



June 25, 2004

Dr. Kevin O'Connell
Northfield Soccer Association (NSA)
306 East Sixth Street
Northfield, MN 55057

RE. Maintenance cost sharing on the Spring Creek Soccer Fields

Dear Kevin:

Thanks for meeting with Heidi, Howard and me last Thursday to discuss how to share the maintenance costs on the new soccer field complex. Howard and Heidi enjoyed meeting you and hearing about the evolution of the soccer complex, which now serves our community. We look forward to seeing the fields used at a variety of competitive levels. It was rather startling to realize that on Tuesdays and Thursdays there are as many as 1,000 enthusiastic players and parents at this location. And, as we discussed, initially there will be some challenges in getting parking and respect for neighboring private property worked out as the Northfield Soccer Association (NSA) works on scheduling and educating participants.

This letter is a formal follow up to our discussion about the use and maintenance responsibilities on the fields. I suggest that we revisit this understanding between the NSA and the city for the 2005 season to see where adjustments need to be made in how we share costs. This is what we understand how the NSA and city will proceed based upon a mutual understanding and the ability of the city to pay for the fields beyond its initial investment:

1. The NSA schedules the fields for all users. (NSA or other groups).
2. The NSA names the city as an additionally insured on its insurance policy and provides evidence of this policy to the city. (Elizabeth Wheeler is the city employee.)
3. The NSA charges a fee for use of the fields to any user group.
4. The NSA covers the cost of mowing and maintaining the fields; the entire acreage at this time. This includes maintaining the turf and repairing the fields as needed. The city's park maintenance budget is \$48,000 for all parks and cannot absorb any more costs.
5. The NSA covers the cost of portable toilets.

(This cost can be reviewed once the accessible playground is open and use is determined.)

6. The city covers the cost of irrigating the fields from its water fund.
(This fund is supported by property owners paying for water; it cost \$5,000 in 2003).
7. The city will cover the cost of trash collection.
8. The city covers the current and future costs of landscaping along the western edge of the fields to provide a tree lined buffer for the neighboring properties.
9. The city stripes and maintains the parking lot.
10. The city addresses traffic control and parking issues. The NSA agrees to assist with any education efforts with NSA participants that might help.

We look forward to a successful soccer season on the new soccer fields. I made a visit last evening and witnessed all the activity on a beautiful summer night. We anticipate that we will be working closely with you as the season progresses.

Sincerely,



Susan Hoyt
City Administrator

C: Heidi Hamilton, Public Works Director
Howard Merriam, Resources and Parks Planning Director
Elizabeth Wheeler, Human Resources/Risk Manager