SHAKOPEE
PARKS AND RECREATION

Next Review | 1/1/2027

SHAKOPEE PARKS AND RECREATION

RECREATION PROGRAM PLAN

Approved By	Title	Date
[signature]	Mayor	12/16/2025

Table of Contents

Introduction....4
Vision....4
Mission....4
Purpose....4
Core Programs....4
Core Program Areas....4
Conceptual foundations of Recreation, Leisure, and Play....5
Play....5
Recreation....5
Leisure....6
Parks, Trails, and Recreation Master Plan....6
Theme 1: Riverfront Connection....7
Theme 2: Public/Private Partnerships....7
Theme 3: New/Innovative Facilities....8
Theme 4: Premium Athletics....9
Theme 5: Natural Areas....9
Theme 6: Trails and Connections....10
Theme 7: Park Accessibility and Programming....11
Outreach and Education....11
Program Planning Model and Framework....12
I. Program and Service Determinants....12
II. Program Goals & Service Statistics....13
III. Recreation Leisure Trends Analysis....14
IV. Community Inventory....14
Recreation Facilities....15
Signature Parks....16
Park Inventory....17
Community Inventory....19
V. Fees and Charges Policy & Schedule....21
Comprehensive Revenue Policy....21

Resident and Non-Resident Fees 22
Fee Schedule 22
VI. Measurement, Evaluation with Data Collection 23
PROGRAM PROCESS & LIFECYCLE 23
Step 1: Develop Program Plan Proposal 24
Step 2: Program Proposal Review 24
STEP 3: Complete Contract Routing - *if applicable* 25
STEP 4: Program Entry and Scheduling 25
STEP 5: Program Promotion 25
STEP 6: Program Implementation 25
STEP 7: Program Completion & Evaluation 25
STEP 8 GROW/REFRESH/RETIRE 26
Programs and Services Matrix 28
I. Core Programs & Objectives 28
Sports 28
Special Events and Programs 29
Active Older Adult 30
Aquatics 31
Fitness and Wellness 32
Community Programs, Events & Facilities 33
Ice Arena 33
II. DATA and Statistical Collection 34
III. Program Classification 35
Inventory 35
Delivery 36
Age Groups 36
Fees 36
Gender 36
Program Location: 37
Target Benefit 37
Season 38

IV. Outreach to Diverse and Underserved Populations 38
V. Health and Wellness Promotion 38
VI. Marketing Efforts 39
Appendix 40
A. Shakopee Parks and Recreation Organizational Chart 40
B. 2025 Fee Schedule (linked) 41
C. Parks, Trails, and recreation Master Plan (linked) 41
D. Program Lifecycle 41
E. Program Determinants Tool 42
F. Service OUtcomes Tool 43
G. Park Inventory Chart 44
H. Program Plan Proposal 45
I. Participant Evaluation – facilities 53
J. Participant Evaluation – Programs 53
K. Program and Service Matrix 54
L. Participant and Spector Code of Conduct 57
M. Discipline Policy 58
Zero Tolerance Policy: 58
Levels of Offense and Recommended Actions 58
N. 2026 SMART Goals 59

Introduction

The Shakopee Parks and Recreation Program Plan (RPP) serve as a guide to recreation programs and services, providing a clear framework for the development, delivery, and evaluation of programs and services over a 3-year period. The purpose of this plan is to ensure that all residents have access to high-quality, engaging, and inclusive recreation opportunities that support community well-being, health, and social connection.

This plan builds upon the vision, goals, and priorities established in the Shakopee Parks, Trails, and Recreation Master Plan, translating broader strategic objectives into actionable programs and services. It provides a foundation for decision-making, guiding the department in identifying community needs, ensuring equitable access, and evaluating the effectiveness of programs across all age groups and abilities. Staff use the RPP to maintain transparency, align with the City's vision and mission, and foster a culture that is responsive to the needs and interests of the community.

VISION

The vision of the Parks and Recreation Department is to help develop Shakopee into a community of choice to live, work, and play for existing and future residents, by developing innovative and high-quality parks, trails, natural areas, cultural resources, and recreation programming. We will enhance Shakopee's economy, quality of life, and sense of community for all residents.

MISSION

Shakopee will maintain high quality facilities, continue to develop innovative parks and trails, and implement relevant programming by maximizing all available resources.

PURPOSE

Working together, we provide fun and engaging recreational programs, activities, and spaces for the betterment of the community

CORE PROGRAMS

The Shakopee Parks and Recreation Department provides a wide range of programs, events, and services designed to engage residents and visitors of all ages and interests throughout the year. To effectively meet community needs, these offerings are organized into seven core program areas, each with defined goals and objectives that guide both staff and participant experiences.

Within each area, staff are encouraged to think creatively and collaboratively to deliver high-quality, inclusive, and meaningful recreation opportunities that enhance quality of life in Shakopee.

Core Program Areas

- Ice Arena

- Aquatics
- Fitness and Wellness
- Community Facilities and Programs
- Active Older Adults (AOA)
- Special Events and Programs
- Sports

CONCEPTUAL FOUNDATIONS OF RECREATION, LEISURE, AND PLAY

The Shakopee Parks and Recreation Department is guided by the conceptual foundations of play, recreation, and leisure as developed by the National Recreation and Park Association (NRPA). These principles inform program design, facility development, and community engagement, ensuring that all residents have access to meaningful, enjoyable, and enriching experiences (Moiseichik, 2016; Hurd & Anderson, 2011).

Play

According to NRPA, play is "a form of behavior usually considered a creative, spontaneous expression." Shakopee Parks and Recreation embraces the spirit of play by providing open-ended, unstructured opportunities that encourage creativity, imagination, and self-expression. By fostering playful experiences, the department promotes social interaction, personal growth, and safe environments where individuals of all ages can explore freely.

Examples of Play in Shakopee:

- The Lookout Indoor Playground
- Community Center Playtime
- Community playgrounds
- Drop-in programs (pickleball, basketball, etc.)

Recreation

NRPA defines recreation as "an activity in which a person engages for a positive, purposeful end." Shakopee's programs are designed to meet diverse community needs and interests. Our offerings provide positive and meaningful engagement through helping participants achieve personal goals while strengthening relationships and fostering a sense of belonging within the community.

Examples of Recreation in Shakopee:

- Family Geocaching
- Parents Night Out
- Little Sisterhood
- AOA Trips and Tours

Leisure

Leisure is defined as "time free from obligations, activities that people engage in during their free time, and a state of mind that includes perceived freedom, intrinsic motivation, perceived competence, and positive affect." Shakopee supports leisure through accessible parks, trails, and self-directed programs that encourage wellness, relaxation, and enjoyment. By ensuring a variety of leisure opportunities, the department promotes inclusion and equitable access, helping residents use their free time in ways that are personally fulfilling.

Examples of Leisure in Shakopee:

- Park Passport
- Open Swim
- Parks and Trails
- Shakopee Disc Golf Course

PARKS, TRAILS, AND RECREATION MASTER PLAN

While the Recreation Program Plan is distinct from the Parks, Trails, and Recreation (PTR) Master Plan, it is designed to align with and support the objectives, strategies, and findings identified within it. The PTR Master Plan serves as a 10-year guiding document that establishes a framework for recreation staff to develop programs, events, and experiences that reflect community priorities and enhance quality of life for Shakopee residents.

Community engagement played a vital role in shaping the PTR Master Plan. Over the course of seven months, extensive outreach was conducted to ensure diverse perspectives were represented and community needs were clearly understood. Engagement efforts included:

- **Stakeholder meetings** with internal City departments, nonprofit organizations, Shakopee athletic associations, the Shakopee Mdewakanton Sioux Community, local businesses, and real estate owners.
- **Online community survey** designed to gather feedback through open-ended and multiple-choice questions.
- **Targeted engagement** with traditionally underrepresented populations, including South Asian, Latino, Russian, Somali, low-income residents, and persons living with disabilities.

The feedback gathered through this process shaped seven key themes that guide the direction of Shakopee Parks and Recreation's future planning, programming, and partnerships. These themes serve as a foundation for the Recreation Program Plan, ensuring alignment between community needs, departmental priorities, and the Shakopee's long-term vision for parks and recreation.

Theme 1: Riverfront Connection

Focus: Make the Minnesota River an active, celebrated part of Shakopee's community identity and recreation experience.

- Activates the Riverfront – Does the program draw people to the riverfront through events or recreation that encourage connection to the river and surrounding parks?
- Celebrates History and Culture – Does it highlight Shakopee's riverfront heritage, stories, or natural significance?
- Improves Accessibility and Connection – Does it help people access the riverfront more easily or safely, through awareness and engagement?
- Promotes Environmental Stewardship – Does it educate or involve the community in protecting, restoring, or appreciating the river's natural environment?

Theme 2: Public/Private Partnerships

Focus: Strengthen collaboration with schools, businesses, nonprofits, and community organizations to expand facilities and programming opportunities.

- Builds Meaningful Partnerships – Does it involve collaboration with a local business, school, nonprofit, or regional partner to share resources or expand impact?
- Showcases Shakopee's Identity – Does it include local businesses, artists, or cultural partners that strengthen community pride and visibility?

Theme 3: New/Innovative Facilities

Focus: Keep Shakopee's Park system fresh, relevant, and inclusive by adapting to changing recreation trends and activating all parts of the city.

- Introduces Fresh or Emerging Activities – Does it test a new recreation trend, activity, or event that appeals to current and future users?
- Activates Underused Spaces – Does it help bring activity to the east side or other lower-traffic parks and facilities?
- Responds to Community Feedback – Does it reflect what residents have asked for through surveys, input sessions, or participant feedback?

Theme 4: Premium Athletics

Focus: Protect and enhance Shakopee's tradition of high-quality athletic facilities and programs that serve both residents and regional users.

- Strengthens Partnerships and Visibility – Does it build collaboration with athletic associations, schools, or regional sports groups and raise Shakopee's profile?
- Supports Long-Term Facility Excellence – Does it use facilities responsibly, support maintenance, or enhance the city's reputation for high-quality recreation?

Theme 5: Natural Areas

Focus: Strengthen the community's connection to nature by restoring and celebrating Shakopee's natural landscapes, integrating environmental education, and encouraging stewardship through parks and programs.

- Connects People to Nature – Does the program encourage residents to experience, explore, or learn about Shakopee's natural areas?
- Promotes Environmental Stewardship – Does it involve or educate the community in caring for natural spaces, such as through volunteer projects, clean-ups, or restoration efforts?
- Enhances Natural Visibility and Awareness – Does it use parks, trails, or public spaces to highlight native landscapes, sustainability practices, or the beauty of the Minnesota River Valley?

Theme 6: Trails and Connections

Focus: Strengthen Shakopee's trail network by connecting people to parks, destinations, and each other through safe, engaging, and well-promoted trail experiences.

- Encourages Trail Use– Does the program get people moving along Shakopee's trail network (such as guided walks, bike rides, winter trail activities, or challenges that promote health and exploration)?
- Improves Awareness and Connection – Does it highlight how trails connect the community?

Theme 7: Park Accessibility and Programming

Focus: Ensure programs and facilities are inclusive, welcoming, and responsive to the diverse needs of **all** Shakopee residents.

- Expands Access and Inclusion – Does the program remove barriers to participation (such as cost, language, transportation, or ability) so more residents can take part?
- Engages Diverse Audiences – Does it connect with new or underserved populations through inclusive programming or outreach?
- Reflects Community Diversity – Does the program design, location, or delivery represent the diversity of Shakopee's residents?
- Promotes a Welcoming Environment – Does it foster a sense of belonging by ensuring participants of all ages, abilities, and backgrounds feel comfortable, safe, and valued in the park system?

OUTREACH AND EDUCATION

Shakopee Parks and Recreation actively educate the community about the benefits, values, and positive impacts of leisure and recreation. Residents are provided with information and guidance to help them make meaningful use of their free time and understand how participation in recreational activities supports health, wellness, and social connection.

- Quarterly Snapshot Publication: Includes in-depth articles about city happenings, new initiatives, environmental programs, staff highlights, and park amenities and offerings. This publication educates residents on broader recreation trends, city projects, and program opportunities while highlighting the value of leisure in daily life.
- Parks and Recreation E-News: A monthly email newsletter that provides overviews of recreation opportunities, upcoming programs and events, park openings and updates,

and reminders. This initiative keeps residents informed and engaged with timely updates to encourage participation in programs and activities.

- Activity Brochure: A seasonal publication (released 3 times per year) providing a comprehensive overview of recreation programs, events, facility hours, and availability. This offers a centralized resource for residents to plan participation in structured programs and spontaneous leisure opportunities throughout the year.
- Social Media: Daily posts and updates about recreation happenings, program reminders, and community engagement opportunities. This provides accessible, real-time information to residents and encourages interaction with city programs and facilities.
- Social Media Video Campaigns: Offers engaging, visual content that educates residents about recreation opportunities and city amenities, while appealing to diverse audiences.
    - *Don'tcha Know* – Educational videos showcasing amenities around Shakopee, such as parks, park features, or free programs.
    - *Court and Mason in the Morning* – Fun and lighthearted videos providing specific recreation insights to parks, facilities, programs, and events.
    - *The Dig* – Technical videos highlighting ongoing construction projects, including recreation and park facility updates.
- Website: A comprehensive, navigable resource for residents. It provides program registration, facility hours, park maps, detailed descriptions of events and programs, and news updates.
- Print: Includes flyers, posters, rack cards, and other physical marketing materials distributed throughout the community and at city facilities. These print resources highlight upcoming programs, special events, registration deadlines, and facility updates. They serve as a tangible reminder for residents, particularly those who may not access digital channels regularly, ensuring a broader community reach.
- Digital Signage and Facility TVs: Displays recreation facilities provide dynamic, on-site information to residents and visitors. Content includes program schedules, event reminders, facility updates, registration information, and community announcements. This real-time, visual communication tool supports resident awareness and engagement, while also enhancing the experience within city facilities.

Through ongoing education and outreach, the department ensures that residents, both participants and non-participants, are aware of opportunities to engage in leisure activities and can make informed choices about how to use their recreation time effectively.

Program Planning Model and Framework

I. PROGRAM AND SERVICE DETERMINANTS

Shakopee Parks and Recreation staff use six program and service determinants when evaluating programs and services offered to the community:

- Conceptual Foundations of Play, Recreation, and Leisure
- Organizational philosophy, mission and vision, and goals and objectives
- Constituent interests and desired needs
- Creation of a constituent centered culture
- Experiences desirable for clientele
- Community opportunities

These determinants provide a consistent framework to ensure that programs are purposeful, community-driven, and aligned with the department's overall mission and values. Staff use the Program Determinants Tool (Appendix E) to assess program viability. This tool guides staff through a series of questions designed to determine whether a program or service provides meaningful value and is worth department investment.

II. PROGRAM GOALS & SERVICE STATISTICS

Program goals and objectives are continuously monitored through the tracking of data trends and measurement of performance against defined targets for each program, event, and service. This information is integrated into the *Program Lifecycle* process (Appendix D), which helps staff determine when a program, event, or service should be maintained, expanded, refreshed, or retired based on performance and community demand.

Parks and Recreation staff primarily evaluate programs using the Parks and Recreation Comprehensive Revenue Policy, which outlines cost recovery targets for each tier of community benefit. These targets provide a framework for determining appropriate pricing structures, supplies, staffing levels, and facility usage. Staff use a tool called the *Service Outcomes Tool* to both project and track cost recovery for programs.

Each program is developed with participants at the center of decision-making. Minimum participation levels vary by program type, and percent-filled data is tracked through the department's recreation management software to evaluate registration success relative to established minimum and maximum thresholds. In addition, overall participation for each core program area, facility usage like memberships and daily admission, and rentable ice hours are tracked in Service Outcomes Tool and presented to City Council in the Annual Finance Report.

Customer feedback and program evaluations are also critical tools in measuring program effectiveness. Surveys are conducted both online through the department's recreation software and in person to capture participant satisfaction, program quality, and areas for improvement.

At the organizational level, the recreation budget and financial reports are reviewed monthly to provide a high-level overview of fund performance, revenue trends, and expenditure patterns. This ongoing financial review enables timely adjustments to ensure the department remains financially sustainable while meeting the community's recreation needs.

III. RECREATION LEISURE TRENDS ANALYSIS

To best serve Shakopee residents, Parks and Recreation staff continually monitor emerging trends in recreation, fitness, and facility use. National and state-level trends were formally analyzed as part of the Parks, Trails, and Recreation Master Plan process, alongside facility assessments that identified future needs and priorities for recreation services.

2019 Inventory - Developed Facilities						Current Service Level						Current Facility Needs		
Inventory:	Shakopee	School District	State & Regional Parks	Private	Total Inventory	Current Service Level based upon population			Recommended Service Levels			Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	
PARKS:														
Mini Parks	1.10	-	-	-	1.10	0.03	acres per	1,000	0.05	acres per	1,000	Need Exists	1	Acre(s)
Neighborhood Parks	89.30	-	-	-	89.30	2.13	acres per	1,000	1.75	acres per	1,000	Meets Standard	-	Acre(s)
Community Parks	490.00	-	-	-	490.00	11.68	acres per	1,000	12.50	acres per	1,000	Need Exists	34	Acre(s)
Regional Parks	-	-	-	-	-	-	acres per	1,000	0.00	acres per	1,000	Meets Standard	-	Acre(s)
Special Use	26.80	-	48.90	-	75.70	1.80	acres per	1,000	2.00	acres per	1,000	Need Exists	8	Acre(s)
Total Developed Park Acres	607.20	-	48.90	-	656.10	15.64	acres per	1,000	16.30	acres per	1,000	Need Exists	28	Acre(s)
School Grounds		269.00	-	18.60	287.60	-	acres per	1,000	0.00	acres per	1,000	Meets Standard	-	Acre(s)
Undeveloped Parkland	344.50	-	1,004.20	71.30	1,420.00	-	acres per	1,000	0.00	acres per	1,000	Meets Standard	-	Acre(s)
Total Park Acres	951.70	269.00	1,053.10	89.90	2,363.70	15.64	acres per	1,000	16.30	acres per	1,000	Meets Standard	-	Acre(s)
TRAILS:														
Paved Trails	71.00	-	10.20	2.80	84.00	2.00	miles per	1,000	0.50	miles per	1,000	Meets Standard	-	Mile(s)
Unpaved Trails	1.60	-	3.90	-	5.50	0.13	miles per	1,000	0.25	miles per	1,000	Need Exists	5	Mile(s)
OUTDOOR AMENITIES:														
Picnic Shelters	9.00	-	1.00	-	10.00	1.00	site per	4,195	1.00	site per	5,000	Meets Standard	-	Sites(s)
Pavilion (100 max. capacity)	3.00	-	-	-	3.00	1.00	site per	13,982	1.00	site per	10,000	Need Exists	1	Sites(s)
Gazebo	1.00				1.00	1.00	site per	41,947	1.00	site per	40,000	Need Exists	0	
Youth Baseball Fields	8.00	2.25	-	-	10.25	1.00	field per	4,092	1.00	field per	4,000	Need Exists	0	Field(s)
Adult Baseball Fields	2.00	0.25	-	-	2.25	1.00	field per	18,643	1.00	field per	10,000	Need Exists	2	Field(s)
Softball Fields	8.00	1.75	-	-	9.75	1.00	field per	4,302	1.00	field per	4,000	Need Exists	1	Field(s)
Youth Multi-Use Field (Soccer/Lacrosse/Football/Rugby)	10.00	2.00	-	-	12.00	1.00	field per	3,496	1.00	field per	4,000	Meets Standard	-	Field(s)
Adult Multi-Use Field (Soccer/Lacrosse/Football/Rugby)		-	-	-	-	1.00	field per	41,947	1.00	field per	5,000	Need Exists	8	Field(s)
Outdoor Basketball Courts	14.00	1.75	-	-	15.75	1.00	field per	2,663	1.00	field per	2,500	Need Exists	1	Court(s)
Tennis Courts	8.00	3.50	-	-	11.50	1.00	court per	3,648	1.00	court per	5,000	Meets Standard	-	Court(s)
Pickleball Courts	4.00	-	-	-	2.00	1.00	court per	20,974	1.00	court per	5,000	Need Exists	6	Court(s)
Playground (Youth & Tot)	26.00	1.75	-	1.00	28.75	1.00	site per	1,459	1.00	site per	2,500	Meets Standard	-	Site(s)
Dog Park	1.00	-	-	-	1.00	1.00	site per	41,947	1.00	site per	40,000	Need Exists	0	Site(s)
Sand Volleyball	5.00	-	-	-	5.00	1.00	site per	8,389	1.00	site per	10,000	Meets Standard	-	Site(s)
Skate Board Park	1.00	-	-	-	1.00	1.00	site per	41,947	1.00	site per	40,000	Need Exists	0	Site(s)
Splashpad	-	-	-	-	-	1.00	site per	41,947	1.00	site per	20,000	Need Exists	2	Site(s)
INDOOR RECREATION SPACE:														
Indoor Recreation Space	118,100.00	35,000.00	-	-	153,100.00	3.65	SF per	person	1.50	SF per	person	Meets Standard	-	Square Feet
Indoor Aquatic Recreation Space	24,500.00	-	-	-	24,500.00	0.58	SF per	person	0.50	SF per	person	Meets Standard	-	Square Feet

Source: Masterplan

Beyond this 10-year planning document, staff conduct ongoing, informal trend analyses through professional development, research, and participation in professional organizations such as the National Recreation and Park Association (NRPA), Minnesota Recreation and Park Association (MRPA), and Athletic Business. These resources help staff stay informed of best practices, innovations, and evolving community expectations.

Operating within the framework of the Master Plan's themes and objectives, Shakopee Park and Recreation remains adaptable to shifting recreation trends to ensure that programs, facilities, and services continue to fully meet the community's needs and desires when possible.

IV. COMMUNITY INVENTORY

The City of Shakopee has a variety of facilities and services in its inventory. Each City facility enhances the life of residents and makes Shakopee their "choice to live, work, and play."

Recreation Facilities

Shakopee Community Center:

Remodeled in 2016, the Shakopee Community Center is a 60,000-square-foot facility that serves as the hub of community recreation. The facility features fitness equipment, gymnasiums, an indoor walking track, an aquatic center, an indoor playground, fitness studios, and multiple meeting and rental spaces. It is also home to the Ṡakpe ti Lounge (Senio r Lounge) and the Shakopee Skate Park, offering recreation opportunities for all ages and interests.

Shakopee Ice Arena:

Constructed in 2016, the Shakopee Ice Arena operates year-round and serves residents and surrounding region for practices, games, recreational skating, lessons, camps, and tournaments. The facility includes two sheets of ice, locker rooms, and bleacher seating for 900 (Rink 1) and 335 (Rink 2). Located adjacent to the Shakopee Community Center, the arena is home to the Shakopee High School boys' and girls' hockey teams and the Shakopee Youth Hockey Association, as well as public open skating and city-run skate programs.

SandVenture Aquatic Park:

A recreational staple in the Shakopee community for more than 50 years, SandVenture Aquatic Park underwent a major renovation in 2024. The 3.5-acre site features a sand-bottom, chlorinated pool with a 250-foot water slide, two 12-foot drop slides, a pirate ship jumping platform, and a fixed boardwalk. Additional amenities include a pirate-themed playground on the beach, a pool building with changing rooms, restrooms, locker rooms, and a rentable community room. This facility is open seasonally from June through August.

Refrigerated Outdoor Ice Rink: This planned facility will be located in Lions Park. With an anticipated opening date of Winter 2026, this refrigerated outdoor rink will be open seasonally from November through April.

Signature Parks

Huber Park: Located along the Minnesota River in downtown Shakopee, Huber Park serves as a scenic community gathering space that blends recreation, culture, and connection to the riverfront. The park features a large playground, paved trails, picnic areas, and riverbank access for fishing and leisure. A key highlight is the outdoor amphitheater, which hosts concerts, movies, and family events throughout the summer. As part of Shakopee's long-term vision, Huber Park continues to be central to the city's efforts to activate the riverfront, celebrate its cultural heritage, and create a vibrant community space that connects residents to the natural environment.

Lions Park: One of Shakopee's most active and inclusive community parks, offering a wide range of amenities across its roughly 50 acres. The park features the "Fun for All" inclusive playground, a splash pad, basketball and pickleball courts, an 18-hole disc golf course, and open play areas for all ages. Seasonal activities include skating, horseshoes, and walking on paved loops that connect key amenities. The park also includes two rentable shelters with electricity, a log cabin facility with restrooms and kitchenette, and spacious green areas for community events.

Quarry Lake Park: Quarry Lake Park encompasses approximately 111 acres of natural and water-based recreation opportunities in eastern Shakopee. Centered around its namesake lake, the park provides access for fishing, kayaking, canoeing, and paddleboarding, with the lake managed as a trout-fishing destination by the Minnesota DNR. The park also features a kayak rental station, fishing pier, scenic overlooks, and over three miles of walking and biking trails weaving through prairies and wooded areas.

Scenic Heights Park: A vibrant neighborhood park that combines traditional recreation with modern wellness and sustainability elements. Recent improvements include the installation of a new outdoor Fitness Court, four pickleball courts, and a redesigned playground featuring climbing structures, slides, and sensory play areas. A unique element of Scenic Heights Park is its edible landscape garden, maintained in partnership with community volunteers, which invites residents to harvest produce and learn about sustainable gardening.

Tahpah Park: Shakopee's premier athletic complex and a cornerstone of the city's sports programming. The park features Joe Schleper Stadium (home to high school and amateur baseball) along with eight softball fields, batting cages, a football field, and playground areas. The complex supports youth, adult, and regional tournaments, offering concessions, restrooms, dugouts, and grandstand seating to accommodate spectators. Planned enhancements include the addition of a Miracle League field with an accessible rubber surface and inclusive design to support athletes of all abilities.

Jackson Commons Park: A dynamic community park spanning 77.5 acres, Jackson Commons serves as a recreational centerpiece for the rapidly growing neighborhoods in southwest Shakopee. Designed to celebrate both play and the area's agricultural heritage, the park features a farm-themed playground, a popular sledding hill, and inviting hammock posts for relaxation. The Farmstead Bike Park offers riders of all ages and skill levels an exciting experience with its pump track and tiered difficulty courses. Scenic trails loop throughout the park, providing opportunities for walking, biking, and connecting with nature year-round.

Park Inventory

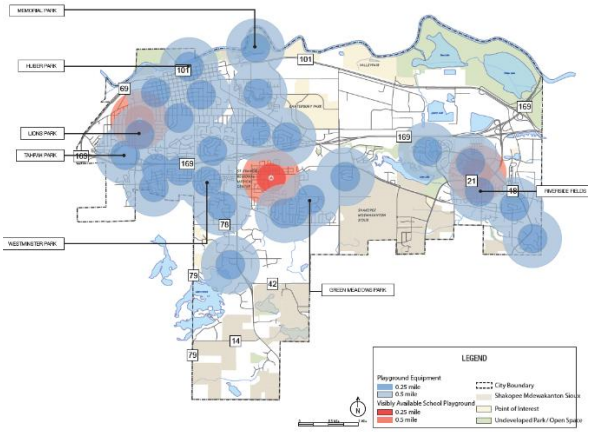
Updated in November 2025, the Park Inventory outlines details about each park located in Shakopee, including Tot Lots, Neighborhood Parks, Community Parks, and Special Facilities.

Name	Address	Acres	Undeveloped	Archery	Baseball	Basketball	Boat Landing	Disc Golf	Dog Park	Fishing	Football	Grills	Hockey	Horseshoes	Ice Skating	Natural Area/Open S	Off Street Parking	Gazebo	Ampitheater	Picnic Shelters	Playfields	Playground Equipme	Restrooms	Skatepark	Softball	Soccer	Swimming	Tennis	Trails	Volleyball	Warming House	Splash Pad	Pickleball	Bike Park	Hammock Grove
Tot Lot Parks (Ages 2-12)																																		
Emerald Lane	2600 Emerald Ln E.	0.3																				X												
Pheasant Run	2075 Cardinal Dr	0.8																				X												
Neighborhood Parks																																		
Autumn Hill	1956 Evergreen Ln	2.6														X						X												
Cloverleaf	2777 Crane St.	4				X												X			X	X						X	X					
Glacier	8550 Portage Ln	1																				X							X					
Hackney	575 Hackney Ave	2.4				X										X		X				X							X					
Hamlet	7300 Cambridge Rd	1																X			X	X												
Hiawatha-Wermerskirchen	625 7th Ave. E.	1.5				X														X	X	X	X						X					
Holmes	628 Fourth Ave. W.	2.1				X						X		X						X	X	X	X						X					
Jennifer Lane	2500 Jennifer Ln	0.85				X												X			X	X							X					
Killarney Hills	1450 Tyrone Dr	3.6																			X	X							X					
Langdon Terrace	41991 Rymark Ct	1.8				X												X			X	X							X					
Meadows	1566 Sage Ln	4.6				X															X	X							X					
Prairie Bend	1983 Parkway Ave	5.1				X									X	X					X	X							X	X				
Riverview	101 Ardennes Ave	3.2			X												X																	
Royalty	101 Ardennes Ave. W.	2.5				X										X		X			X	X							X					
Saddle Ridge	1754 Caspian Ln	0.8														X						X							X					
Savanna Oaks	6225 Oxford Rd N.	2														X						X							X					
Scenic Heights	1195 Ruby Ln	11.2				X						X		X			X			X	X	X	X						X	X			X	
Stagecoach	1700 Stagecoach Rd	2.03										X				X		X											X					X
Stans	1056 Fuller St S.	2.4																				X						X	X					
Timber Trails	1397 Blue Heron Trail	3.9				X															X	X												
Valley Crest	1844 Ivy St.	7.93														X		X			X	X							X					
Whispering Oaks	8975 Horizon Dr	9.5														X		X				X							X					
Community Parks																																		
Green Meadows	3100 Thrush St	12.9			X	X					X	X	X	X	X		X			X	X	X	X			X			X	X	X			
Huber	150 Fillmore St N	24								X						X	X		X	X		X	X						X					
Jackson Commons	2345 Zumbro Ave	77.5										?				X	X	X				X												X	X
Lions	1103 Adams St S	50.2				X		X				X	X	X	X		X	X		X		X	X				X		X			X	X		
Marystown Dog Agility Park	1565 Lusitano St	2.89							X									X																
Memorial	1801 County Rd 101 E.	136.9								X		X		X		X	X			X	X								X					
Muenchow Fields	1255 Fuller St. S.	5			X												X								X				X					
O'Dowd Lake	2853 County Rd 79	21.8					X			X						X	X												X					
Quarry Lake	6201 Innovation Blvd	110								X		X				X	X	X		X		X	X						X				X	
Ridge Creek	7800 Crossings Blvd	10				X										X	X			X	X	X	X					X	X					
Riverview	455 Harrison St S.	3.2			X																													
Shutrop		52	X													X																		
Southbridge	7101 Southbridge Parkway	37.3							X				X		X	X	X			X			X						X		X			
Westminster	801 Valley View Rd	11.8			X	X							X	X	X	X	X			X	X	X	X		X				X	X	X			
Windermere	1850 Windermere Way	19.6										?				X		X				X							X					X
Special Facilities																																		
17th Ave Sports Complex	2600 17th Ave E.	39.6									X						X						X			X			X					
Archery & Boat Launch	551 County Highway 101 N	10		X			X			X						X	X	X																
Tahpah/Schleper Stadium	1490 Adams St S.	50			X						X					X	X					X	X		X				X					

Community Inventory

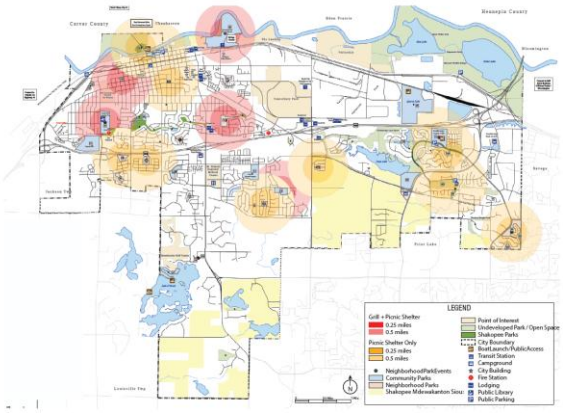
Playground Service Area

Play areas should occur in every neighborhood as a safe place for families to gather, recreate, and exercise. A diversity of play spaces throughout the city and in adjacent neighborhoods should be utilized to encourage different play experiences and travel between neighborhoods.



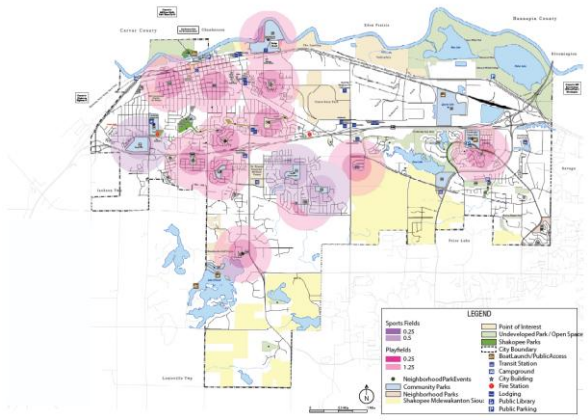
Picnic/Gathering Shelters

Picnic shelters and grilling facilities are popular facilities and support group gathering, celebrations, and community events. These facilities should be in popular and larger parks to support larger group gatherings.



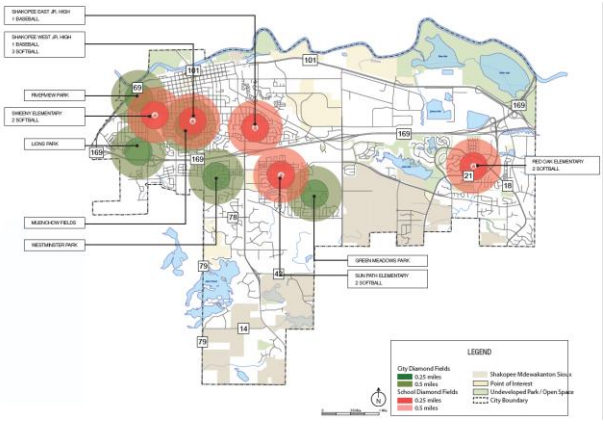
Field Sports/Play Fields

Field sports encompass a broad suite of athletic activities that utilize a large open grassy area - often rectangular. Field sports include soccer and lacrosse, as well as less popular games like cricket.



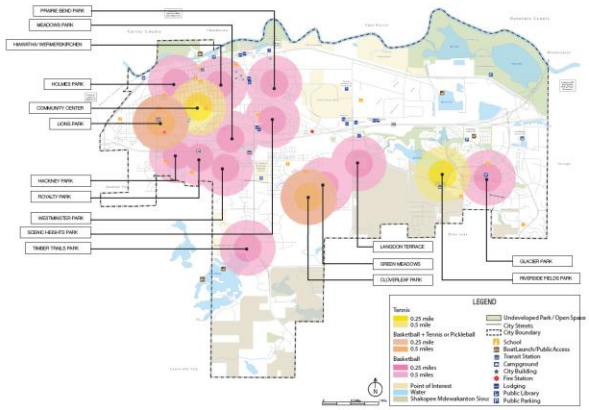
Diamond Sports

Diamond sports include baseball and softball activities played on fields with a diamond-shaped layout. Programs range from youth instructional leagues to adult recreational play and tournaments.



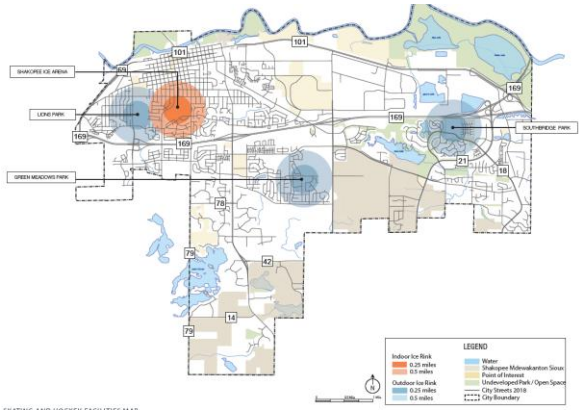
Court Sports

Court Sports include Basketball, Tennis, and Pickleball, with the latter being the most rapidly growing sport in Minnesota.



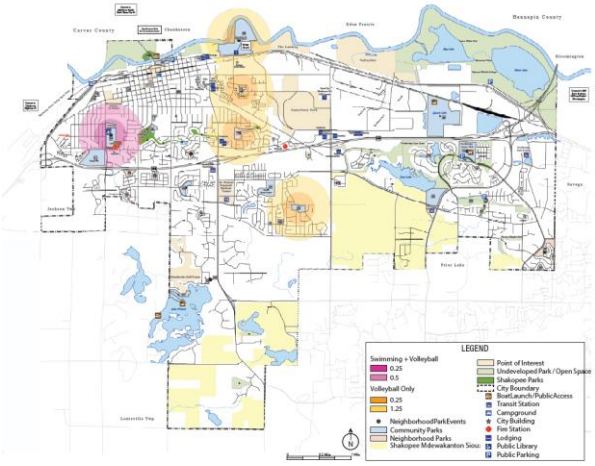
Hockey and Ice Skating

Shakopee has an excellent indoor facility at the Ice Arena and currently has three staffed warming houses and six outdoor rink locations throughout the city.



Aquatics and Volleyball

Aquatics and volleyball programs provide opportunities for participation, skill development, and recreation for all ages. Aquatics programs at SandVenture Aquatic Park and the Community Center include swimming lessons, water fitness, and open swim. Volleyball programs offer youth and adult leagues, clinics, and tournaments on indoor and sand courts.



V. FEES AND CHARGES POLICY & SCHEDULE

Comprehensive Revenue Policy

The Comprehensive Revenue Policy, adopted by the Shakopee City Council in August 2025, establishes a transparent and equitable framework for setting fees, charges, and cost recovery targets across all Parks and Recreation programs, services, and facilities. The policy aligns financial decisions with the department's mission, emphasizing accessibility, fiscal responsibility, and community value.

The policy is built upon the GreenPlay LLC Cost Recovery Pyramid Model, a nationally recognized framework that classifies programs and services by the level of community versus individual benefit. This model ensures resources are allocated strategically and priced appropriately to balance affordability with overall financial sustainability.

Tier	Description	Cost Recovery Target	Subsidy Level
1. Community Benefit	Services that broadly enhance public health, safety, and community well-being. Examples include community events and public education initiatives.	25–50%	75–50%
2. Mixed Benefit	Programs that serve both individual and community interests, such as youth sports leagues or fitness classes.	50–75%	25–50%
3. Individual Benefit	Offerings that primarily serve individual participants, such as private lessons or specialty programs.	75–100%	Minimal subsidy
4. Profit Centers	Programs that exceed full cost recovery, generating revenue to offset subsidies in other tiers.	125%+	No subsidy

This tiered model allows staff to classify each program or service based on its level of benefit, determine the appropriate cost recovery target, and set corresponding fees.

Resident and Non-Resident Fees

The City of Shakopee's fee structure recognizes the investment residents make through local taxes that help fund parks and recreation operations. As such, resident rates are intentionally set lower than nonresident rates to ensure fairness in cost sharing.

Programming Fees

- Nonresident participants pay an additional 30% above the base program fee established through the cost recovery model.
- Nonresident rates apply to all individuals living outside Shakopee city limits.
- Tier 4 "Profit Center" programs are excluded from nonresident rate adjustments, as pricing in this tier is based on market value.

Facility Memberships and Daily Admissions

- Nonresident admission, season pass, and membership rates for the Community Center, Ice Arena, and SandVenture Aquatic Park are set at 40% higher than resident rates to account for facility overhead costs.
- Membership structures are designed to promote accessibility and long-term participation:
    - Dual Memberships are 1.5x the individual adult rate.
    - Household Memberships are 2x the adult rate and include two adults and their tax dependents.
    - Specialty Memberships (youth, senior, and military) are discounted by 15% to reduce participation barriers.
    - Annual Memberships are equivalent to 11 monthly payments, providing one month free for members paying in full.

Fee Schedule

The City Council adopts an annual Fee Schedule (Appendix B) outlining fees for city services. The proposed Fee Schedule is presented to the council through an annual ordinance that sets all city fees. Fees are developed by Parks and Recreation staff using the Comprehensive Revenue Policy as a guide, incorporating:

- Full cost analysis, including direct and indirect expenses
- Market comparisons with peer agencies
- Cost recovery targets identified within the tier framework
- Consideration of community accessibility and participation trends

Adjustments to the Fee Schedule are proposed by staff and reviewed annually by the City Council to ensure that rates remain competitive, transparent, and aligned with Shakopee's mission to deliver high-quality recreation opportunities in a financially responsible manner.

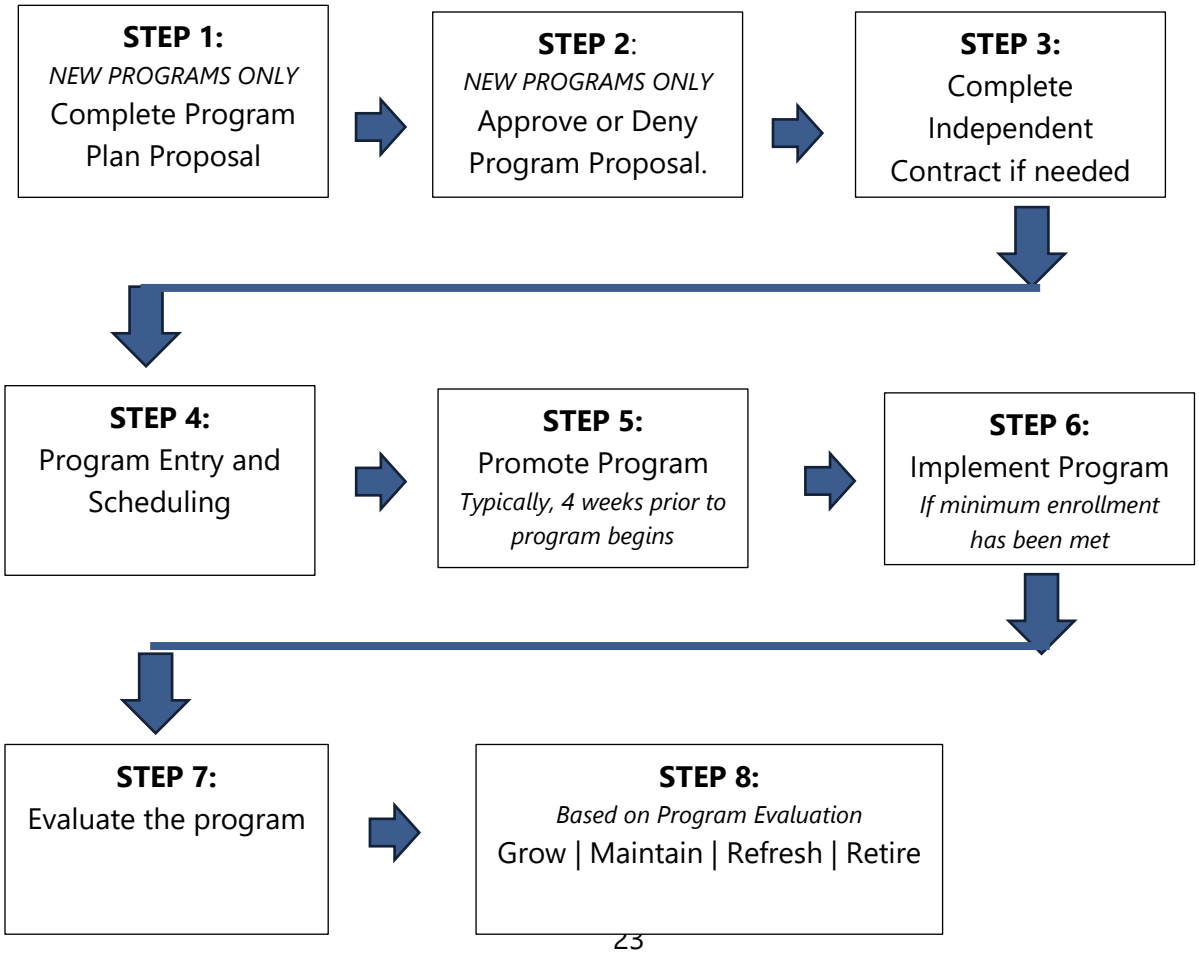
VI. MEASUREMENT, EVALUATION WITH DATA COLLECTION

PROGRAM PROCESS & LIFECYCLE

The programming process establishes consistent procedures for developing and introducing new programs or services, as well as maintaining and evaluating existing offerings within the community.

The Program Lifecycle defines the steps for planning, implementing, and evaluating programs and services offered by Shakopee Parks and Recreation. This process ensures that all programs are justified, outcomes are measured, and offerings align with community needs and departmental goals. While specific steps may vary for new versus existing programs, Steps 4–8 apply to all. Staff must complete the lifecycle process each time a program is offered to the public.

Existing programs follow Steps 3–8 each time the program runs. However, some existing programs may require a more comprehensive review. Steps 7 and 8 make up what is known as the Program Evaluation. Existing programs may be identified for a Program Evaluation for reasons such as staff recommendation, low enrollment, unmet cost recovery targets, poor participant feedback, or market saturation. In these cases, Program Coordinators collaborate with their Supervisor and/or Manager to complete Steps 7 and 8.



Step 1: Develop Program Plan Proposal

This step is only required for NEW or REFRESHED programs.

A. COMMUNITY NEED

The program development process begins with staff identifying a demonstrated community need for the proposed program. This assessment is guided by themes outlined in the Parks, Trails, and Recreation Master Plan and supported by community feedback. Staff utilize recreation reports, program inventory analyses, participation trends, and survey results to identify populations or interest areas that may be underserved. In addition, program and service determinants, along with divisional goals and objectives, are used to inform and guide new program development.

B. BUDGET JUSTIFICATION

A budget justification is completed using the Service Outcomes Tool to project anticipated revenue and evaluate the overall feasibility of offering the program. Staff are responsible for monitoring demand, aligning resources appropriately, and ensuring responsible fiscal management.

C. PROGRAM PLAN PROPOSAL

Once the need for a new program is identified, division staff complete an Online Program Proposal. This proposal ensures that all new programs align with the department's mission and include clearly defined objectives. It also guides staff through a market analysis to evaluate community demand, assess program feasibility, and determine the appropriateness of the proposed timeframe or season. The Online Program Proposal is required for every new program or service and must be completed during the planning stage prior to implementation.

Step 2: Program Proposal Review

This Step is only required for NEW or REFRESHED programs.

The Program Plan Proposal and accompanying Budget Justification must be reviewed and approved by the Recreation Program Manager. The Program Manager ensures that the proposed program aligns with departmental and divisional goals and priorities, fits within the appropriate service area, includes a realistic financial forecast, and meets standards for quality, feasibility, and resource availability. This review serves as a final quality check to confirm that the program is well-developed, strategically aligned, and ready for advancement to the next phase.

After approval, the Program Manager meets with the submitting staff member to discuss any final recommendations and confirm readiness for implementation. The approved proposal is then forwarded to the Assistant Recreation Director for final review and authorization before the program moves into scheduling and marketing preparation.

STEP 3: Complete Contract Routing - *if applicable*

The Parks and Recreation Department maintains cooperative programming and service agreements with a variety of community organizations. These partnerships strengthen the department's mission by expanding access to recreational, athletic, educational, and wellness opportunities for residents. Each contracted provider must complete an Independent Contractor Agreement (Appendix I) before offering any program or service on behalf of the department. All Independent Contractor Agreements are subject to review and approval by the City Council prior to implementation.

STEP 4: Program Entry and Scheduling

The Parks and Recreation Department uses recreation management software to manage program registration, facility scheduling, and event coordination. The system also functions as the department's point-of-sale and scheduling platform for all recreation facilities. To maintain an accurate calendar of offerings and prevent scheduling conflicts, all programs and events must be entered into the system. Staff are responsible for inputting complete program and event details for both registration and space allocation purposes.

STEP 5: Program Promotion

Shakopee Parks and Recreation uses a comprehensive, multi-channel approach to promote programs, facilities, and events. To begin the promotion process, staff complete a Graphics Request Form to coordinate marketing materials and ensure alignment with the City's branding and communication standards. Social media content should be scheduled on the monthly Social Media Calendar and posted through Social Pilot following the appropriate approval process.

STEP 6: Program Implementation

If a program meets its required registration minimums, it should proceed as planned. During program delivery, staff should document any adjustments made such as additional supplies, staffing changes, or schedule modifications to ensure accurate reflection of program operations. These adaptations must be recorded and reviewed as part of the end of program evaluation.

STEP 7: Program Completion & Evaluation

At the conclusion of the program, staff will review and discuss overall performance. This step focuses on measuring outcomes, evaluating program effectiveness, and collecting data related to participation, participant satisfaction, and overall community impact. Findings from this evaluation are used to guide future programming decisions, identify opportunities for improvement, and ensure continued alignment with departmental goals and community needs.

Program Evaluation

An examination is conducted to determine whether the goals and objectives defined in the Program Plan Proposal align with actual program outcomes. The department's program team reviews data quarterly to decide if the program or event should be offered again and to identify

if any changes to the program are recommended for the future. This process is essential to evaluating programs and assessing their effectiveness-based objectives and goals.

Surveys and Feedback

The department utilizes recreation management software to distribute evaluations for programs and events. At or near the conclusion of a program, participants are sent a program evaluation form. Information gathered through responses is used to measure if the program achieved desired outcomes.

Service Outcomes Tool

This tool is used by staff to project and track resource allocation for programs, including staffing, facility use, and supplies. It also captures key program data such as revenue, participation levels, and overall reach. By comparing projections to actual outcomes, staff can make data-informed decisions that enhance program planning, budgeting, and overall effectiveness.

STEP 8 GROW/REFRESH/RETIRE

Staff prepare for a quarterly review meeting with the Recreation Program Manager to evaluate program performance and plan next steps. During this meeting, decisions regarding each program's future are based on information from the Program Plan Proposal, Program Evaluation, participant survey results, and the Service Outcomes Tool.

The four areas for analysis include:

- **Goal and Objective Alignment** – Examines whether the program's outcomes align with the goals and objectives outlined in the original Program Plan Proposal, ensuring the program fulfills its intended purpose.
- **Financial Sustainability** – Evaluates projected versus actual revenue, costs, and resource usage to determine whether the program is financially viable and sustainable for future offerings.
- **Community Need** – Assesses whether the program meets the needs and interests of the community, including participant data from surveys.
- **Market Analysis** – Reviews program participation, trends, and comparisons to similar offerings to determine competitiveness, relevance, and potential opportunities for growth or improvement.

Grow

Programs that demonstrate strong community demand, measurable success, and clear alignment with departmental goals will continue to be offered and may be expanded as facility space and resources allow. Expansion may include adding new sessions, increasing capacity, reaching additional audiences, or enhancing program features to further improve the participant experience.

Maintain

Programs that are operating successfully and meeting community demand but are currently at capacity due to facility, staffing, or resource limitations should be maintained at their current level. Staff should continue monitoring participation trends, customer feedback, and resource availability to ensure quality service delivery. Adjustments may be made as needed to sustain program effectiveness and participant satisfaction.

Refresh

Programs that remain stable and continue to meet community demand but could benefit from updates or adjustments should be refreshed to improve performance and relevance. Staff should carefully review participant feedback to identify opportunities for enhancement. Refresh strategies may include revising content, reallocating resources, merging with similar offerings, or redesigning select elements to strengthen appeal. Collaboration or partnerships should also be considered when shared delivery can better meet community needs.

If a program demonstrates community interest but does not meet minimum registration requirements, staff should identify contributing factors and adjust marketing, scheduling, or delivery methods before offering it again in a future registration cycle.

Retire

Programs that consistently underperform due to low participation, declining community interest, or misalignment with departmental goals may be retired. Retiring a program allows staff to reallocate resources toward new or emerging initiatives that better serve the community and advance departmental objectives.

Programs and Services Matrix

I. CORE PROGRAMS & OBJECTIVES

Core Programs represent the primary areas through which Shakopee Parks and Recreation fulfill its mission to enhance community well-being, connection, and active lifestyles. Each core program area serves as a foundation for the department's service delivery and is guided by specific objectives that define *why* these programs are offered to the public.

Objectives outline the intended community impact of each program area, while SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound are identified annually for each core area and used as actionable strategies to achieve stated objectives (Appendix O).

The Core Service Areas include:

- Sports
- Aquatics
- Special Events and Programing
- Active Older Adults
- Fitness & Wellness
- Community Programs, Events & Facilities
- Ice Arena

Sports

The Sports Program area offers a diverse range of athletic opportunities designed to engage the community through recreation, competition, and personal growth. Whether learning a new skill, joining a league, or returning to a favorite activity, participants can stay active, connect with others, and enjoy the many benefits of sports in a supportive and inclusive environment.

Objectives:

- Encourage consistent participation in physical activity to improve overall fitness and health.
- Focus on fundamental movement skills such as running, jumping, throwing, catching, and balance which are the foundations for most sports.

- Create opportunities for teamwork and positive interactions with peers, helping children develop communication and leadership skills.
- Create an environment where children can experience success and improve their abilities, boosting their confidence in and out of sports.
- Emphasize respect, fair play, and the value of both winning and losing gracefully.

The following are examples of classes and programs that support these objectives:

K.I.D.S.	Little Sluggers	Big Hitters **Untitled**
T-ball	Planet Spirit Cheer Camp	Go Gymnastics
Dash Sports	MDHA Intro to Archery	Arrowhead Archery
Basketball Basics	Pickleball 4 Kidz	Disc Golf Leagues
Future Olympians	Little Kickers Indoor Soccer	Soccer Skills and Drills
Mini Ballers	Mini Mites Floor Hockey	Preschool Dance
Adult Volleyball Leagues	Dirt School	Pick-up Basketball
Adult Softball Leagues	Sports Unlimited Camps	Pickleball Leagues

Special Events and Programs

The Special Events and Programs area offers creative and engaging opportunities for the community to connect, explore, and have fun. Through a variety of recreational activities, camps, and seasonal events, participants of all ages can discover new interests, build friendships, and enjoy meaningful experiences

Objectives:

- Prioritize fun and enjoyment in activities to foster a positive relationship with physical activity and recreation.
- Create opportunities for participants to interact with peers, practice communication, teamwork, and conflict resolution skills.
- Ensure all participants, regardless of ability or background, feel included and respected in recreational activities.

- Introduce activities that improve fine and gross motor skills, such as running, swimming, or arts and crafts, to enhance physical coordination.
- Help participants set and achieve personal goals, whether through fitness challenges, learning new skills, or mastering new recreational activities.
- Ensure that all recreational activities are conducted in a safe, supervised environment where participants feel secure and supported.

The following are examples of classes and programs that support these objectives:

Day Camp	Shakopee Rangers	Saturday Seekers
Friday Finales	Afternoon Adventures	RC Racing
Camp Little O's	Friday Fun Day	Weekday Wing Dings
Trail Explorers	Parents Night Out	Saturday Seekers
Wildlife Explorers	Little Sisterhood	Preschool Dance
Ninja Warrior Camp	Flannels & Flapjacks	Puzzles & Pastries
Paint & Pumpkins	Let's Go Fishing	

Active Older Adult

The Active Older Adult (AOA) Program area is dedicated to enriching the lives of participants age 55+ through experiences that inspire connection, wellness, and lifelong learning. Programs are designed to celebrate active living by offering opportunities to stay healthy, explore personal interests, and engage with peers through social gatherings, educational workshops, and community events.

Objectives:

- Increase awareness of programming and all the services that are offered to Active Older Adults.
- Offer programming to their specific interests that will help to enhance their fitness and wellbeing.
- Promote health and wellness through leisure and recreation programming.

The following are examples of classes and programs that support these objectives:

Trips & Tours	Shakopee Heritage Society Series	Ice Cream Social
Scott County 55+ Expo	Fairy Garden Classes	Healthcare Directives Education Workshops
Footcare	Lunch & Learn Series	Bingo
Holiday Breakfasts	Coffee & Cards	BBQ & Music
Mystery Lunch Trip	Mahjong	Stuff & Fluff

Aquatics

The Aquatics Program area provides safe, high-quality opportunities for community members to build confidence, develop swimming and water safety skills, and enjoy recreation in and around the water. Aquatics programming promotes lifelong learning, wellness, and safety for participants of all ages and abilities.

Objectives:

- Comply with American Red Cross requirements in respect to learn to swim programs, WSI and lifeguard certifications, training and performance.
- The instructional swim program provides opportunities for participants to develop specific water safety and swimming skills, independence and skill development.
- Provide a wide range of aquatic activities and programming to accommodate all ages and abilities effectively with the community.

The following classes/services are offered to support these objectives:

Parent/Child Swim Lessons	Lap Swimming	Adult Swim Lessons
Progressive Swim Lessons	Women's Water Safety	Themed Pool Parties
American Red Cross Certification Classes	Sip and Splash	Water Fitness
Tot Time	Jr. Lifeguard	Open Swim

Fitness and Wellness

The Fitness and Wellness Program area provides inclusive opportunities for individuals to improve their physical health, mental well-being, and quality of life. The Shakopee Community Center serves as a core component of this program area, offering a variety of group exercise classes, specialty fitness programs, and personal training options for both members and non-members. Beyond the facility, free or low-cost fitness opportunities are offered throughout the community, ensuring all residents have access to programs that encourage movement, strength, and lifelong wellness.

Objectives:

- To provide a facility that allows individuals to partake in activities that promote physical activity that contributes to increased strength and mobility, reduced stress levels, improved mood, decrease in medical conditions, and a decrease in obesity.
- Provide a variety of group exercise classes for all ages and ability levels that allow individuals to come together in a safe environment to improve their physical fitness, for social bonds with other like-minded individuals, and improve their quality of life.
- Offer specialty fitness and motivational programs to members and guests that offer not only physical health benefits but also provide opportunities to bond with others while pushing their limits and stepping outside their comfort zone.

The following classes/services are offered to support these objectives:

Cycle, Cycle 360, Cycle & Core	Pedaling for Parkinson's	Personal Training
SilverSneakers Classic & Circuit	Silver & Fit	Bunny Yoga, Doga, Paws & Reflect Kitty Yoga
Boomer Strength	Water Aerobics *Water HIIT, Aqua Zumba, Deep Water Aerobics*	Total Body Conditioning, *Tabata, Body Sculpt, High Intensity Interval Training, Boot Camp, Barbell Strength, Super Strength*
Fit & Strong!	Mobility, Balance, & Functional Exercise	Fitness in the Park
Line Dancing	Zumba	Yoga, Flow Yoga, Pilates Fusion, Strength & Stretch

Community Programs, Events & Facilities

The Community Programs, Events & Facilities area offers residents a variety of ways to explore, engage, and enjoy Shakopee's parks and recreation opportunities. Typically designed as passive or self-directed experiences, these programs and events allow participants to connect with the community at their own pace while creating memorable experiences and fostering a sense of belonging across the city.

Objectives

- Increase community engagement within the city and bring the community out to different parks and facilities.
- Offer a wide range of opportunities to get involved from volunteering, sponsoring, being a vendor, or joining in on the fun as a participant.
- Provide a memorable experience from start to finish that will make residents want to continue being involved in parks and recreation.

The following classes/services are offered to support these objectives:

Pop Up Putt N Play	Wheelies	Park Shelter Rentals
Egg Hunt & Candy Grab	Summer Carnival	Community Center Rentals
Happy Birthday America Parade	Spooky Family Fun	Pop Up Splash Pads
Bark in the Park		Storybook Stroll
Park Passport	Parks and Pals	

Ice Arena

The Shakopee Ice Arena is a core component of this program area, providing a hub for skating, hockey, and instructional programs for participants of all ages and skill levels. In addition to the indoor facility, seasonal outdoor ice rinks offer free opportunities for the community to skate and enjoy winter recreation.

Objectives:

- Encourage community engagement and foster a sense of belonging among ice users
- Ensure all user groups, including local youth sports organizations and the general public have fair access to the facility.
- Offer programs and instruction that encourage active healthy lifestyles for participants of all ages and skill levels.
- Create opportunities for teamwork and positive interactions with peers, helping participants develop communication and leadership skills.
- Emphasize respect, fair play, and the value of both winning and losing gracefully.

The following are examples of classes and programs that support these objectives:

Open Skate	Developmental Hockey	Skate Rentals
Youth Open Hockey	Learn to Skate	Ice Rentals
Outdoor Ice Rinks		

II. DATA AND STATISTICAL COLLECTION

Collecting and analyzing information on programs and services is essential for the Shakopee Parks and Recreation Department to evaluate effectiveness and make informed decisions on future programming and services. Key metrics that staff track and report on regular basis include:

- **Programs Advertised vs. Programs Offered:** This metric compares the number of programs that were planned or scheduled to the number of programs that were implemented. It helps assess the department's ability to deliver on its planned programming.
- **Attendance:** Tracking attendance provides insight into the popularity and utilization of the different programs and services. It helps identify trends and inform decisions about allocation of resources and any program adjustments that need to be made.
- **Budget:** Tracking program costs helps assess the sustainability of programs and determines the need to add cost saving opportunities such as sponsorships or donations. The review of how the program met the goals of the Comprehensive

Revenue Policy tells staff what adjustments may be needed in price, location and intended clientele.

- **Participant Surveys**: Collecting feedback from participants through surveys helps assess levels of satisfaction needed improvements and identify overall strengths and weaknesses in program delivery (Appendix J & K).
- **Facility Usage**: Tracking facility usage provides insight into the demand for recreational facilities and helps determine areas that need additional programming spaces.
- **Marketing Efforts**: Evaluating the marketing efforts helps determine if our intended reach met its mark and provides insight into the impact of the activities and identify strategies for improving outreach and engagement.

III. PROGRAM CLASSIFICATION

Shakopee Parks and Recreation staff classify all programs using eight criteria designed to define the program's purpose, audience, and delivery details such as season and location. This framework helps establish a clear understanding of who each program serves, what it offers, and why it is provided. The information is compiled in the Program and Service Matrix (Appendix L), which provides a comprehensive overview of all program areas and helps identify where gaps or overlaps in services may exist. The matrix includes data from the past three years and is updated annually to reflect changes in community needs, participation trends, and departmental priorities.

Inventory

The inventory process identifies who is responsible for providing and delivering each program or service within Shakopee Parks and Recreation. This classification helps clarify the department's level of involvement and the nature of its partnerships in service delivery. Programs and services are categorized as follows:

- Agency Led**:** Programs and services that are solely managed, scheduled, and operated by the Parks and Recreation Department. The department assumes full responsibility for planning, implementation, and delivery to the public.
- Cooperative**:** Programs and services offered in collaboration with another organization, business, or vendor. Responsibilities are shared between partners, such as when the department coordinates registration and logistics while an outside provider delivers instruction or programming.
- Other**:** Programs and services that do not fit into the above categories but are still facilitated or supported by the department**.**

Delivery

Delivery defines how a program or service is experienced by the community. This classification helps the department understand the level of staff involvement, participant engagement, and structure associated with each offering. Programs and services are categorized as follows:

- Passive Recreation: Activities or facilities where participants are fully responsible for creating their own experience. These opportunities are self-directed and available for public use without organized instruction or supervision (e.g., playgrounds, parks, and trails).
- Leader-Directed: Programs and services led by staff or contracted instructors who provide direct guidance, instruction, or facilitation throughout the activity. These offerings are structured and typically occur at specific times and locations (e.g., classes, camps, and special events).
- Self-Directed: Programs and services that are scheduled and managed by Parks and Recreation staff, but where participation is primarily participant-driven. Staff provide access, setup, and supervision, while individuals engage at their own pace (e.g., open swim, open skate, and tot time).

Age Groups

This classification identifies the primary age group(s) served by each program or service. Staff may select all categories that apply:

- All Ages: Open to participants of any age
- Preschool: 3-5 years
- Youth: 5-11 years
- Teen: 11-17 years.
- Adult: 18-54 years
- Active Older Adult: 55 years and older

Fees

This classification identifies whether a program or service is offered free of charge or requires a participant fee. Staff should select the category that best represents the program's cost structure:

- Free to all: Programs or services provided at no cost to participants, like playgrounds, community events, or the disc golf course.
- Fees Charged: Programs or services that require payment, like memberships, daily admission, or programs with instructors.

Gender

This classification identifies whether a program is open to all participants or targeted toward a specific gender. While most programs are open to all, some are designed for particular groups,

such as *Women's Water Safety* or *Little Sisterhood*. Staff should select the category that best reflects the intended participant group:

- All: Open to participants of any gender.
- Female: Designed for women and girls.
- Male: Designed for men and boys.

Program Location:

To evaluate the distribution of programs and identify potential service gaps, the City of Shakopee is divided into four geographic sectors, defined by the intersections of Highway 169 and County Road 83. Categorizing programs by sector allows staff to assess where offerings are concentrated and where additional opportunities may be needed. If a program or service occurs in multiple areas, multiple sectors are selected.

- Sector 1: Northwest
- Sector 2: Southwest
- Sector 3: Northeast
- Sector 4: Southeast

Target Benefit

Target Benefit identifies the primary group or level of the community that receives value from a program or service. This classification supports alignment with the department's Comprehensive Revenue Policy and helps determine appropriate cost recovery levels. Staff select one category that best represents the primary beneficiary:

- Community Benefit: This tier includes programs and services that enhance community well-being, promote public health, and improve overall quality of life. These offerings provide significant value to the broader community and are primarily funded through the general fund.
- Mixed Benefit: This tier includes programs and services that provide value to individual participants while also contributing to broader community well-being by promoting public health, safety, and social connection. These offerings balance individual and community benefits, with fees typically set to recover a portion of program costs.
- Individual Benefit: This tier includes programs and services that provide direct value to individual participants with limited broader community impact
- Profit Centers: This tier includes programs and services that exceed full cost recovery, generating revenue beyond direct and indirect expenses. These offerings operate as profit centers and may fall outside the department's core mission.

Season

This classification identifies when a program, service, or event is offered, following the department's activity brochure cycle. If a program spans multiple seasons, staff select all that apply.

- Winter/Spring (January-May)
- Summer (June-August)
- Fall (September-December)

IV. OUTREACH TO DIVERSE AND UNDERSERVED POPULATIONS

Shakopee Parks and Recreation is committed to ensuring that programs and services are inclusive and accessible to all residents, with particular attention to traditionally underrepresented and underserved populations. This includes South Asian, Latino, Russian, low-income residents, and persons living with disabilities, as identified through demographic research and targeted engagement conducted as part of the Shakopee Parks, Trails, and Recreation Master Plan (2019, pp. 33-41, 71-83).

Feedback from the Master Plan emphasized the importance of culturally inclusive, family-focused programs and activities that are accessible across age groups and locations throughout the community. The department addresses these needs through a range of programs and services, including free community events (e.g., Egg Hunt and Candy Grab, Spooky Family Fun), free fitness programs, and activities like the Park Passport program and Storybook Stroll.

All programs are supported by inclusion services to accommodate participants with varying abilities, and a financial assistance scholarship program ensures that cost is not a barrier to participation. Outreach and communication efforts prioritize multilingual resources, digital accessibility tools, and targeted engagement strategies to connect with all residents.

Through these efforts, Shakopee Parks and Recreation works to remove barriers, promote equity, and ensure that all residents have the opportunity to participate in and benefit from the City's programs and services.

V. HEALTH AND WELLNESS PROMOTION

Shakopee Parks and Recreation actively promotes health and wellness through a variety of programs and facilities designed to engage residents of all ages. The department's core program area "Fitness" provides structured opportunities for physical activity, including fitness classes at the Community Center, access to weight and cardio facilities, and free outdoor options such as the Fitness Court at Scenic Heights Park and the Fitness in the Park program.

- Provide a variety of group exercise classes for all ages and ability levels that support physical health, social connection, and overall quality of life.

- Offer specialty fitness and motivational programs that encourage participants to challenge themselves and explore new activities.
- Promote health and wellness through accessible opportunities for physical activity that support lifelong healthy habits.

In addition to physical activity, these programs support broader wellness goals by encouraging healthy lifestyles, providing opportunities for social engagement, and fostering lifelong habits that contribute to overall community health. Programming is designed to be inclusive and accessible, allowing residents to participate regardless of age, ability, or background, and reflects the department's commitment to creating an environment that supports physical and mental well-being.

VI. MARKETING EFFORTS

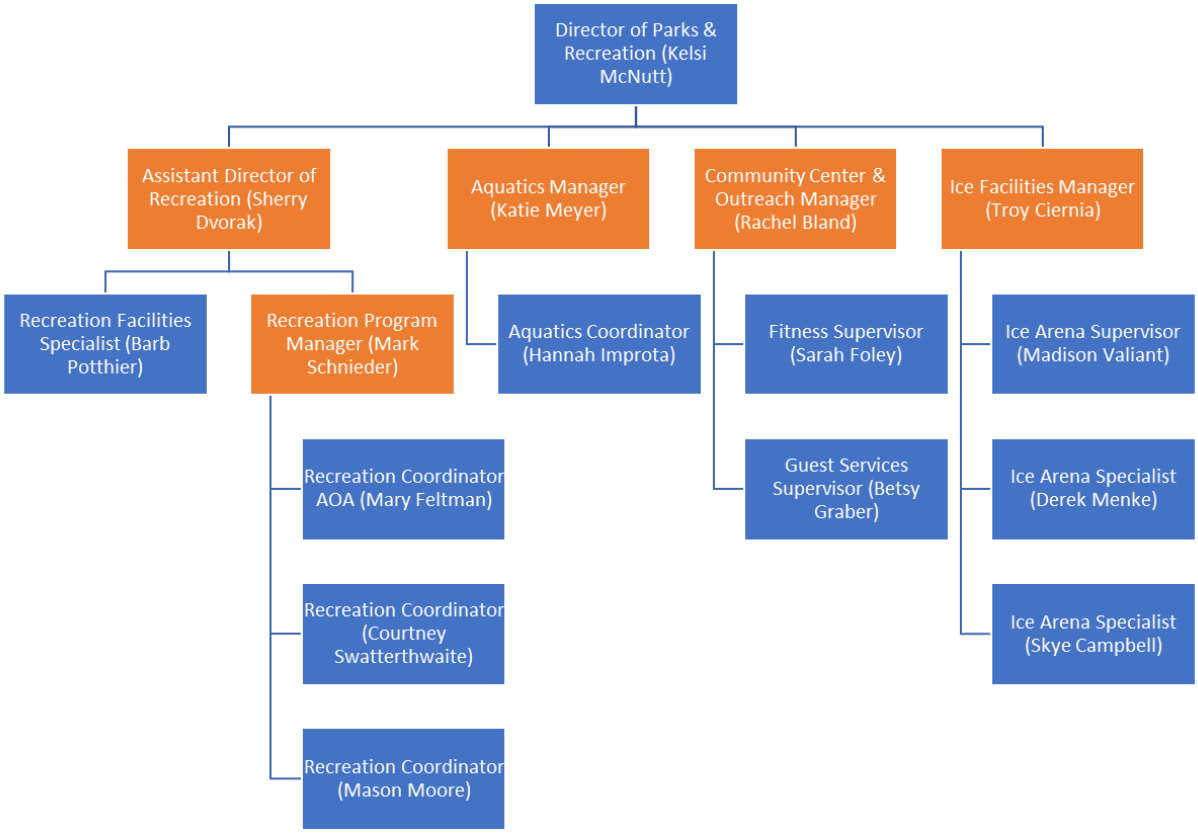
The Shakopee Parks and Recreation Departments marketing and outreach efforts are guided by the Marketing and Community Relations Plan. This document establishes the framework the staff use to communicate programs, events, and services to the community. It outlines the primary communication tools, performance measures, and standards for ensuring information is accurate, accessible, and consistent with City guidelines.

Marketing for Parks and Recreation programs is delivered through a coordinated mix of communication platforms that includes social media, the Parks and Recreation activities brochure, the Shakopee Snapshot newsletter, digital signage, email updates, and the City's website. These methods ensure that program information is available to residents in multiple formats and can reach a broad cross-section of the community. Staff follow established communication and branding standards to support clarity, accessibility, and alignment with the City's voice and identity.

The plan also identifies measurable evaluation methods – such as participation data, website traffic, social media analytics, and community feedback – that help the department assess the effectiveness of marketing activities and inform adjustments to future outreach. By referencing the Marketing and Community Relations Plan, the Recreation Program Plan aligns program promotion with citywide communication practices and demonstrates a systematic approach to informing and engaging the public.

Appendix

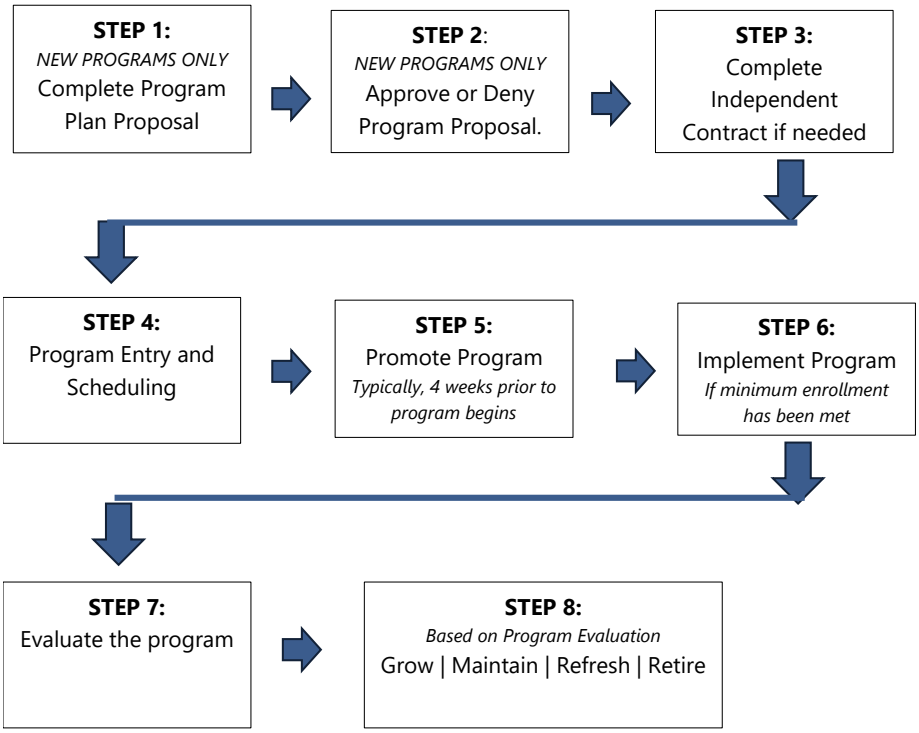
A. SHAKOPEE PARKS AND RECREATION ORGANIZATIONAL CHART



B. 2025 FEE SCHEDULE (LINKED)

C. PARKS, TRAILS, AND RECREATION MASTER PLAN (LINKED)

D. PROGRAM LIFECYCLE



E. PROGRAM DETERMINANTS TOOL

Shakopee Parks and Recreation staff use a program development checklist to reference when completing programming worksheets to determine if proposed programs align with programming determinants.

PARKS AND RECREATION DEPARTMENT PROGRAM AND SERVICE DETERMINANTS CHECKLIST	
Determinants	*Y/N*
Determinant 1: Conceptual foundations of play, recreation and leisure	
Does this program provide improvement in quality of life for participants?	
Is the program committed to achieving a measurable goal?	
Does the program improve social, physical and mental well-being of participants?	
Determinant 2: Organization philosophy, mission, vision, goals and objectives	
Does the program provide quality experiences that meet community needs?	
Is the program delivered by skilled staff?	
Is the program safe for all participants?	
Does the program provide affordable programs to residents?	
Determinant 3: Community interest and desired needs	
Does this program address a need or interest identified by the community?	
Are the participants involved in planning, evaluating, or operating the program?	
Is the program unique or is this already being offered in the community?	
Determinant 4: Creation of a community centered culture	
Does the program or service meet the needs of the targeted community members?	
Does the program or service reflect the differing characteristics of a community?	
Is the program or service accessible for various ability levels?	
Is the program or service operated fairly and ethically for all participants?	
Determinant 5: Experiences desirable for participants	
Does the program promote a healthy lifestyle?	
Will this program provide an opportunity for participants to meet a personal goal?	
Determinant 6: Community Opportunities	
Does this program provide a positive, meaningful and relevant service that encourages a sense of belonging and unity within the community?	
Does the program provide an opportunity for the participants to come together for a common purpose?	

F. SERVICE OUTCOMES TOOL

Program and Events

		Expenses									Revenue							Total	
		Staff 1			Staff 2				Expense Type			Registration					Donations		Volunteers				
Program Name	Tier	Position	Pay	Overall Hours Work	Position2	Pay2	Overall Hours Worked	Staff Cost	Operation Supplies (6202)	Professional Services (6327)	Total Expenses	Res. Participants	Res. Rate	Non-Res. Participant	NR Rates	Total	Donations Used	Recorded on Donation Page	# of Volunteers	Hours per Volunteer	Total Revenue	Tier Goal Reached	With Volunteers
Parents Night Out		Rec. Assistant	$14.97	8				$119.76	$109.82		$229.58	9	$30.00	2	$20.00	$310.00					$310.00	35%	
PB Drill Session 2												5	$9.00			$45.00					$45.00	All Profit	
AOA Valentines Breakfast									$842.05	$200.00	$1,042.05	49	$10.00			$490.00	$450.00				$940.00	-10%	
AOA Just the Way You Are										$714.00	$714.00	15	$61.00			$915.00					$915.00	28%	
Preschool Dance: Jazz Emphasis		Rec. Assistant	$14.97	9				$134.73			$134.73	9	$50.00	1	$60.00	$510.00					$510.00	279%	
Flannels and Flapjacks		Rec. Coordinator	$24.36	3	Rec. Coordinator	$24.36	6	$219.24	$135.16		$354.40	32	$5.00			$160.00					$160.00	-55%	
Little Shooters Camp										$1,638.00	$1,638.00	18	$108.00			$1,944.00					$1,944.00	19%	
Lynch Pickleball Camp										$588.00	$588.00	7	$99.00			$693.00					$693.00	18%	
AOA Love Letters										$479.50	$479.50	6	$80.00			$480.00					$480.00	0%	
Arrowhead Archery		Rec. Assistant	$14.97	7				$104.79			$104.79	5	$45.00	2	$55.00	$335.00					$335.00	220%	
Mini Mites Hockey		Rec. Assistant	$14.97	3				$44.91			$44.91	10	$45.00			$450.00					$450.00	902%	
Little Kickers Indoor Soccer		Rec. Assistant	$14.97	7				$104.79			$104.79	7	$45.00	2	$55.00	$425.00					$425.00	306%	
AOA Make It Monthly									$4.49		$4.49	1	$8.00			$8.00					$8.00	78%	
AOA St. Patricks Celebration									$153.33	$200.00	$353.33	7	$35.00			$245.00	$400.00				$645.00	83%	

Cost Estimation Tool

Info.			Expenses											
Fill in only one option		Comp Rev. Tier	Staff 1			Staff 2				Expense Type				
Min # of Participants Wanted	Min Price	Tier List	Position	Pay	Overall Hours Worked	Position2	Pay2	Overall Hours Worked2	Staff Cost	Operation Supplies (6202)	Professional Services (6327)	Total Expenses	Results (Cost or Participants)	Donations needed
20		Tier 3								$1,200.00	$845.00	$2,045.00	$76.69	

G. PARK INVENTORY CHART

Name	Address	Acres	Undeveloped	Archery	Baseball	Basketball	Boat Landing	Disc Golf	Dog Park	Fishing	Football	Grills	Hockey	Horseshoes	Ice Skating	Natural Area/Open S	Off Street Parking	Gazebo	Ampitheater	Picnic Shelters	Playfields	Playground Equipme	Restrooms	Skatepark	Softball	Soccer	Swimming	Tennis	Trails	Volleyball	Warming House	Splash Pad	Pickleball	Bike Park	Hammock Grove
Tot Lot Parks (Ages 2-12)																																		
Emerald Lane	2600 Emerald Ln E.	0.3																				X												
Pheasant Run	2075 Cardinal Dr	0.8																				X												
Neighborhood Parks																																		
Autumn Hill	1956 Evergreen Ln	2.6														X						X												
Cloverleaf	2777 Crane St.	4				X												X			X	X						X	X					
Glacier	8550 Portage Ln	1																				X							X					
Hackney	575 Hackney Ave	2.4				X										X		X				X							X					
Hamlet	7300 Cambridge Rd	1																X			X	X												
Hiawatha-Wermerskirchen	625 7th Ave. E.	1.5				X														X	X	X	X						X					
Holmes	628 Fourth Ave. W.	2.1				X						X		X						X	X	X	X						X					
Jennifer Lane	2500 Jennifer Ln	0.85				X												X			X	X							X					
Killarney Hills	1450 Tyrone Dr	3.6																			X	X							X					
Langdon Terrace	41991 Rymark Ct	1.8				X												X			X	X							X					
Meadows	1566 Sage Ln	4.6				X															X	X							X					
Prairie Bend	1983 Parkway Ave	5.1				X									X	X					X	X							X	X				
Riverview	101 Ardennes Ave	3.2			X												X																	
Royalty	101 Ardennes Ave. W.	2.5				X										X		X			X	X							X					
Saddle Ridge	1754 Caspian Ln	0.8														X						X							X					
Savanna Oaks	6225 Oxford Rd N.	2														X						X							X					
Scenic Heights	1195 Ruby Ln	11.2				X						X		X			X			X	X	X	X						X	X		X		
Stagecoach	1700 Stagecoach Rd	2.03										X				X		X											X					X
Stans	1056 Fuller St S.	2.4																				X						X	X					
Timber Trails	1397 Blue Heron Trail	3.9				X															X	X												
Valley Crest	1844 Ivy St.	7.93														X		X			X	X							X					
Whispering Oaks	8975 Horizon Dr	9.5														X		X				X							X					
Community Parks																																		
Green Meadows	3100 Thrush St	12.9			X	X					X	X	X	X	X		X			X	X	X	X			X			X	X	X			
Huber	150 Fillmore St N	24								X						X	X		X	X		X	X						X					
Jackson Commons	2345 Zumbro Ave	77.5										?				X	X	X				X											X	X
Lions	1103 Adams St S	50.2				X		X				X	X	X	X		X	X		X		X	X				X		X			X	X	
Marystown Dog Agility Park	1565 Lusitano St	2.89							X									X																
Memorial	1801 County Rd 101 E.	136.9								X		X		X		X	X			X	X								X					
Muenchow Fields	1255 Fuller St. S.	5			X												X								X				X					
O'Dowd Lake	2853 County Rd 79	21.8					X			X						X	X												X					
Quarry Lake	6201 Innovation Blvd	110								X		X				X	X	X		X		X	X						X				X	
Ridge Creek	7800 Crossings Blvd	10				X										X	X			X	X	X	X					X	X					
Riverview	455 Harrison St S.	3.2			X																													
Shutrop		52	X													X																		
Southbridge	7101 Southbridge Parkway	37.3							X				X		X	X	X			X			X						X		X			
Westminster	801 Valley View Rd	11.8			X	X							X	X	X	X	X			X	X	X	X		X				X	X	X			
Windermere	1850 Windermere Way	19.6										?				X		X				X							X					X
Special Facilities																																		
17th Ave Sports Complex	2600 17th Ave E.	39.6									X						X						X			X			X					
Archery & Boat Launch	551 County Highway 101 N	10		X			X			X						X	X	X																
Tahpah/Schleper Stadium	1490 Adams St S.	50			X						X					X	X					X	X		X				X					

H. PROGRAM PLAN PROPOSAL

Date *

/ /

Submitted by: *

First

Last

Basic Program Information

+

Official Program Title *

Textbox (Single Line)

Program Core *

Choice (Drop Down)

What is the intended season the program will be offered? *

Choice (Drop Down)

Who is the intended audience for this program? *

Choice (Drop Down)

Program Description *

Textbox (Single Line)

Please be as specific as possible. This text can be the text used for Snapshot/CivicRec.

Program Goals and Objectives

Sports/Athletics *

- [ ] Encourage consistent participation in physical activity to improve overall fitness and health.
- [ ] Focus on fundamental movement skills such as running, jumping, throwing, catching, and balance which are the foundations for most sports.
- [ ] Create opportunities for teamwork and positive interactions with peers, helping children develop communication and leadership skills

Special Events and Programming *

- [ ] Prioritize fun and enjoyment in activities to foster a positive relationship with physical activity and recreation.
- [ ] Create opportunities for participants to interact with peers, practice communication, teamwork, and conflict resolution skills.
- [ ] Ensure all participants, regardless of ability or background, feel included and respected in recreational activities.
- [ ] Introduce activities that improve fine and gross motor skills, such as running, swimming, or arts and crafts, to enhance physical coordination.

Check all that apply

Active Older Adults *

- [ ] Increase awareness of senior programming and all the services that are offered to senior citizens.
- [ ] Offer programming to their specific interests that will help to enhance their fitness and wellbeing.
- [ ] Promote health and wellness through leisure and recreation programming.

Check all that apply

Aquatics *

- [ ] Comply with American Red Cross requirements in respect to learn to swim programs, WSI and lifeguard certifications, training and performance.
- [ ] The instructional swim program provides opportunities for participants to develop specific water safety and swimming skills, independence and skill development.
- [ ] Provide a wide range of aquatic activities and programming to accommodate all ages and abilities effectively with the community.

Check all that apply

Fitness and Wellness *

- [ ] To provide a facility that allows individuals to partake in activities that promote physical activity that contributes to increased strength and mobility, reduced stress levels, improved mood, decrease in medical conditions, and a decrease in obesity.
- [ ] Provide a variety of group exercise classes for all ages and ability levels that allow individuals to come together in a safe environment to improve their physical fitness, for social bonds with other like-minded individuals, and improve their quality of life.
- [ ] Offer specialty fitness and motivational programs to members and guests that offer not only physical health benefits but also provide opportunities to bond with others while pushing their limits and stepping outside their comfort zone.

Community Programs, Events & Facilities *

- [ ] Increase community engagement within the city and bring the community out to different parks and facilities.
- [ ] Offer a wide range of opportunities to get involved from volunteering, sponsoring, being a vendor, or joining in on the fun as a participant.
- [ ] Provide a memorable experience from start to finish that will make residents want to continue being involved in parks and recreation.

Check all that apply

Ice Arena *

- [ ] Encourage community engagement and foster a sense of belonging among ice users
- [ ] Ensure all user groups, including local youth sports organizations and the general public have fair access to the facility.
- [ ] Offer programs and instruction that encourage active healthy lifestyles for participants of all ages and skill levels.
- [ ] Create opportunities for teamwork and positive interactions with peers, helping participants develop communication and leadership skills.
- [ ] Emphasize respect, fair play, and the value of both winning and losing gracefully.

Check all that apply

Program Determinants

Determinant 1: Conceptual foundations of play, recreation and leisure *

- [ ] Does this program provide improvement in quality of life for participants?
- [ ] Is the program committed to achieving a measurable goal?
- [ ] Does the program improve social, physical and mental well-being of participants?

Check all that apply

Determinant 2: Organization philosophy, mission, vision, goals and objectives *

- [ ] Determinant 2: Organization philosophy, mission, vision, goals and objectives
- [ ] Is the program delivered by skilled staff?
- [ ] Is the program safe for all participants?
- [ ] Does the program provide affordable programs to residents?

Check all that apply

Determinant 3: Community interest and desired needs *

- [ ] Does this program address a need or interest identified by the community?
- [ ] Are the participants involved in planning, evaluating, or operating the program?
- [ ] Is the program unique?

Check all that apply

Determinant 4: Creation of a community centered culture *

- [ ] Does the program or service meet the needs of the targeted community members?
- [ ] Does the program or service reflect the differing characteristics of a community?
- [ ] Is the program or service accessible for various ability levels?
- [ ] Is the program or service operated fairly and ethically for all participants?

Check all that apply

Determinant 5: Experiences desirable for participants *

- [ ] Does the program promote a healthy lifestyle?
- [ ] Will this program provide an opportunity for participants to meet a personal goal?

Check all that apply

Determinant 6: Community Opportunities *

- [ ] Does this program provide a positive, meaningful and relevant service that encourages a sense of belonging and unity within the community?
- [ ] Does the program provide an opportunity for the participants to come together for a common purpose?

Check all that apply

Cost Recovery Analysis

Who primarily benefits from this program? *

○ Mostly Individuals ○ Both individuals and the community ○ The community at large

Does this program provide a direct benefit to individuals with little to no broader community impact? *

○ Yes ○ No

Does the program promote overall community ... *

○ Yes ○ No

Is the program free or low cost to ensure access... *

○ Yes ○ No

Is the program intended to generate revenue b... *

○ Yes ○ No

Does this program primarily aim to improve pers...

○ Yes ○ No

Tier 1 - Community Benefit

Tier 2 - Mixed Benefit

Tier 3 - Individual Benefit

Tier 4 - Profit Centers

I. INDEPENDENT CONTRACTOR AGREEMENT

CITY OF SHAKOPEE
PARKS AND RECREATION
INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made this ___ day of _____, 20____, by and between _____ (the "Contractor") and the City of Shakopee, a Minnesota municipal corporation (the "City").

TERMS

1. Scope of Services. The Contractor will perform _____ services for the City. The City will make facilities available for the conduct of such services. The Contractor agrees that it will adhere to the City's Independent Contractor Specifications and Requirements as set forth on attached Exhibit A. The City and the Contractor shall agree on an acceptable maximum and minimum number of participants for each program or class.

2. Term of Agreement. The term of this Agreement will be from _____, 20___ to _____, 20___.

3. Compensation. The City shall be responsible for charging and collecting all registration fees for the program or class. As compensation for providing the services under this Agreement, the City shall pay Contractor ____ percent of the registration fees collected OR the City shall pay Contractor $___ per registered participant. No other compensation shall be provided to the Contractor by the City.

4. Independent Contractor.

4.01 Both the Contractor and the City acknowledge and agree that the Contractor is an independent contractor and not an employee of the City. Any employee or subcontractor who may perform services for the Contractor in connection with this Agreement is also not an employee of the City. The Contractor understands that the City will not provide any benefits of any type in connection with this Agreement, including but not limited to health or medical insurance, workers' compensation insurance and unemployment insurance, nor will the City withhold any state or federal taxes, including income or payroll taxes, which may be payable by the Contractor.

4.02 The Contractor will supply and use his/her/its own equipment, supplies, tools, and materials to complete the services under this Agreement.

4.03 The Contractor acknowledges that any general instruction he/she/it receives from the City has no effect on his/her/its status as an independent contractor.

5. Insurance. The Contractor shall maintain adequate insurance to protect himself/herself/itself and the City from claims and liability for injury or damage to persons or property for all work performed by the Contractor and its respective employees or agents under this Agreement. The Contractor shall name the City as an additional insured under his/her/its general liability policy in limits acceptable to the City. Prior to performing any services under this Agreement, the Contractor shall provide evidence to the City that acceptable insurance coverage is effective.

6. Workers' Compensation.

6.01 The Contractor shall comply with the provisions of the Minnesota workers' compensation statute as an independent contractor before commencing work under this Agreement.

6.02 The Contractor shall provide his/her/its own workers' compensation insurance and must provide evidence to the City of such coverage before commencing work under this Agreement.

7. Indemnification. The Contractor shall hold harmless, indemnify and defend the City, its officials, employees, and agents, against any and all claims, losses, liabilities, damages, costs and expenses (including defense, settlement, and reasonable attorneys' fees) for claims as a result of bodily injury, loss of life, property damages and any other damages arising out of the Contractor's performance under this Agreement.

8. Applicable Law. The execution, interpretation, and performance of this Agreement will, in all respects, be controlled and governed by the laws of Minnesota.

9. Assignment. The Contractor shall not assign this Agreement or procure the services of another individual or company to provide services under this Agreement without first obtaining the express written consent of the City. The Contractor shall provide the City with copies of all contracts for assigned services.

10. Entire Agreement; Amendments. This Agreement constitutes the entire Agreement between the parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by both parties.

11. No Waiver by City. By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law.

12. Termination. Either party may terminate this Agreement at any time, for any reason, upon giving _____ days' notice, prior to the program registration deadline, to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

CITY OF SHAKOPEE **CONTRACTOR**

By: _____ By: _____

Recreation Program Manager NAME - COMPANY

Phone: _____

Its: Recreation Program Manager

Email: _____

EXHIBIT A

City Independent Contractor Specifications and Requirements

Specifications

The Contractor must:

1. Maintain a separate business and provide his/her/its own equipment, supplies and materials at its/his/her own expense.

2. Hold or have applied for a federal employer identification number or a social security number.

Requirements

The Contractor must:

1. Cooperate with the City's Recreation Supervisor in order to publicize and promote the program or class. The Contractor must take necessary measures in order to ensure that the program or class runs smoothly. The program or class must be conducted in compliance with the policies of the City's Parks and Recreation Department.

2. Open and close each session or class on time according to the schedule established by the City's Parks and Recreation Department.

3. Discuss any issues or problems with the City's Recreation Supervisor.

4. Fill out any reports that may be required by the City such as accident or incident reports.

5. Contact the City's Recreation Supervisor immediately in the event that the Contractor is ill or other event that will prevent the Contractor for carrying out his/her/its duties.

6. Secure the area being used after the session or class is completed. The Contractor shall be responsible for any property damage that occurs in the event that he/she/it does not secure the area.

7. Obtain the approval of the Recreation Supervisor before canceling the program for any reason.

8. Submit any paperwork required by the City at the end of each program promptly to the City Recreation Supervisor.

9. Conduct him/her/itself in a courteous and professional manner. There shall be no use of profanity.

I. PARTICIPANT EVALUATION – FACILITIES

Green Meadows Park Picnic Shelter

Question	Type	Response
How would you rate the overall appearance of Shakopee park facilities?	Rating	5
Do you have any additional feedback that will help us better serve the community?	Comment	I wish there was ac/heat
Would you recommend this facility?	Yes/No	Yes
Please tell us the name of the picnic shelter that you rented.	Comment	I rented the pavilion
What type of event did you have?	Comment	Graduation party
Did the facility meet your expectations? Did you find it clean, safe and accessible to all parties?	Comment	Yes it was very accessible and safe and clean
Was the condition of the shelter and picnic tables in good condition?	Comment	Yes they were very good
Was the rental process easy for you to navigate? If you communicated with staff, were they helpful and courteous?	Comment	Yes they were so nice

J. PARTICIPANT EVALUATION – PROGRAMS

Activity: Preschool Camps Little Sisterhood - Summer 2025

Question	Type	Response
The instructor(s) was/were punctual and prepared.	Rating	5
The instructor(s) made participants feel welcome.	Rating	5
The instructor(s) was/were able to communicate with all participants.	Rating	5
The instructor(s) was/were enthusiastic and made the program fun.	Rating	5
The instructor(s) included everyone and distributed playing time adequately.	Rating	5
The instructor(s) paid attention to participant safety.	Rating	5
Additional comments regarding instructor(s):	Comment	
The program matched the program description.	Rating	5
The program met expectations.	Rating	5
The program adjusted to the skill level of the participants.	Rating	5
The length of the program was adequate.	Rating	5
The day & time of the program were adequate.	Rating	5
The staff-to-participant ratio was adequate.	Rating	5
Additional comments regarding program:	Comment	Isla loved it!! Please offer again! Winter or spring would be fun, too! Thank you :)

K. PROGRAM AND SERVICE MATRIX

		Inventory			Delivery			Ages						Fees		Gender			Program Location				Target Benefit				Season		
Core Program Area	**Program**	Agency Lead	Cooperative	Other	Passive Recreation	Leader Directed	Self Directed	All Ages	Preschool (3-5)	Youth (6-12)	Teen (13-17)	Adult (18-55)	Active Older Adult (55+)	Fees Charged	Free to All	Male	Female	All	Sector 1 - NW	Sector 2 - SW	Sector 3 - NE	Sector 4 - SE	Community	Mixed	Individual	Profit Center	Winter/Spring	Summer	Fall
Ice Arena	*Open Skate*	X					X	X						X				X	X				X				X	X	X
	Youth Open Hockey	X					X			X				X				X	X						X		X	X	X
	Development Hockey	X					X	X						X				X	X						X		X	X	X
	Learn to Skate		X			X		X						X				X	X						X		X	X	X
	Skate Rentals	X				X		X						X				X	X				X				X	X	X
	Ice Rentals	X					X	X						X				X	X							X	X	X	X
Aquatics	*Egg Float*	X				X		X						X				X	X					X			X		
	Spooky Swim	X				X		X						X				X	X					X					X
	Santa's Pool Party	X				X		X						X				X	X					X			X		
	Valentines Pool Party	X				X		X						X				X	X					X			X		
	St. Patty's Day Pool Party	X				X		X						X				X	X					X			X		
	Tot Time	X					X		X					X				X	X					X			X	X	X
	Feature Free Open Swim	X					X	X						X				X	X					X			X	X	X
	Open Swim	X					X	X						X				X	X					X			X	X	X
	Lap Swim	X					X				X	X	X	X				X	X						X		X	X	X
	Women's Water Safety	X				X						X	X	X			X		X					X			X	X	
	ARC: Swim Lessons	X				X		X			X	X		X				X	X						X		X	X	X
	ARC: Lifeguard Training	X				X					X	X		X				X	X						X		X	X	X
	ARC: Water Safety Instructor Training	X				X					X	X		X				X	X						X		X	X	X
	ARC: Lifeguard Instructor Training	X				X					X	X		X				X	X						X		X		
	ARC: CPR/AED training	X				X					X	X	X	X				X	X						X		X	X	X
	ARC: Babysitter training	X				X					X			X				X	X						X		X	X	X
	Island Party (SandVenture)	X				X		X						X				X	X					X				X	
	Pirate Party (SandVenture)	X				X		X						X				X	X					X				X	
Fitness and Wellness	*Fitness in the Park*	X				X					X	X	X		X			X	X						X			X	
	Fitness Court		X		X						X	X	X		X			X	X				X				X	X	X
	Swim Challenge	X					X				X	X	X	X				X	X						X		X	X	X
	Personal Training	X				X					X	X	X	X				X	X							X	X	X	X
	Bunny/Kitty/Puppy Yoga		X			X					X	X	X	X				X	X						X		X	X	X
	Line Dancing	X				X						X	X	X				X	X						X		X		X
	Pedaling for Parkinson's	X				X						X	X	X				X	X					X			X	X	X
	Fit & Strong		X			X							X	X				X	X					X			X	X	X
	Jack-o-Lantern 5K	X					X	X						X				X	X					X					X
	Kids' Pumpkin Run	X					X		X	X				X				X	X					X					X
	Fitness Floor: Cardio & Strength	X					X				X	X	X	X				X	X					X			X	X	X
	Fitness Orientation	X				X					X	X	X		X			X	X					X			X	X	X
	Fitness Open House	X				X					X	X	X		X			X	X				X				X		X
	Restorative Yoga	X				X						X	X	X				X	X						X		X		X
	Tai Chi	X				X						X	X	X				X	X						X		X		X
	Dryland Training for Skaters		X			X				X	X							X	X						X		X	X	X
	Group Fitness: Active Older Adults	X				X						X	X	X				X	X						X		X	X	
	Group Fitness: Cycle	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Cardio	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Strength	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness:Combo Cardio-Strength	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Boot Camp	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Dance formats	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Water Aerobics	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Yoga	X				X					X	X	X	X				X	X					X			X	X	X
	Group Fitness: Pilates	X				X					X	X	X	X				X	X					X			X	X	

Special Events & Programs	*Go Gymnastics*		X			X			X	X				X				X		X						X			X	X	X
	Dash Sports		X			X			X	X				X				X		X						X				X	X
	Afternoon Adventures for Girls	X				X				X				X			X				X					X				X		
	Little Sisterhood	X				X			X					X			X				X					X				X		
	Camp Little O's	X				X			X					X				X		X						X			X	X	X
	Little Wildlife EXplorers	X				X			X					X				X		X			X			X				X		
	Party Crashers RC Racing		X			X				X	X			X				X		X						X			X	X	X
	Preschool Dance	X				X			X					X				X		X						X			X	X	X
	Preschool Wing Dings	X				X			X					X				X		X						X				X		
	Preschool Safety Camp	X				X			X					X				X		X					X					X		
	Planet Spirit Cheer Camp		X			X			X	X				X				X		X						X				X		
	Preschool Friday Funday	X				X			X					X				X		X						X			X	X	X
	Preschool Messy Masters	X				X			X					X				X		X						X			X	X	X
	High Flyers	X				X				X	X			X				X			X					X			X			
	Trivia Nights	X				X		X							X			X		X					X				X	X	X
	Holiday Stuff and Fluff	X				X			X	X				X				X		X						X					X	
	Puzzles and Pastries	X				X		X							X			X		X					X				X		X	
	Mothers Day Teddy Bear Tea Party	X				X			X	X				X				X		X						X				X		
	Valentines Stuff and Fluff	X				X			X	X				X				X		X						X				X		
	Flannels & Flapjacks	X				X		X						X				X		X					X					X		
	Let's Go Fishing	X				X		X	X	X				X				X				X			X						X	
	Summer Day Camps	X				X				X				X				X		X						X					X	
	Ninja Warrior Camps	X				X				X				X				X		X						X					X	
	Saturday Seekers	X				X				X				X				X		X						X			X	X	X	
	Shakopee Rangers	X				X				X				X				X			X					X					X	X
	Trail Explorers	X				X				X				X				X		X						X					X	
	MDHA Intro to Archery		X			X		X							X			X		X				X							X	
	Geocaching	X				X		X						X				X		X						X					X	X
	Paint & Pumpkins	X					X	X						X				X		X					X							X
	Holiday Wrap and Roll	X					X	X						X				X		X					X							X
	Parents' Night Out	X				X			X	X				X				X		X						X			X			X
	Shooting Star-Frames Tournament	X				X					X	X		X				X		X						X						X
	Music Together		X			X			X	X				X				X		X						X			X	X	X	
	Non School Day Camps																																		
	Pickleball Tournament																																		
	Pop Up Putt and Play																																		

Sports	*Pickleball Leagues*	X				X				X	X	X	X	X				X		X								X	X	X					
	Pickleball Lessons			X		X		X						X				X		X						X			X	X	X				
	Kids in Developmental Sports	X				X			X					X				X		X	X					X			X		X				
	Little Shooters Basketball Camps		X			X				X				X				X		X						X			X	X	X				
	Mini Ballers	X				X			X	X				X				X		X						X			X		X				
	Little Kickers Indoor Soccer	X				X			X	X				X				X		X						X			X		X				
	Future Olympians	X				X			X	X				X				X		X						X			X		X				
	First Time Sports	X				X			X	X				X				X		X						X			X		X				
	Mini Mites Floor Hockey	X				X			X	X				X				X		X						X			X		X				
	Basketball Basics	X				X				X				X				X		X						X				X					
	Arrowheads Archery	X				X				X	X	X		X				X		X						X			X	X	X				
	T-Ball	X				X			X	X				X				X		X						X				X					
	Big Hitters/Little Sluggers	X				X			X	X				X				X		X						X				X					
	Soccer Skills & Drills	X				X			X	X				X				X		X						X				X					
	Flag Football 'Fun' Damentals	X				X				X				X				X		X						X				X					
	Disc Golf Leagues		X			X						X		X				X		X											X	X	X		
	Co-Rec Volleyball League	X				X						X		X				X		X		X									X	X			
	Women's Volleyball League	X				X						X		X				X		X	X										X	X			
	Adult Softball League		X			X						X		X				X		X											X		X		
	Open Pickleball	X					X				X	X	X	X				X		X					X						X	X	X		
	Bigs & Littles Pickleball	X				X				X	X	X		X				X		X													X		
	Junior Disc Golf League	X					X			X	X			X				X		X									X		X				
	Broomball Basics	X				X				X	X			X				X		X									X	X					
	Sports Unlimited Camps		X			X			X	X				X				X		X									X		X				
	Ski Club	X					X				X	X		X				X		X									X	X					
	Carver County Parks Programs		X			X				X	X			X				X		X									X		X	X			
	Dirt School		X			X				X	X	X		X				X				X							X		X				
	SaberTrax		X			X				X				X				X		X									X		X				
	Skate Park Programs		X			X				X	X			X				X		X									X		X				
	Pick-up Basketball	X					X					X		X				X			X									X	X		X		

Community Programs, Event & Facilities	*Disc Golf Course*	X			X			X							X			X					X				X	X	X	
	Lions Park Pickleball Courts	X			X			X							X			X					X				X	X	X	
	Scenic Heights Pickleball Courts	X			X			X							X			X					X				X	X	X	
	Huber Park Concert Series	X					X	X							X			X					X					X		
	Picnic Shelters	X			X			X						X				X		X	X	X				X		X	X	
	Xcel Energy Bike Park	X			X						X	X	X		X			X			X		X				X	X	X	
	Farmstead Bike Trail	X			X						X	X	X		X			X		X			X				X	X	X	
	Park Passport	X					X	X							X			X	X	X	X	X	X					X		
	Storybook Stroll	X					X	X							X			X		X	X		X					X		
	Letters to Santa		X				X		X	X	X				X			X	X				X				X			
	Egg Hunt & Candy Grab	X				X		X							X			X	X				X				X			
	Movies in the Park	X					X	X							X			X	X				X					X	X	
	Spooky Family Fun Event	X				X		X							X			X	X				X						X	
	Neighborhood Playgrounds	X			X			X							X			X	X	X	X	X	X				X	X	X	
	Muenchow Fields	X	X		X		X		X	X	X			X	X			X	X				X					X	X	
	17th Avenue Sports Complex	X			X		X	X						X	X			X	X				X					X	X	
	Archery Range	X			X	X				X	X	X	X		X			X	X				X				X	X	X	
	Huber Park Amphitheater	X					X	X						X					X							X		X	X	
	Huber Park Playground	X			X			X							X			X	X				X				X	X	X	
	Lions Park Fun For All Playground	X			X			X							X			X	X				X				X	X	X	
	Lions Park Splashpad	X			X			X							X			X	X				X					X		
	SandVenture Aquatic Park	X					X	X						X				X	X						X			X		
	Tahpah Park Ballfields	X			X		X			X	X	X	X	Donn	X			X	X							X		X	X	
	Schleper Stadium	X									X	X				X			X				X					X	X	
	Shakopee Miracle Field	X	??			X		X							X			X	X				X					X	X	
	Tahpah Park Playground	X			X				X	X	X				X			X	X				X				X	X	X	
	Jackson Commons Park	X			X			X							X			X		X			X				X	X	X	
	Nieghborhood Ballfields (W, GM,R)	X			X		X			X	X	X		X	X			X	X	X			X			X		X	X	
	Quarry Lake Playground	X			X				X	X					X			X			X		X				X	X	X	
	Quarry Lake Kayak	X			X						X	X	X	X				X			X					X		X	X	
	Trails	X			X			X							X			X	X	X	X	X	X				X	X	X	
	Fishing (City or DNR)		X		X			X							X			X	X	X	X		X				X	X	X	
	Outdoor Rinks	X			X			X							X			X	X	X		X	X				X			
	Room Rentals	X			X			X						X				X	X							X	X	X	X	
	Indoor Playground	X			X				X	X				X				X	X							X	X	X	X	
	Open Gym	X					X	X						X				X	X					X			X	X	X	
	Kids Playtime	X					X		X	X				X				X	X					X			X	X	X	
	Indoor Walking Track	X					X	X							X			X	X				X				X	X	X	
	Bark in the Park	X				X		X							X			X				X	X					X		
	Wheelies	X				X		X							X			X	X				X					X		
	Happy Birthday America Parade	X				X		X							X			X	X				X					X		
	Southbridge Dog Park	X			X			X							X			X				X	X				X	X	X	
	Marystown Canine Agility Course	X			X			X							X			X		X			X					X	X	
	Pop Up Splash Pads	X				X		X							X			X	X	X			X					X		
	Summer Carnival	X				X		X						X				X	X				X					X		

L. PARTICIPANT AND SPECTOR CODE OF CONDUCT

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

- Show respect to all participants, officials and program staff.
- Take directions from program staff/supervisors.
- Always use respectful and appropriate language.
- Promote a safe environment by treating yourself and others (participants, staff and officials) with care and respect.
- Take care of equipment, supplies and facilities to ensure a positive experience for everyone.

Failure to follow these rules may result in suspension of participation. The City of Shakopee Parks & Recreation Department strives to make your participation fun-filled, rewarding, educational and safe.

M. DISCIPLINE POLICY

Zero Tolerance Policy:

The respect and safety of our guests and staff is required by all facility users. Shakopee Parks and Recreation will not tolerate certain behavior, and such behavior will result in suspension or trespass from the facility. The Parks and Recreation staff shall have sole discretion of what constitutes negative conduct or behavior covered by this policy. The Shakopee Parks and Recreation staff will involve the Shakopee Police, when necessary, to enforce this policy.

Levels of Offense and Recommended Actions

Behaviors are categorized by severity and disruption to staff, patrons, and facility operations. Based on the behavior and repeat offenses, staff should reference the following chart to determine what action is warranted.

Level of Offense	*Behavior Categories*	*Disciplinary Action*
Level 1	• Swearing or inappropriate discussion topics • Disrespecting staff, property, or amenity specific rules • Violating amenity age requirements • Gathering or loitering in egress points or walkways	• Verbal warning • One Day Suspension • Two Week Suspension • Criminal Trespass for one year
Level 2	• Theft of Services • Rough housing • Disruptive behavior • Alcohol, cannabis, tobacco or nicotine use in/on City property • Inappropriate behavior	• One Day Suspension • One Month Suspension • Criminal Trespass for one year
Level 3	• Threatening or harassment or Intimidation • Fighting or physical altercations • Theft of property • Vandalism • Destruction of property • Underage alcohol use in/on City property • Illicit drug use in/on City property	For all criminal offenses, facility staff will involve the Shakopee Police Department.

N. 2026 SMART GOALS

Sports

- Increase participation in GoGymnastics through targeted social media campaigns and participant surveys, with success measured by achieving a 75% class fill rate (classes offered vs. classes run).
- Expand adult CoRec volleyball leagues to operate at two sites by Fall 2026.

Aquatics

- Grow Adult Night/Sip & Splash programming to an average of 75 participants per event through social media outreach and on-site flyer promotion during summer 2026.
- Offer six new CPR and safety-related classes in 2026, including options such as Wilderness First Aid and First Aid & Safety for Seniors, to reach a broader range of demographics.
- Introduce two new teen-focused aquatics programs in 2026 to increase teen participation.

Special Events and Programming

- Develop an *Art in the Park*-style event featuring food trucks, local artists, community art projects, and sponsorships/partnerships, with implementation in Fall 2026 or primary planning completed for a spring 2027 event.
- Add two new outdoor recreation programs during summer 2026.

Active Older Adults

- Expand the AOA Health and Wellness Series to include at least one new offering, such as CPR/first aid, nutrition education, creative writing, and biking/walking programs.
- Partner with CAPS Academy to provide Tech Help programming for Active Older Adults during the spring or fall 2026 semester.

Fitness & Wellness

- Increase mind/body programming to include at least one weekend class, beginning January 2026.
- Offer one to two all-day yoga workshops per quarter throughout 2026.

Community Programs, Events, & Facilities

- Increase member engagement and gather actionable feedback by conducting a member survey or focus groups with current and former members by May 2026.
- Collect feedback on picnic shelter and outdoor seasonal rentals by distributing post-rental surveys to users throughout 2026.

- Increase public engagement by launching a regular email newsletter promoting programs and facility offerings in 2026, with emails delivered to inboxes at least once per month.
- Increase engagement on social media by incorporating monthly calls to action within posts at least once per month; track engagement by logging comments, clicks, and impressions.
- Implement a new membership pricing structure aligned with the Comprehensive Revenue Model by January 2026, including updated membership policies and streamlined processes, to improve consistency, clarity, and the overall customer experience.

Ice Arena

- Collaborate with Ice Arena staff to create two social media posts per month highlighting the Ice Arena and its offerings throughout 2026.
- Develop and adopt a comprehensive operations plan for the new refrigerated outdoor rink at Lions Park by September 2026, addressing staffing models, maintenance procedures, scheduling, skate rental processes, and daily operations to support a November 2026 opening.
- Create and implement standardized daily preventative maintenance procedures for the Ice Arena, including staff checklists and documentation protocols, to improve facility reliability, safety, and ice quality throughout the 2026 operating year.