ANOKA
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Public Services

Cemetery, Engineering, Parks and Public Works

NOTICE OF REGULAR MEETING OF THE
ANOKA PARKS AND RECREATION ADVISORY BOARD

DATE: Tuesday, August 16, 2016

TIME: 7:00 p.m.

PLACE: Anoka City Hall – Work Session Room
2016 First Avenue, Anoka MN 55303

AGENDA

1. CALL TO ORDER
2. APPROVE MINUTES
3. OPEN FORUM
4. NEW BUSINESS
   a. Community Education Budget Request- Sandra Bengtson
   b. Set date for joint meeting with Heritage Preservation Commission and Economic Development Commission re Rum River West Trail
   c. Park Land Proposed Developments
      1) Highland Park
      2) Bob Ehlen Park
5. UNFINISHED BUSINESS
   a. Enloe Tennis Courts Update
   b. Capital Improvement Budget Update
6. MISCELLANEOUS
7. ITEMS FOR NEXT MEETING
8. ADJOURNMENT

If unable to attend, please call the Parks Department at 763-576-2980.

Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please call the Human Resource Coordinator at 763-576-2740 to make arrangements.

MEMO

Date: June 6, 2016

To: Greg Lee, City Manager
Lisa LaCasse, Recreation Supervisor

From: Sandra Bengtson, Community Education Program Supervisor

Re: 2017 City of Anoka Community Education Budget Proposal

I am requesting the support of the City of Anoka for the Community School Program during the 2017 budget year. The funding provided by the City of Anoka and the Community Education program employ staff that set up these programs for children.

Youth Program

Franklin Community School	$22,473
Lincoln Community School	$13,543
Wilson Community School	$22,473
Anoka Children's Theater	$ 3,000
Anoka Middle School for the Arts Teen Program	$ 4,500
Total:	**$65,989**

Summer funding was cut in 2015, however, we would be happy to provide programs again if funding becomes available.

Grand Total: **$65,989**

Statistical Summary 2015-16

Site	*Activities Offered*	*Participants*	
		Youth	*Facilities*
Franklin Elementary	119	2,725	
Lincoln Elementary	59	250	
Wilson Elementary	56	669	
Anoka MS for the Arts**	77	11,141	
Totals	**311**	**14,785**	

**Includes Anoka Children's Theater and Teen Nights.

Descriptive Summary: This program includes a variety of arts, skills, enrichment, recreational and general interest classes and activities for preschoolers through teens and many special events and activities. Facility use includes tournaments and special school/community events.

Community Education also provides funding for these sites, which results in more classes/activities, more quality staff, a more cost effective program and a stronger program for the Anoka community.

Please note that the report reflects data from the 2015/2016 fiscal year and not a calendar year. If you require more detailed information or have questions, please do not hesitate to contact me. Working together is the key to success for providing programs and services for our communities and we appreciate your support and look forward to a positive and rewarding partnership as we serve the Anoka community.

If you have additional questions, please call me at 763-506-1263 or email me at Sandra.Bengtson@anoka.k12.mn.us.

Public Services – Parks & Recreation

REGULAR MEETING MINUTES
OF THE
ANOKA PARKS AND RECREATION ADVISORY BOARD
TUESDAY, JUNE 21, 2016 – 7:00 P.M.
COUNCIL WORK SESSION ROOM OF ANOKA CITY HALL
2015 FIRST AVENUE, ANOKA MN

MEMBERS PRESENT: Vice-Chairperson Erik Skogquist, Mary Blankenship, Margret Kallstrom, Jennifer Shoemaker, and Dave Throne

MEMBERS ABSENT: Chairperson Steve Nelson, Joe Anderla, Dave Steinbring, and Ellen Ward

STAFF PRESENT: Lisa LaCasse, Public Services Administrator and Jon Holmes, Public Services Supervisor

GUESTS: None.

APPROVE MINUTES
There being no changes or correction to the May meeting minutes, a **motion was made by Blankenship, seconded by Throne, to APPROVE THE MAY 17, 2016, REGULAR MEETING MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD AS PRINTED.**

5 ayes – 0 nays. Motion carried.

OPEN FORUM
None

NEW BUSINESS – None

UNFINISHED BUSINESS
Park Reservation Policy and Performance Arts Policy Updates – LaCasse explained that she brought back the Park Facility Rentals and Reservations Policy because following the May meeting, additional items of concern came to light about which the City Clerk recommended additional language be added to this policy. Those changes were defined in red print in the agenda packet document. This addressed:

- Special events were defined, as were those events that did not apply to a Special Events Policy.
- Performance Arts Events that are expected to draw more than 200 people and would require a special event permit.
- Political events, as defined within this document, will not be issued a special event license, as provided in city code Section 14-263.
- Language was added to item III. FEES, indicating that events and activities that require a special event permit are subject to all applicable park usage fees and deposits.
- All park buildings requiring key access are alcohol and smoke free.
- Prohibited were alcoholic beverage containers exceeding sixteen (16) ounces. Only plastic and/or aluminum containers are allowed.
- Item R was eliminated, which addressed requiring a renter to obtain liability insurance.

This added language was brought about following the use of a city park by an unexpectedly large crowd of people, during which the police were called in.

LaCasse added when we revisit our fee structure, as we do annually, we may want to consider increasing our current $125 key deposit. She noted that the Public Services Department receives numerous unique requests. Should there be a request for selling food, this will generate a special events permit. This proposed language addresses the amount of people attending an event based on our park sizes.

During discussion of the proposed policy changes, it was agreed that on page one where it listed: Special Event shall not apply to the following, Garage Sales were removed from the list as we currently do not allow this type of activity in a park.

Discussion of those items that do and do not apply to the Special Event policy became confusing. Therefore, it was determined it would also be confusing for the public and other staff. This language will be simplified in the final policy.

Upon discussion of item IV. O, alcoholic beverages, LaCasse stated this item does not address the consumption of wine. Language changes will be made accordingly in the final policy.

LaCasse added that she took out language regarding liability insurance because that requirement would be mandated by the Special Events policy.

Throne noted a language change throughout the policy; whereby, the title "Public Services Director" should now read "Public Services Administrator". LaCasse stated she would make those changes before this policy goes to City Council for consideration July 18, 2016.

The board and staff discussed what happens when additional costs are incurred as a result of a park rental that was out of the ordinary. LaCasse felt this should be discussed again when we annually review fees and the deposit amount. LaCasse stated that Item IV.J could have language changed to reflect that if additional clean-up is required by city staff, those charges may be assessed to the renter. Shoemaker suggested that rentals/deposits be paid for by credit card with the charge slip signed ahead of time. If additional fees are incurred, the card will be charged. LaCasse agreed that form of language could be added to the permit. Blankenship recommended staff check with other places to see if this is how they handle reservations; it could give staff some support to enforce this requirement.

There being no additional changes or corrections, a **motion was made by Throne, seconded by Shoemaker, to APPROVE THE PROPOSED PARK FACILITY RENTALS AND RESERVATIONS POLICY AS AMENDED.**

5 ayes – 0 nays. Motion carried.

Capital Improvement Plan Updates – LaCasse and the Park Board reviewed the 2017 through 2021 Capital Improvement Plan (CIP). This final version has been reviewed and approved by City Council.

Specific budget items were discussed:

- Skogquist asked what does the Rum River Trail connection budget item cover. LaCasse stated the city anticipated a TEA grant. If we do not get it in 2017, this budget item would roll forward.
- Skogquist asked about the renovation of the John Ward Park bathrooms. LaCasse stated that budget item has been moved up to 2018, with expenses budgeted in the Building Capital Improvement Fund, not Park Capital.
- The Station Park is still in the budget for 2017, pending approval.
- The Peninsula Point Park Riverboat Improvements budget item under Outside Sources was explained by LaCasse. If we were to get a riverboat company to come in here, it would share expenses and modifications necessary to the park. We took the projected $140,000 expense and split it 50/50. This riverboat project seems be a lesser priority at this point; but if it happen, OK.
- LaCasse stated the pool construction fund will be nearing zero after 2016. General Fund dollars will provide financial support for the Aquatic Center from this point forward.
- The blacktop repairs are for trail repairs. Staff feels some of them should be seal coated.
- The tennis courts at George Enloe Park, under Miscellaneous, are being renovated now.

Anoka Station Park Updates – LaCasse reported that Jon Holmes and she met with Planning Director Carolyn Braun and representatives of Kimley Horn to discuss the Anoka Station Park and what our next steps will be. The consultants are putting together a cost proposal to assist with the permitting process in order to move forward in the area affecting the conservation easement. Based on the proposal, Ms. Braun and LaCasse will decide how to proceed with the planning stages. Findings will determine if we do anything in 2017 or how to proceed. The park area outside the conservation district might be a better place to start. It will all hinge on the application process. The goal is to have documents completed by October 2016.

Rudy Johnson Park Update – LaCasse reported Jon Holmes and she met with representatives of the Anoka Hennepin School District #11 (Chuck Holden and Steve Anderson, Buildings and Grounds and Facility Manager) to talk about removing the playground at the Washington School campus. The site plan requires them to do that. The city presented the option to cost share/participate in whatever is decided to happen at Rudy Johnson Park. The Park Board has previously expressed the desire to poll the neighborhood to determine how the park should function, who uses it, etc. The park benefits the school district's Physical Education program out of Washington School. Therefore, we will continue with the joint powers agreement for the school's use of the park during the day. School district representatives felt a partnership might be feasible, whether it be money for irrigation or money for a playground. The school district agreed not to remove the Washington School playground until we have a plan in place for Rudy Johnson Park. When the city starts gathering information from the neighborhood, it will include the school district as a partner in the redesign/redevelopment. The school district wants it to be a cohesive plan.

Members of the park Board thought this was great news. Having these two entities work together toward a positive plan for this park is a win-win situation.

MISCELLANEOUS

Footbridge Sign – Throne thanked staff for the new YIELD TO signs on the footbridge. While they are not large, they are effective.

Landscaping Improvements in Cemeteries – LaCasse reported staff will dress up around the columbariums and provide a walkway around them, as well as plantings in the area that overlooks the shed and dirt pile.

George Enloe Tennis Courts – Holmes reported his crews started demolishing the tennis courts; removed the asphalt and dug test holes. They found clay and rock. Crews are excavating down two feet and compacting, hoping to stabilize it for future court use. When done, the city will have a contractor come in and create the courts.

LaCasse suggested we recreate one tennis court and maybe have pickle ball opportunities, too. Shoemaker liked the idea of doing an overlay with tennis and pickle ball courts.

Bonnell Park Update – Holmes reported Bonnell Park will be the last to get regraded during this 2016 Street Renewal Project. We need it flat and ready to go by August. Staff expects baseball, softball, football, and lacrosse athletics to be played at this venue in 2017. The entire park will be irrigated.

Riverplace Counseling Update – Holmes reported that the new Riverplace Counseling facility out on Highway 10 is under construction. LaCasse stated the purchases have gone through and papers have been signed. Riverplace has 180 days to complete construction from the signing of the papers. They must be out of their current Ferry Street facilities by December 2016. The city will be seeking prices for demolition of those facilities.

LaCasse's position – In response to an inquiry from Blankenship, LaCasse explained her current position as Public Services Administrator is she will work as necessary within the Public Services Department. She hopes to hire a Recreation Coordinator to take over some activities, such as the Aquatic Center, which has been incredibly busy.

Young Artists of Anoka – Shoemaker introduced herself as the founder of Young Artists of Anoka, the group of young artists who painted the pedestrian tunnel. There are a lot of projects planned for 2016.

Her group's website is: anokaart.com. Shoemaker asked if anyone has ideas on how to get some art-related information out to kids to encourage their interest, let her know.

Some of this year's projects include a wall at the Aquatic Center; a wall by the garbage cans; paper mache pumpkins for the postal stamp release, which is open to anyone who wants to do that; and snow plow blades, which might be put on a flatbed truck for the Halloween parade and/or displayed around town. The next one is the ramp wall from the tunnel. One high school student will do that with a Halloween theme. There will be a Halloween window in the salon downtown; artwork at the Third Avenue and Polk Street overlook. All of these projects will be found on their website. LaCasse noted this Young Artists group did paint the retaining wall. Shoemaker added that her artist group will be creating chalk-art scenes on the sidewalk behind City Hall for Riverfest. She will need lots of kids to do these projects.

Park Patrols – Skogquist asked how police patrols through the downtown and into the parks have been working out. Holmes reported they seem to be a success. The city purchased a new side-by-side four-wheeler used by these officers who have been driving trails. They hired additional people to man this program. LaCasse reported we have asked them to include the cemeteries in their patrol route. Thus far it has been a positive move.

Historic Park Signs – Skogquist asked about the status of the historic park signs we were going to put up in the appropriate parks. LaCasse responded they have not been made yet. The cost of making them in bronze was ridiculous. All text for all six signs are completed. Staff is working with a company to see if we can use the type of signs we did for Riverfront Park. Those signs can be produced for approximately $300, a significant cost savings over a bronze sign. This will not have to be a capital item if the cost stays low enough.

ITEMS FOR NEXT MEETING

LaCasse stated there will be a joint meeting with the Park Board and the Historic Preservation Commission (HPC) in August to discuss the West Rum River Corridor. The HPC will look at properties and buildings in town to determine the historic nature of them and determine their value to the city.

As of these discussions, there were no agenda items for a July meeting. Staff will confer with the Park Board Chairperson prior to making a final decision, but it is possible the July meeting will be canceled. Confirmation will be e-mailed should this occur.

ADJOURNMENT

There being no further discussion, a **motion was made by Kallstrom, seconded by Blankenship, to ADJOURN THE MEETING.**

5 ayes – 0 nays. Motion carried.

Time of adjournment: 8:26 p.m.

Respectfully submitted,

Lisa LaCasse

Lisa LaCasse
Public Services Administrator

Mava Mikkonen
Public Services Secretary/Recording Secretary