement with the law enforcement media person prior to talking to the media. Short statements only.
- Press releases or press conferences will be decided by Administration based on circumstances. The Park Department response will typically be a statement for those inquiring.
- Respond to the media with the approved statement as quickly as possible. Control the message.
- Use the media to share information with parents and the community (whether / where they can pick up participants, etc.). Media provides the best resources for reaching the most people quickly. In addition, use e-Notifications.
- Recognize the need for media and help to meet deadlines.

Guidelines to Develop the Media Statement:

- Who, What, Where, When, Why. Public Safety (Police and Fire) will cover if they are involved.
- Have some general statements developed that can quickly be adapted as appropriate for an immediate response.
- Assign one person to make the statement or to be the spokesperson:
 - Emphasize the safety and concerns for those affected first.
 - Briefly describe the plan for the response to the situation / emergency.
 - Use only facts that have been verified. Be truthful.
 - Respect privacy of program participants, victims, families of victims, staff, and other personnel involved. Do not release any names to the media (State Statute #13.43). Refer to Human Resources.
 - Refrain from exaggerating or sensationalizing the situation / crisis.
 - If the situation involves Police, no statement should be released without prior authorization by the Public Relations Officer, so as to provide a coordinated response and not affect investigation.
- Control the timing of the message – In an emergency situation, the general rule is to update ½ hour after the incident and hourly thereafter for the first 2 hours.

PARKS AND RECREATION LOCKDOWN PROCEDURE

When Park staff is trained into their respective positions, included in this training will be City of Moorhead Emergency Procedures along with building specific information for the areas that they are hired to work. These procedures will provide a basic guideline of what is expected of them in the event of an emergency.

Information helps to alleviate fear.

Exit lockdown is for the purpose of preventing individuals from leaving due to an existing hazard outside, whether it is a civil disturbance or the need to screen those leaving due to a missing child.

Entry lockdown is for the purpose of preserving the facilities ability to operate and respond to a possible emergency event such as a fire, or keeping disruptive individuals from entering.

Event	Prevent Entry	Prevent Exit
Child abduction	X	X
Active Shooter	X	X
Hostage event	X	
Civil disturbance	X	X
Bomb threat	X	
Fire	X	
Train derailment		X

The following information is to be used in conjunction with the City of Moorhead Emergency Guide and is specific to the facility where the staff is working.

LOCKDOWN - NEIGHBORHOOD RECREATION CENTERS

How to Lockdown:

Park Staff are responsible to:

- Make the decision on a lockdown. Police will not call the lockdown.
- Alert the Recreation Supervisor immediately of situation.
- If preventing exit, lock entrance.
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.

During Lockdown:

- Staff is responsible for keeping kids calm.
- If there is a threat from the outside, lights should be turned off, entrances should be locked, and all participants and staff should gather in restrooms. No one is to be visible to the outside.
- Depending on the event, letting people in/out of the facility during lockdown should be at the discretion of staff based on the situation. (see chart above) If there is a missing child, absolutely no one leaves facility until everyone has been checked.
- Recreation Supervisor will remain in close contact with the Director of Recreation.
- Refer to the City of Moorhead Emergency Guide for further instructions

Media Inquiries:

Initial Staff Response to the Media from all Staff Should Be:

“Can I get your contact information and I’ll ask my supervisors to get back to you as quickly as possible?” Staff should record name, phone number and time of call.

Recreation Supervisor should refer to the media procedure policy, if needed.

End of Lockdown:

Wait for “all clear” call from dispatch. Alert other entities.

- Do an Incident Report
- Director should provide an administrative report to City Manager

LOCKDOWN - MUNICIPAL POOL

How to Lockdown:

Pool Managers are responsible to:

- Make the decision to lockdown. Police will not call the lockdown.
- Clear the pool and pool deck. Announce: "For the safety of all swimmers we ask that you clear the pool and everyone make your way to the locker rooms."
- Alert the Recreation Supervisor immediately of situation.
- If preventing exit, lock entrance.
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.
- Refer to the City of Moorhead Emergency Guide for further instructions

During Lockdown:

- Managers and Lifeguards are in charge of crowd control. Spread out and help keep patrons calm.
- If there is a threat from the outside, lights should be turned off, entrances should be locked and all staff needs to remain in locker room or back staff area. No one is to be visible to the outside.
- Letting people in/out of the facility during lockdown should be at the discretion of staff based on the situation. (see chart above) If there is a missing child, absolutely no one leaves facility until everyone has been checked.
- Recreation Supervisor will remain in close contact with the Director of Recreation.

Media Inquiries:

Initial staff response to media should be:

"Can I get your contact information and I'll ask my supervisors to get back to you as quickly as possible?" Staff should record name, phone number and time of call.

Recreation Supervisor should refer to the media procedure policy, if needed.

End of Lockdown:

Wait for "all clear" call from dispatch. Alert other entities.

- Do an Incident Report
- Director should provide an administrative report to City Manager

LOCKDOWN - WADING POOLS:

How to Lockdown:

Wading Pool Staff are responsible to:

- Get everyone out of the pool area and into the NRC.
- After everyone is inside all doors are to be locked and lights turned off.
- Letting people in/out of the facility during lockdown should be at the discretion of staff based on the situation. (see chart above) If there is a missing child, absolutely no one leaves facility until police release them.
- It is best to have people go into the bathrooms where there are no windows.
- Ask the patrons to remain calm
- Staff will call the Program Supervisor or 911 depending on the severity of the situation.
- Once supervisor is notified the supervisor will call dispatch to notify them of the lockdown and request an officer to assist on scene.
- Refer to the City of Moorhead Emergency Guide for further instructions
- Recreation Supervisor will remain in close contact with the Director of Recreation and a decision made whether additional areas should be locked down.

Media Inquiries:

Initial staff response to media should be:

“Can I get your contact information and I’ll ask my supervisors to get back to you as quickly as possible?” Staff should record name, phone number and time of call.

Recreation Supervisor should refer to the media procedure policy, if needed.

End of Lockdown:

Wait for “all clear” call from dispatch or Supervisor. Alert other entities.

- Do an Incident Report

LOCKDOWN - MULTI-PURPOSE SPACE LUTHERAN CHURCH OF THE GOOD SHEPHERD

How to Lockdown:

Park Staff are responsible to:

- Make the decision on a lockdown with the Program Supervisor depending on the severity of the situation. Police will not call the lockdown.
- Call 911
- Lock all Outside Doors First
- Get everyone out of the gym area and into the parks storage area / lock that door.
- Ask the patrons to remain calm, and turn off all cell phones
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.
- Refer to City Emergency Guide for further instructions

During Lockdown:

- Recreation Supervisor will remain in close contact with the Director of Parks and Recreation.

Media Inquiries:

Initial Staff Response to the Media from all Staff Should Be:

“Can I get your contact information and I'll ask my supervisors to get back to you as quickly as possible?” Staff should record name, phone number and time of call.

Recreation Supervisor should refer to the media procedure policy, if needed.

End of Lockdown:

Wait for “all clear” call from dispatch or Supervisor. Alert other entities.

- Do an Incident Report

LOCKDOWN - GYM - ELLEN HOPKINS ELEMENTARY

How to Lockdown:

Park Staff are responsible to:

- Make the decision on a lockdown with the Program Supervisor depending on the severity of the situation. Police will not call the lockdown.
- Lock all Outside Doors First
- Alert school personnel if they are onsite.
- Call 911
- Get everyone out of the gym area and into the parks storage area / lock that door.
- Ask the patrons to remain calm, and turn off all cell phones
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.
- Refer to City Emergency Guide for further instructions
- Alert school personnel either way.

During Lockdown:

- Recreation Supervisor will remain in close contact with the Director of Parks and Recreation.

Media Inquiries:

Initial Staff Response to the Media from all Staff Should Be:

“Can I get your contact information and I’ll ask my supervisors to get back to you as quickly as possible?” Staff should record name, phone number and time of call.

Recreation Supervisor should refer to the media procedure policy, if needed.

End of Lockdown:

Wait for “all clear” call from dispatch or Supervisor. Alert other entities.

- Do an Incident Report

LOCKDOWN PROCEDURE - ATHLETIC FIELDS / OPEN AREAS

The following areas have identified themselves as a safe refuge for visitors in the event of an Emergency and they **cannot leave for home**.

Please refer to the **City of Moorhead Emergency Guide** for instructions on various situations.

Southside Regional Park:

- Lutheran Church of the Good Shepherd Gymnasium
 - Address 4000 28th Street S
 - open 7am-9 pm daily

Public Golf Courses:

- **Village Green Golf Course:**
 - Village Green Clubhouse:
 - Lutheran Church of the Good Shepherd, Gymnasium
 - Address 4000 28th St S
 - open 7am-9 pm daily
- **The Meadows Golf Course:**
 - Basement of the Clubhouse

Centennial Athletic Complex:

- Walmart 415 34th Street N, Dilworth (directly to the East)

Matson Field:

- Moorhead Public Works Facility
 - Address 700 15th Avenue N

Outdoor Special Events

- Have Code Red Alert on Staff Cell Phones
- Call 911
- Depending on situation, staff should inform public to leave the event.
- Indoor Areas to go near Memorial Park
 - Ushers House, 700 1st Ave N 218.287.0080
 - Eventide Fairmont, 801 2nd Avenue N 866.825.8549
 - Moorhead Center Mall, 510 Center Avenue 218.233.6117

LOCKDOWN PROCEDURE - HJEMKOMST CENTER

When to Lockdown:

Supervisors / Building attendants are responsible to call for a lockdown at their site. **Police will not call the lockdown.**

Criteria for lockdown:

- When safety is a concern. It is better to error on the side of caution (safety).
- When there is a significant Police presence – is a good indicator that a temporary lockdown should occur.

How to Lockdown:

Building Staff (City)

- Call 911 to notify police of threat.
- Alert a member of the museum staff that we are putting the building on lockdown
- Alert a member of the Chamber of Commerce (lock front door, alert everybody in the office)
- Alert Senior Coordinator or NSI representative
- Lock all exterior doors
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.
- Refer to lockdown procedures in City Emergency guide

Museum

- The staff member that is 1st alerted to the lockdown is responsible for notifying the rest of the staff and initiating lockdown procedure:
 - Bring tours in from the Stave Church & lock back door.
 - Follow lockdown procedures in City Emergency Guide

Seniors

- Follow lockdown procedures in City Emergency Guide

During Lockdown:

Letting people in/out of the facility during lockdown should be limited but is at the discretion of staff based on the situation.

End of Lockdown:

Wait for “all clear” call from dispatch. Alert other entities.

- Fill out an incident report

After Hours (Events) / Weekends

Follow procedure to the best of your ability (with limited staff).

Notify Building Manager / Assistant Building Manager

LOCKDOWN PROCEDURE - MOORHEAD SPORTS CENTER

When to Lockdown:

Supervisors / Building attendants are responsible to call for a lockdown at their site.

Police will not call the lockdown. Moorhead Schools may call a Lockdown.

Criteria for lockdown:

- When safety is a concern. It is better to error on the side of caution (safety).
- When there is a significant Police presence – is a good indicator that a temporary lockdown should occur.

How to Lockdown:

Sports Center Building Staff (City)

- Call 911 to notify police of threat.
- Contact the school to activate lockdown. (Use Walkie-Talkie or the High School Emergency Numbers posted in the Sports Center Rink Office, or Parks and Recreation Administrative Office).
- Lock all exterior doors and doors to the passage way to School
- Call dispatch (701.451.7660) and let them know that we are going into lockdown. Give them your cell phone number to call back and alert you when the threat is contained.
- Refer to lockdown procedures in City Emergency guide
- If possible move people into the locker rooms for safety

During Lockdown:

Letting people in/out of the facility during lockdown should be limited but is at the discretion of staff based on the situation.

Chemical Spill / Train Derailment:

Staff will shut off all air handling units located on the roof of the Sports Center building.

End of Lockdown:

Wait for “all clear” call from dispatch. Alert other entities.

- Fill out an incident report

After Hours (Events) / Weekends

Follow procedure to the best of your ability (with limited staff).

Notify Building Manager / Assistant Building Manager

Title: Hjemkomst Center / Cultural
Chapter: Facility Rental
Section: 8.1A

Date: October, 2008

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Booking events

- A signed lease agreement and deposit are required for event confirmation.
 - No deposit required for local businesses.
- Any room discounts must be approved by City Manager.
- Events held by the City of Moorhead, including Moorhead Public Service, receive a 50% discount on rental rates.
- Renters are allowed a specific amount of events free of charge per year by their contract. These must be scheduled with the Facility Manager or the Assistant Facility Manager to confirm space availability and that must be placed on the general facility calendar.
- Saturday events subject to higher minimum rental rate (April-December).
 - Non-paying renters events are not allowed on Saturdays (April-December).

Title: Hjemkomst Center / Cultural
Chapter: Facility Rental
Section: 8.1B

Date: October, 2008

Page: 1 of 1

Rental guidelines / Rules

- All food must be prepared in a licensed kitchen. No pot-luck items are permitted.
- No helium balloons, confetti / shredded paper.
- Candles are allowed inside the rooms, provided the flame is enclosed.
- Events are booked for the current year, plus one additional year. Booking for the following year begins January 3rd of current year (Ex. bookings for 2015 start January 3rd of 2014).

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Ship area

- Not available for events during regular business hours of museum. Set-up may occur ½ hour prior to the building closing.
- No helium balloons allowed
- No candles allowed
- Rental rate, same as Auditorium rate.
- Sterno for chaffing dishes is allowed under the following conditions:
 - Once Sterno is lit, catering staff must:
 1. Be present at all times to monitor
 2. Be aware of the location of closest fire extinguisher
 3. Know how to operate a fire extinguisher

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Stave Church

- No portable heaters allowed in church.
- One unity candle is allowed, it must be attended at all times.
- No tacks, nails, tape, etc. allowed.
- There is no charge for wedding rehearsals if they are scheduled during regular business hours, between tours. If the rehearsal is scheduled after hours, an hourly fee will be assessed.
- There is no additional charge for set-up, pictures, etc., provided they take place between tours.
- The church is available for rent April-October.
- Saturday events must be completed by 4:30 pm, if the group is not renting the reception hall.

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Grounds Rental

- Land north of the Stave Church bike path is established as Viking Ship Park.
 - Large events should be confirmed with Hjemkomst Center, to alleviate potential parking issues.
 - There is no charge for public use of this space.
- The grounds south / west of the Stave Church (south of bike path) are consider Hjemkomst Center grounds and subject to a rental fee and regulations.
- All renters must acknowledge that we are first and foremost a museum. Events on the grounds must be held after the close of business for the museum, which is 4:30 pm. Photography will only be allowed two hours before the start of the event.
- There will be no weddings on the grounds if the reception is held at a separate location.
- Rental fees are subject to change on an annual basis.

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Cancellation / Event Refunds

- Rental deposits are non-refundable
- All cancellations must be in writing

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Kitchen Use

- A cleaning fee will be assessed if the kitchen is not cleaned at the end of an event. Cleaning guidelines are posted in the kitchen.
- Dishes, serving utensils, etc. belong to the Moorhead Seniors, and are not available for use by lessees
- A fee will be assessed to the lessee and / or caterer for dishwasher use.

Political events held at Hjemkomst Center

- Must be held inside a paid room and not in the commons areas.
- Signage in lobby / common areas is limited to one sign, indicating location of the event.
- Outdoor signage is not allowed for political events held at the Hjemkomst Center.
- If it is a private rental for a select group of people, those not invited must remain in lobby or outside the facility.

Senior Center Protocol for Political Candidates:

Senior Connections / Moorhead Senior Center will participate in providing voter information to Senior Citizens in the following manner:

- Persons running for political office are allowed to visit the Senior Center and leave campaign materials in a designated area in the dining area of the Center.
- In the event that seniors express interest in hearing from candidates, a forum conducted by a nonpartisan organization would be held with ALL candidates invited. Examples of nonpartisan organizations that sponsor these forums are AARP, League of Women Voters, or the Chamber of Commerce.
- Senior Connections can assist in sponsoring these candidate forums.

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Press Conferences

- Must be held inside a room
- Not to exceed 1 hour
- Special pricing applies

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Liquor

- The Heritage Hjemkomst Interpretive Center / Red River Valley Center at Moorhead is the owner of the liquor license.
- All bartenders must work as an employee of the Heritage Hjemkomst Interpretive Center.
- All bartenders must complete Server Training class (required by law).
- No outside liquor may be brought into the Hjemkomst Center.
- Security, hired by the Hjemkomst Center, is required for all events with dances and / or bar service exceeding 4 hours.

Invoicing and Bill Reimbursement Historical and Cultural Society of Clay County / City of Moorhead

Liquor Expenses: Reimbursement Procedure

Invoices can be combined for liquor license, bookkeeping, and insurance but not for bartenders or liquor invoices.

Bookkeeping Fee:

- Paid on a quarterly basis @ \$75 per month
 - March, June, September, December
- Liability Insurance for Bar Service (DRAM)
 - Once annually, in June
 - Documentation needed:
 - Copy of the insurance certificate
- Liquor License
 - Once annually, in June
 - Documentation needed:
 - Copy of Liquor License (must post on main floor)
- Bartenders:
 - Reimbursed upon receiving the following documentation from City:
 - Hours are submitted from City to HCSCC Director through email after each event.
 - Checks are made out every 2 weeks by HCSCC and delivered to Assistant Building manager to distribute.
 - HCSCC submits to City (Building Manager) the following Documentation:
 - Invoice identifying hours paid and documentation of check written (QuickBooks entry).
- Pay Liquor invoices:
 - HCSCC provides checks for beer delivery to Assistant Building Manager upon request.
 - Reimbursement for Liquor inventory would be provided by the City.
 - Documentation needed
 - a copy of the check and original invoice from the Vendor

All invoices for reimbursement are to come to Building Manager to process through the City's accounting process.

Repair and Replacement Fund:

HCSCC will submit a Semi-Annual payment towards a Repair and Replacement Fund. This amount changes annually but will be submitted in:

- January and July of each year.
- Accounting Department will provide this invoice.

City will invoice HCSCC for the following:**Special Events: Any expenses incurred by City for Special Events sponsored by HCSCC**

- Employee hours above and beyond what the City would have as a normal staffing pattern. These hours are typically incurred during special events held by HCSCC.
- Current rate of reimbursement for 2013 is \$15 per hour.
- Equipment / Services needed for Special events that would come from a third party vendor.
- Extra garbage dumpster, traffic patrol, stage set up, ice, etc.
- All invoices for linens, supplies purchased, etc. should be billed directly to HCSCC.

City Processing Invoices:

Assistant Building Manager will receive from HCSCC and process all invoices.

- Note: liquor supply account = Liquor invoices only due to taxes
- Ice, Pop, etc. go into the 2190 account.

Storm Procedures

- The Hjemkomst Center will close when:
 - City staff determine that it is unsafe for the volunteers and staff to be driving
 - City staff cannot keep the parking lot clean enough for vehicles to safely pass.
- Tenants may choose to close their respective business, even if building remains open.
- The Moorhead Senior Center closes when the Moorhead School system closes.
- If it is determined by 7:30 am that the building will not be open, the Building Manager will contact one individual from Clay County Historical Society, Heritage Hjemkomst Interpretive Center, Chamber of Commerce, and Senior Center. That person will be responsible for contacting their co-workers and volunteers.
- City staff will contact media outlets if the building closes.

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City Holidays

- Building tenants can choose to open / close their business on days recognized as City holidays.
- If the Senior Center remains open on a City holiday, the City will staff the building with a part-time employee
- If the Heritage Hjemkomst Interpretive Center or Clay County Historical Society choose to open on a City holiday, they are responsible for the opening / closing of the building as well as staffing the main desk (building security).

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Weekends

- Weekends are staffed according the scheduled events. If there are no events scheduled on a given weekend, building staff may be scheduled to work a "short-shift".
- Bathrooms will be cleaned / stocked, garbage collected, and boilers checked on a daily basis.
- On weekends when City building staff work shorter shifts, HHIC is responsible for opening the building (their business). City building staff will close the building.

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After Hours Access

- All approved HHIC and CCHS employees have access to the building 24 hours a day. City Building Staff issue each employee a security code and tenant-specific key that allows them access to their business.
- Employees entering / exiting the building after-hours are responsible for arming / disarming the security system. Any resulting alarms will be the responsibility of the employee, their organization will be charged for the alarm response.

Building Tenants

The City of Moorhead has contracts with The Chamber of Commerce of Fargo-Moorhead and the Heritage and Cultural Society of Clay County for use of building space.

Heritage and Cultural Society of Clay County

- Room usage outlined in contract.
- All rooms must be scheduled through City staff, using the online calendar.
- City does not staff internal events unless specifically requested, at which time an hourly rate will be charged.
- Clean-up, building security, etc. is the responsibility of HHIC during their event.
- Events must be held Monday through Thursday with the exception of three special events to include Viking Event in July, Pangea in November, and one other event to be determined. Full market price will apply.

Chamber of Commerce of Fargo Moorhead

- Room usage outlined in contract.
- All rooms must be scheduled through City staff, using the online calendar.
- Extra fee will apply for after-hours staffing.
- City staff must be present for all after-hours events inside the Hjemkomst Center.
- The Chamber office maintains a separate security system from the main building, allowing Chamber employees to be in their office space when the Hjemkomst Center is closed.

Moorhead Senior Citizens

- No contract, City-run program
- Use of space:
 - Pine - Monday-Friday 8 am-4:30 pm (Wednesday 8 am-1 pm)
 - May be asked to move on Friday afternoons at 1 pm, to allow City staff to set for large weekend events.
 - Senior Activity coordinator books computer room and "pool" room.
 - The kitchen is used by the Seniors Monday-Friday for a noon meal and a 4 pm snack. Any caterers wishing to use the kitchen during these times must work around the Senior group.
- Room Rentals: Special events are planned on a regular basis and are coordinated with the Assistant Facility, or Facility Manager.
- Use of rooms by "other" groups (ex. Community Ed.):
 - Senior activities will cooperate with other service providers throughout the community to offer programming to seniors. The activity must be senior related, and must be approved by the Senior Center Coordinator.

New Park Development Process

1) Developer Agreements:

- a. Ongoing communication between the City Planning and Parks / Forestry Division Manager to develop a plan as to whether to request land or cash in lieu of land.
- b. Criteria for this determination would be consideration to the Cities Growth Plan and an assessment of location and needs for the area in additional parks and sizes. etc.
- c. Once the developer agreement is complete, it is sent electronically with maps to Parks / Forestry Manager.

2) Money in Lieu of Land:

- a. If they give money in lieu of land, this goes into a dedicated fund and will be used for the development of parkland within the Moorhead Park System. Approval must be gained from the Moorhead City Council identifying the use.

3) Dedication of Land:

- a. If the dedication is parkland with no money attached, then the park area is placed on a list with the Parks Department and awaits development until funding is available.

4) Moving Up the List:

- a. If the developer determines that they would like to assess the homeowners for park development or contribute to the development of the park area, the area would take precedence over the others without such a financial commitment.

5) "THE LIST"

This is a list that is kept within the Parks Department that identifies needs throughout the entire Park System. When new parks are added to *the list*, the dates of the development are included so that they are taken in order if a new park is to be financed.

- a. On an annual basis the Parks Department submits recommendations to the Park Advisory Board and City Council on capital improvement projects within the park system. These recommendations are categorized into Park Improvement requests and New Park Developments.
- b. There has been a dollar amount set aside by City Managers and Council that has been funded annually to bring older play systems, buildings, and infrastructure up to date as well as to fund some minimal improvements to new park areas. The minimal improvements referenced could be play systems, grading and seeding grass as well as a parking lot in newer developments. Other larger amenities are planned but remain unfunded such as buildings, a municipal pool on the south side, ball fields, etc.

- c. Larger amenities that are waiting for funding were identified in a number of planning documents. SRF was commissioned to provide a number of planning tools for the Moorhead Parks Department. The Park Concept Plans were provided as a layout of some of Moorhead's Neighborhood Parks. There was also a study completed on the needs within existing parks "Regional Framework Plan", Pedestrian and Bikeway Plan, and the Metropolitan Sports Facility Study, all to be found on the City of Moorhead website in the Parks and Recreation section.
<http://www.ci.moorhead.mn.us/parks/facilities/indexDetails.asp?category=planning/planning>
- d. Plans for buildings and shelters recently constructed within the Moorhead Park System are intended to be reused in some of the newer parks in an effort to reduce design costs. An example of such would be the design of the shelter / neighborhood recreation center at MB Johnson Park which could be reused in some of our newer areas on the South end of town. Gooseberry Park Large Shelter.
- e. There is also a separate list of the age of the play systems throughout the Moorhead Park System (Playground Assessment).

6) Timeline:

- a. The timeline for funding is dependent upon the Moorhead City Council.
- b. When the items are submitted for consideration by the Park Board and Council, then the dates associated with the developer agreement and well as staff priority listings.