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, June 21, 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
5. UNFINISHED BUSINESS
   a. Park Reservation Policy Updates - Alcohol Consumption
   b. Capital Improvement Plan Updates
   c. Anoka Station Park Updates
   d. Rudy Johnson Park 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.

Policy History
2013-01 Initially adopted

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POLICY NUMBER
2013-01
Council Adopted
January 7, 2013

PARK FACILITY RENTALS & RESERVATIONS

I. General Purpose and Objective

The City of Anoka provides many park facilities for all city residents to enjoy. The use of parks & facilities is administered as fairly and equitably as possible by the Public Services Department and governed by these procedures and policies established by the Anoka City Council as recommended by the Anoka Parks and Recreation Advisory Board.

The City encourages all city residents, civic groups, organizations, businesses, industry, churches, and schools (public or private) to make application for permits. Permits will be granted based on availability and facility conditions. The City is committed to providing clean, safe and fun parks for every resident to enjoy. It is the City's policy that the long-range care and maintenance of all park facilities takes precedence over any single event. Permits will be granted, denied, or revoked at the discretion of the Public Services Administrator. Appeals may be made to the Anoka Parks and Recreation Advisory Board for recommendations to the City Council for a final decision.

Activities and events for the purpose of fundraising or generating profits through fees, donations, merchandise sales, ticket sales, or other monetary contributions/solicitations on public property or in a park will ~~may~~ be required to obtain a City of Anoka Special Event Permit prior to issuing a park facility use permit.

Activities and events that include more than 200 people will require a City of Anoka Special Event Permit.

Special Event means any temporary, outdoor privately-sponsored event open to the general public and held on public or privately owned property.

"Special Event" shall not apply to the following:

1) Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to Minn. Stats. Chapter 38.
2) Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, etc.
3) Garage sales.
4) Non-recurring auctions.
5) National Night to Unite Events established through the Anoka Police Department.
6) Funeral processions.
7) Lawful picketing on sidewalks.
8) Activities conducted by a governmental agency acting within the scope of its authority.
9) Residential neighborhood block parties, as long as they meet the requirements of a Residential Block Party, as defined in Section 14-252.

Political Event Sponsor. A Special Event organized and conducted by a political party, political committee, candidates, or candidates representative, for purposes of a political rally, fundraising, campaigning, or similarly related political activity. No Special Event License shall be issued to a Political Event Sponsor per City of Anoka Code Section 14 – 263.

II. Applicant Classification

A. Resident
   1. An individual, 21 years of age or older, residing within the city limits of Anoka. Proof of residency for 30 days or more may be required.

2. A non-profit group, youth organization, business, church, or school with its physical facilities located within the city limits of Anoka.

3. Any organization, community school, or church, which has provided a significant benefit or community service to and for the City in the current year.

B. Non-Resident
   1. Any person, civic group, organization, business, church, or school that does not meet criteria outlined in section II A items 1 – 3 above.

In cases where it is not clear whether a group or organization merits residential status, the Public Services Director shall make the determination. Proof of non-profit status and/or additional information may be requested to assist in this determination.

III. Fees

A. Fees are established annually by the City Council.

B. All fees must be paid in advance to confirm reservation. All renters will be charged a refundable key/damage deposit for exclusive use of facilities requiring key access.

C. Organizations that Adopt-a-Park, Sponsor-a-Park, or complete an approved community service project may request *free* use of outdoor park shelters / buildings up to three (3) times per year.

D. Events and activities that require a City of Anoka Special Event Permit are subject to all applicable park usage fees and deposit.

IV. Terms & Conditions

Indoor Facilities are defined as a building/pavilion, open shelters, and the band shell. All pavilions/buildings have a key, lights, electricity and have, or have close to them, restroom and water facilities.

Outdoor Facilities are defined as a field or court; i.e. softball, football, basketball, tennis, volleyball, horseshoes, Exclusive use reservations are for the current year only.

A. Permit time shall include all setup/decorating/clean up required by the renter. The renter must relinquish the facility at the time specified on the permit.

B. Priority will be given to Residents on a first-come first-served basis from the first working day in January through March 31. Reservations for the remaining available dates will be allowed beginning April 1, to either Residents or Non-Residents.

C. Requests for a permit may be made by phone, in person or online. Rental fees must be paid in full at time of reservation. There will be no tentative reservations and same-day reservations for buildings/pavilions will not be granted.

D. Web-based registrations require renter to agree to terms & conditions prior to confirming reservation

E. The renter shall provide estimated attendance and/or other pertinent information at the time the reservation is made. The City reserves the right to regulate and control the size of the group or organization using a specific facility.

F. Permit is valid only for the date, time, and place specified on them and must be in the users' possession for verification, if needed.

G. When a key is needed for entrance into a facility, a re-fundable damage/key deposit will be required. The renter shall pay the damage/key deposit and sign the permit when picking up the key. Failure to return the key within 24-hours of permit expiration may subject the permit holder to the forfeiture of the deposit and/or privilege to use park facilities for a period of 1-year.

H. All renters are responsible for paying, in full, any and all damages resulting from inappropriate use, theft, or vandalism to any equipment or facilities used during the rental period. The City is not responsible for losses of personal property by individuals or renters when park and recreation facilities are being used for a permit activity.

I. All Anoka city parks and park buildings must be vacated by 11:00 p.m. No facility shall be reserved past 10:00pm.

J. General clean up of the facility is required.

K. Park structures and city owned equipment shall not be altered, moved, or removed from buildings.

L. Amplification equipment is not allowed in city parks without prior approval granted with an exclusive use park permit.

M. Decorations must be noted on the rental agreement. The renter may not use tacks, staples, or other similar materials to hang decorations.

N. All park buildings requiring key access are alcohol and smoke free.

O. Wine, Strong Beer, other Malt beverages, which may not exceed 25% ABV (alcohol by volume) and must be sold, distributed, or served as a beverage premixed by the manufacturer and must be consumed directly from the manufacturers individualized packaging containers, which may not exceed 16 oz are allowed in city parks unless posted. Plastic and/or aluminum containers only.

P. No motorized vehicles allowed in or upon any City park property unless permitted by the Public Services Director. Refer to City Code Chapter 50 for more information.

Q. Table/chair set-up and tear down is the responsibility of the renter.

~~R. The City, in its discretion, may require the renter to obtain liability insurance. If liability insurance is required the following requirements apply:~~
~~1. $1,000,000 minimum~~
~~2. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims (if applicable).~~
~~3. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.~~
~~4. The City must be named as an "Additional Insured" on the policy.~~
~~5. Renter must provide the certificate showing required coverage at least five (5) days prior to the event.~~

S. Prior notice and approval is required for use of canopy tents (free standing only), amusement devices (inflatable/bounce houses), and high demand electrical equipment (ice cream makers, etc). Equipment that requires spikes or stakes to be driven into the ground to provide structural support are not allowed. Additional fees may be required.

T. Animals are **NOT** allowed inside park buildings. Canine companions/guides expected to be present should be noted on the rental agreement.

U. Senior activities have priority over rental reservation requests for the Senior Center.
1. Senior Center is a locked/alarmed facility.
2. A city staff member will provide access to the Senior Center at the scheduled time, orient the permit holder to the facility, and complete the pre/post rental checklist.

3. Amplification equipment is allowed inside the Senior Center. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 38.

V. Outdoor worship services by resident churches will be allowed on park property on Sunday mornings between the hours of 8:30 a.m. and 12:30 p.m. or by "special" request submitted to the Anoka Parks and Recreation Advisory Board in writing for review and approval.
   1. The church using the park facility for a worship service will be allowed to collect its normal offertory only once per service.
   2. The selling of books, literature, or religious items is not allowed.
   3. Use of amplification equipment is allowed during the approved church service. Sound levels are required to be controlled and maintained at a level consistent with City Code Chapter 38.

W. Additional park rules and regulations are listed in City Code, Chapter 50.

V. Cancellations

A. Refunds will be given only if cancellation is made no less than two (2) weeks prior to the reserved date on the permit. All refunds are subject to a 10 % or $10 minimum administrative fee, whichever is greater.

B. No refunds for weather related cancellations.

C. The City has the exclusive authority to determine whether a facility is in usable condition. In the case of mechanical or facility equipment failure, the City will notify the renter as soon as possible. The City is not liable to the renter for the consequences of cancellation other than to supply the renter with substitute equal rental time or a refund, including deposit.

EXHIBIT A

CHAPTER 14. LICENSING; AMUSEMENTS AND ENTERTAINMENT

ARTICLE VII Special Events

Section 14-251. **Purpose and Intent.**

The purpose of this Chapter is to promote the orderly, compatible and safe use of property for temporary special events and to assure adequate provision of parking, sanitary facilities, utilities and safety services. ~~Special events are further defined and regulated in the City of Anoka Special Events policy.~~

Section 14-252. **Definitions.**

(a) Applicant means any individual, partnership, corporation, association, society or group seeking and/or receiving a Special Events License from the City.

(b) City-Operated. A Special Event organized and conducted by the City and largely funded by the City.

(c) City-Sponsored. A Special Event organized and conducted by a tax exempt non-profit organization under Section 501(c) (3) through (10) of the Internal Revenue Code that the City has elected to support through appropriation of funds within the City's budget. This is typically an annual recurring event. This is an event that the City has determined is of general interest to the public and advances the City's public image.

(d) For Profit Sponsor. A Special Event organized and conducted by a person, organization or company that does not qualify as a tax-exempt non-profit organization under Section 501 (c) (3) through (10) of the Internal Revenue Code.

(e) Gross Revenue. Total revenue received from the event, prior to any deductions or allowances. When calculating gross revenue, proceeds from entry fees, participation, alcohol sales, and free-will donations are included.

~~(b)~~(f) License or Special Event means a license issued by the City to allow a Special Event.

(g) Licensed Location. The location or locations where the Special Event will be occurring.

(~~g~~h) Local Non-Profit. A tax-exempt non-profit organization under Section 501(c) (3) through (10) of the Internal Revenue Code based within the City or the Trade Area.

(~~h~~i) Non-Local Non-Profit Sponsor. A tax-exempt non-profit organization under Section 501 (c) (3) through (10) of the Internal Revenue Code not based within the City or the Trade Area.

~~(c)~~(~~i~~j) Outdoor means activity conducted outside of a permanent structure or building.

~~(d)~~(~~j~~k) Person means any person, association, partnership, firm, business trust, corporation or company.

(~~k~~l) Political Event Sponsor. A Special Event organized and conducted by a political party, political committee, candidates, or candidates representative, for purposes of a political rally, fundraising, campaigning, or similarly related political activity.

(~~l~~m) Residential Block Party. A private outdoor party, not open to the general public, organized by residents for the purpose of interacting informally with surrounding neighbors and which requires small sections of a City street to be temporarily blocked off. Such residential streets shall be limited to streets where no transit routes, commercial facilities, police or fire stations exist. Said party(s) is limited to one (1) day only, during the hours of 9:00 a.m. – 10:00 p.m., including set-up and clean-up. Attendance shall be free. No fee for entrance or participation shall be required, including but not limited to, a cover charge or for the sale of food or beverages. Voluntary donations from invited guests may be accepted by the Sponsor to off-set the party expenses; however, no guest shall be required to make such donation as a condition of attendance.

(~~l~~n) Trade Area. The cities of Anoka, Andover, Champlin, Coon Rapids and Ramsey.

~~(e)~~(~~m~~o) ~~Routine~~ Annual Special Event means an~~y~~ event that has been approved by the City and held ~~at least~~ once each year with no lapse in the event occurring each year, and where there are no substantial changes in the event details. City staff is responsible to determining whether or not changes are considered substantial. ~~for the two (2) pervious years prior to the year for which the Special Events License is being applied for~~.

~~(f)~~(~~n~~p) Special Event means any temporary, outdoor privately-sponsored event open to the general public and held on public or privately owned property. "Special Event" shall not apply to the following:

(1) Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to Minn. Stats. Chapter 38.

~~(2) Special events or activities permitted or licensed by other State laws or regulations of the City of Anoka, including publicly sponsored activities in the local or regional park system and any other established special event operating prior to adoption of this ordinance.~~

(~~3~~2) Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, etc.

(~~4~~3) Garage sales.

(~~5~~4) Non-recurring auctions.

(~~6~~5) National Night to Unite Events established through the Anoka Police Department.

(~~7~~6) Funeral processions.

(~~8~~7) Lawful picketing on sidewalks.

(~~9~~8) Activities conducted by a governmental agency acting within the scope of its authority.

(~~10~~9) Residential neighborhood block parties, as long as they meet the requirements of a Residential Block Party, as defined in Section 14-252.

Section 14-253. License Required.

No person on or after the effective date of this ~~Chapter~~ Article shall conduct or allow to be conducted any Special Event as defined in this ordinance without first obtaining a Special Events License. A License is not required for an ~~routine~~ annual Special Event provided that the City Clerk is notified at least ~~thirty (30)~~ sixty (60) days prior to the

~~routine~~ annual Special Event and the ~~routine~~ annual Special Event has not changed substantially from the previous Special Event.

~~Events, Street Closing/Use of City Lots~~ Special Events that have been approved by the City ~~and have consecutively occurred for the previous 2 years~~ and held in the City ~~at least once prior to~~ the year preceding the adoption of this ~~ordinance~~ Article, as amended on June 6, 2016, are exempt from the licensing requirements as established in this ~~chapter~~ Article .

Section 14-254. **Requirements for Issuance of a License.**

(a) The following standards shall apply to all Special Events:

(1) Maximum Number of People. The ~~Licensee~~ Applicant shall not sell tickets to nor permit attendance at the License Location of more than the maximum number of people stated in the Special Event Application and/or Special Event License.

(2) Sound Equipment. Sound producing equipment, including but not limited to public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the ~~premises~~ Licensed Location of the Special Event so as to be unreasonably loud or be a nuisance or disturbance to the peace and tranquility of the citizens of Anoka.

(3) Sanitary Facilities. ~~In accordance with Minnesota State Board of Health regulations and standards and local specifications, a~~Adequate sanitary facilities must be provided by the Applicant, which are sufficient to accommodate the projected number of persons expected to attend the Special Event.

(4) Security. The ~~Licensee~~ Applicant shall employ at ~~his~~ their own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons in attendance at the Special Event and for the preservation of order and protection of property in and around the ~~event site~~ Licensed Location. No License shall be issued unless the City's Chief of Police is satisfied that such necessary and sufficient security personnel will be provided by the ~~Licensee~~ Applicant for the duration of the Special Event.

(5) Food Service. If food service is made available on the ~~premises~~ Licensed Location, it shall be delivered only through concessions licensed and/or otherwise allowed by the Anoka County ~~Health~~ Environmental Services Department.

(6) Fire protection. The ~~Licensee~~ Applicant shall, at ~~his~~ their own expense, take adequate steps to ensure adequate fire protection as determined by the City of Anoka Fire Chief.

(7) Duration of Special Event. The ~~licensee~~ Applicant shall operate the Special Event only on those days and during the hours specified on the License, ~~which shall not be for more than seven (7) days~~.

(8) Cleanup Plan. The Special Event Applicant is responsible for clean up costs. Any extraordinary clean up required as determined by the City will be charged to the Applicant, at the City's cost. ~~Any City service that requires overtime will be at the expense of the applicant.~~

(9) Waiver. The City Council may grant a waiver from the requirements of this ~~Chapter~~ Article in any particular case where the Applicant can show that strict compliance with this Chapter would cause exceptional

and undue hardship by reason of the nature of the Special Event or by reason of the fact that the circumstances make the requirement of this Chapter unnecessary. Such waiver ~~must~~ may only be granted ~~without~~ when there will be no detriment to the public health, safety or welfare and when such waiver will not ~~without~~ impair~~ing~~ the intent and purpose of these regulations.

(10) Miscellaneous. Prior to the issuance of a ~~permit~~ License, the City Council may impose any other conditions reasonably calculated to protect the health, safety and welfare of ~~persons attendant~~ persons in attendance or of the citizens of the City of Anoka.

(b) The following additional standards shall apply to special events with an expected attendance of over 200 persons. Sufficiency of the requirements of these additional standards shall be determined by City staff.

(1) Crowd Control. A fence or barrier shall be constructed that completely encloses the ~~proposed~~ Licensed Location and shall be of sufficient height and strength to prevent people in excess of the maximum permissible number from entering the event. The fence or barrier shall have sufficient entrances and exits to allow easy movement into and out of the Special Event and provide traffic control onto established public roads systems. This requirement may be waived if the City Council determines that a fence will not be necessary for crowd control.

(2) Solid Waste Disposal. A sanitary method of disposing of solid wastes, in compliance with State and local laws and regulations shall be provided and shall be sufficient to dispose of the solid waste production anticipated for the maximus number of people allowed by the License. Plans shall include a provision for holding and collecting all such waste at least once each day, sufficient trash containers and sufficient personnel to perform such tasks.

(3) Parking and Traffic Control. A parking and traffic control plan for the number of persons projected to attend the Special Event must be submitted. Such plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the Applicant shall provide adequate off-street parking facilities on the site or within one thousand five hundred (1,500) feet thereof to accommodate the projected number of persons expected to attend the Special Event.

(4) Recycling Collection & Processing. Applicant will submit a plan to collect glass bottles, plastic bottles, and aluminum cans for the purpose of recycling. The plan shall include appropriate recycling containers to be placed next to each garbage container and marked for recycling, clearly distinguishing recyclable collection from garbage collection. The plan shall also provide details on separate containers for paper and corrugated cardboard recycling and include confirmation of personnel to perform all tasks involved in the coordination and follow through of recycling collection processing.

Documentation shall be submitted ~~as~~ to evidence that recycling collection service will be performed and the materials will be recycled through a licensed recycling hauler/facility. The Applicant shall supply to the City, within one (1) week following the event, the tonnage information (or weight slip) provided from the recycling hauler/facility acknowledging that materials were properly recycled.

(5) Bonding. Before the issuance of a License, the ~~licensee~~ Applicant shall obtain, from a corporate bonding company authorized to do business in Minnesota, a corporate surety bond in the amount of up to $50,000, to

be approved by the City Council. The exact amount shall be set by the City Council, conditioned upon the ~~licensee's~~ Applicant's faithful compliance with all of the terms and provisions of this Chapter and all applicable provisions of state or local law, and which shall indemnify the City of Anoka, its agents, officer, and employees and the City Council against any and all loss, injury or damage whatsoever arising out of or in any way connected with the ~~special event site~~ Licensed Location and for any costs attributable to cleaning up and/or removing debris, trash, or other waste resulting from the Special Event.

(6) Insurance. Before the issuance of a License, the ~~licensee~~ Applicant shall obtain public liability insurance with limits of not less than $100,000/$300,000 and property damage insurance with a limit of not less than $50,000 from a company or companies approved by the State of Minnesota. Such insurance shall name the City of Anoka as an additional insured and shall remain in full force and effect in the specified amounts for the duration of the License. Evidence of insurance shall include an endorsement to the effect that the insurance company will notify the City Clerk in writing at least ten (10) days before the expiration or cancellation of said insurance.

(7) Medical facilities. Medical or first aid facilities shall be provided which are sufficient to accommodate the projected number of persons to attend the Special Event.

(8) Camping facilities. If the Special Event is to continue overnight, camping facilities in compliance with all state and local requirements may be provided in an amount sufficient to provide camping accommodations for the maximum number of people to be assembled for camping.

(9) Lighting. The ~~licensee~~ Applicant shall provide electrical illumination of all occupied areas sufficient to insure the safety and comfort of all attendees. The ~~licensee's~~ Applicant's lighting plan shall be pre-approved by City staff.

(10) Potable water supply. Potable water, meeting all federal and state requirements for sanitary quality and sufficient to provide drinking water for the maximum number of people allowed at the Special Event, ~~shall~~ must be provided.

Section 14-255. Application Procedures.

A City supplied written application for a Special Event License shall be filed with the City Clerk not less than ~~thirty (30)~~ sixty (60) days before the date proposed for holding the special event. The written application shall be signed by the ~~person, persons, or parties~~ Sponsor of the event, or their designee responsible for conducting the event and shall be accompanied by the applicable fee ~~payable hereunder~~ adopted in the City's Master Fee Schedule in effect at the time of submittal of the Application.

~~(a) For special events with an expected attendance of 200 persons or less, the submitted application shall include the following:~~

~~(1) The names and addresses of the person or persons responsible for conducting the event.~~

~~(2) The nature or purpose of the special event.~~

~~(3) The proposed location and the premises or portion thereof available for such event.~~

~~(4) Whether the premises are owned by the applicant or, if not owned, the written permission of the owner or agent having authority to permit the use of such premises.~~

~~(5) A statement of the locations where the applicant has promoted, operated or conducted similar events within the last five (5) years.~~

~~(6) The total number of days and/or hours during which the special event is to be held.~~

~~(b) For special events with an expected attendance of more than 200 persons, the following additional information shall be required:~~

~~(1) Any planning approvals previously granted by the City for the property and a list of all conditions of said approvals.~~

~~(2) Plans, where applicable:~~

~~a. To limit the maximum number of people at the special event, including the maximum number of tickets to be sold, if any.~~

~~b. For fencing the location of the special event.~~

~~c. For supplying potable water including the source, amount available and location of outlets.~~

~~d. For holding, collection and disposing of solid waste material.~~

~~e. To provide for medical facilities including the location and construction of a medical structure; the availability of medical personnel; and any provisions for emergency ambulance service.~~

~~f. To illuminate the location of the assembly including the location of the source of power.~~

~~g. For parking vehicles, including size and location of lots, points of highway access, and interior roads including routes between highway access and parking lots.~~

~~h. For telephone service, including the location of telephones and the telephone numbers.~~

~~i. For camping facilities, if any, and the location of available utilities for such facilities.~~

~~j. For security, including the number of guards, their deployment and hours of availability.~~

~~k. For sound control and sound amplification if any, including number, location and power of amplifiers and speakers.~~

~~l. For food concession. (Food concessionaires must get a permit from the Anoka County Health Department.)~~

~~Note: The applicant is responsible for maintaining copies of Minnesota Department of Revenue Compliance Certificates – Form ST-19 for concessionaires.~~

~~m. For fire protection.~~

~~n. For area traffic control for access to, egress from, and exit onto public roads and highways.~~

~~(3) A description of the existing or proposed sanitary and water facilities.~~

~~(4) A written commitment from a responsible insurance company licensed to do business in the State of Minnesota, indicating that the applicant will be insured in the minimum amount as required in this chapter.~~

~~Where it appears that the nature or size of the event or the existence of other applicable insurance will not reasonably require the limits herein established, the City Council may set lesser limits and/or accept such evidence of other insurance or financial responsibility as will reasonably afford protection to the participants of the event and the general public.~~

~~(5) Copies of all completed necessary State and local forms.~~

~~Upon submission of an application for a Special Events License, City staff will review the request and advise the applicant of the need for additional information, if any.~~

Section 14-256. **Fees and Charges.**

(a) The fee for a Special Events License shall be established by the City Council.

(b) ~~The Council may also require other charges relating to recovery of City costs and/or revenue sharing when appropriate.~~ All Applicant's for Special Events licensed by this Article shall be required to pay for all costs incurred by the City to assist with the Special Event, including but not limited to equipment and materials costs, whether provided by the City or contracted by the City, over-time staff labor costs, security costs, electrical costs, etc. These costs are determined by City staff. Payment of these costs are due within thirty (30) days of the Special Event. Failure to pay these costs within thirty (30) days of the Special Event may void an annual License and/or be cause for denial of a future Special Events License, as determined by the City Council.

(c) The City Manager has the sole authority to determine which Special Events the City will provide financial, material, labor or other support to, and to what extent.

~~(c)~~(d) The Council may waive fees, recovery of costs or revenue sharing if the Special Event:

(1) Is free and open to the public, is non-political, serves a secular purpose.

(2) Enhances community pride and positive image, as determined by the City.

(3) Generates a positive economic impact for the City, as determined by the City.

(4) Generates positive media exposure and visibility for the City, as determined by the City.

(5) Demonstrates support for local charitable organizations.

Section 14-257. **Financial Reporting.**

All Special Events licensed by this Article shall be required to submit the following:

(a) At time of application submittal, a proposed budget detailing projected operational expenditures and projected revenues for the Special Event.

(1) Administrative costs (i.e. wages/salaries) may not exceed 20%.

(b) No more than thirty (30) days after the Special Event, a finalized detailed financial statement that documents all administrative costs, expenditures, revenues and donation payout(s), consistent with Section 14-258.

Section 14-258. **Revenue Sharing.**

All Special Events licensed under this Chapter must meet the following Revenue Sharing requirements:

(a) No less than 80% of the gross revenue, after expenses, shall be donated to a local non-profit organization(s), approved by the City Council, through the approval of a Special Events License. Revenue Sharing includes entry and participation costs to the Special Event. Revenue derived from the sale of alcoholic beverages is considered part of the Revenue Sharing requirements. Revenue derived from the sale of food is not considered part of the Revenue Sharing requirements.

Section 14-~~257~~259. **Operation.**

The following standards shall be required in operation of a Special Event:

(a) The ~~licensee~~ Applicant or ~~his~~ their agent(s) shall maintain the ~~special event premises~~ Licensed Location and facilities in a clean, orderly and sanitary condition at all times.

(b) No dogs, cats or other animals shall be permitted to run loose on the ~~event grounds~~ Licensed Location.

(c) No fires of any kind shall be permitted on the ~~premises~~ Licensed Location or in facilities, except in grills or at locations designated for that purpose, or as approved by the City.

(d) No person shall engage in any conduct that violates a state, county, or local law or ordinances.

(e) Any Special Event that incorporates the sale or distribution of alcoholic beverages must contract the sale of alcoholic beverages to a non-profit, charitable, or religious organization, or a State Licensed manufacturer of malt liquor, so long as the manufacturer meets all requirements of Minn. Stat. § 340A.404, Subd. 10, as may be amended. Such non-profit, charitable, religious organization, or State Licensed manufacturer of malt liquor, must obtain a Temporary On-Sale 3.2 Malt Liquor License or Temporary On-Sale Intoxicating Liquor License from the City, and adhere to all City, County and State Laws relating to the sale and/or distribution of alcohol.

(f) Alcoholic beverages that are sold or distributed in conjunction with a Special Event will be limited to the following:

1. 3.2 Malt Liquor;

2. Wine, Strong Beer, other Malt beverages, which may not exceed 24% ABV, and which must be sold, distributed, or served as a beverage premixed by the manufacturer, and sold, distributed, or served directly from the manufacturer's individualized packaging containers, which may not exceed 12 ozs.

(~~f~~g) Any Special Event that incorporates the sale or distribution of food must obtain the proper County and/or State license. The Sponsor of the event must submit with their Special Event License application, a copy of the Anoka County Food

License, or a copy of the Anoka County Mobile & Itinerant Food Service Licensing Reciprocity Agreement, pertinent to ~~this events'~~ the Special Events' food sales and/or distribution.

Section 14-~~258~~260. Granting a license.

The City Council, in its sole discretion, reserves the right to review and determine whether or not a request for a Special Event ~~and/or street closing~~ is acceptable. It is the stated purpose of the City Council that all such Special Events ~~and/or street closings~~ shall be for family-friendly activities only. Special Event activities must be inclusive of events and activities for both adults and children. In the event the City Council determines the activity does not meet these criteria, such application ~~shall~~ may be denied.

Prior to Council consideration of the License, the City shall notify the Anoka Business & Landowners Association, providing them with the Special Event details.

Section 14-~~259~~261. Denial of License.

(a) The City Council shall have the right to deny the License if, in the judgment of the City Council, granting of a License would adversely affect the safety, health ~~and~~ or welfare of the citizens of Anoka. Such denial may also be based upon the following circumstances:

(1) The Special Event would unreasonably inconvenience the general public.

(2) The Special Event would unreasonably infringe upon the rights of abutting properties.

(3) The Special Event would conflict with another proximate event or interfere with construction or maintenance work.

(4) There are not sufficient safety personnel or other necessary staff to accommodate the Special event.

(5) Other issues in the public interest as identified by the City Council.

(b) The Applicant shall be notified of such denial and may appear before the City Council to appeal the denial.

(c) After the initial Special Event has taken place, any aggrieved person may appeal to the City Council to express objection to future issuance of a License to the ~~Licensee~~Applicant for the same type Special Event. Such appeal shall be conducted through a public hearing, after having given ten (10) days notice to the ~~Licensee~~Applicant, the aggrieved person and a public notice.

Section 14-~~260~~262. Transferability.

~~No license granted under this Chapter shall be transferred to any other person or place without consent of the City Council, upon written application made therefore.~~

No transfer of a License shall be permitted from place to place, entity to entity, or person to person without complying with the requirements of an original Special Events License application.

Section 14-263. Prohibited Special Event(s).

No Special Events License shall be issued to a Political Event Sponsor, as defined in this Article.

Section 14-~~261~~264. Enforcement and Penalties.

(a) The police department and other such officers, employees, or agents as the City Council or City Manager may designate, shall enforce the provisions of this ~~Chapter~~Article.

(b) The holding of a Special Event in violation of any provision of this ~~Chapter~~ Article shall be deemed a public nuisance and may be abated as such.

(c) Any person violating any provision of this ~~Chapter~~ Article is guilty of a misdemeanor and upon conviction shall be subject to the penalties set forth in Minnesota Statutes.

Section 14-~~262~~265. Revocation of ~~Permit~~License.

The License for a Special Event may be revoked by the City Council at any time if any of the conditions necessary for the issuing of or contained in the License are not complied with or if any of the provisions of this ~~Chapter~~ Article are violated.

ANOKA
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Public Services – Parks & Recreation

REGULAR MEETING MINUTES
OF THE
ANOKA PARKS AND RECREATION ADVISORY BOARD
TUESDAY, MAY 17, 2016 – 7:00 P.M.
ANOKA SENIOR CENTER
1500 6TH AVENUE, ANOKA MN

MEMBERS PRESENT: Chairperson Steve Nelson, Joseph Anderla, Mary Blankenship, Jennifer Shoemaker, Erik Skogquist, Dave Throne, and Ellen Ward

MEMBERS ABSENT: Margret Kallstrom and Dave Steinbring

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

GUESTS: None.

APPROVE MINUTES
There being no changes or corrections to the April 2016 regular meeting minutes, a **motion was made by Anderla, seconded by Throne, to APPROVE THE APRIL 19, 2016, REGULAR MEETING MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD AS PRINTED.**

7 ayes – 0 nays. Motion carried.

OPEN FORUM
None

NEW BUSINESS
Capital Improvement Plan – LaCasse reviewed the Parks Capital Improvement Plan for 2016-2021, referencing the document provided in the agenda packet. City Council is scheduled to review all departments' budgets at its Monday, May 23, 2016, work session.

Upon discussion of the Aquatic Center, LaCasse stated that after 2016, capital funds for the Aquatic Center will be depleted. Future improvements for the pool will come out of the general fund.

Some Park Capital Improvement funds can be expected from the Volunteers of America (VOA) and the Heartland Cooperative. No money will be coming from the Riverplace Counseling Center transaction.

The page of budgeted items, their descriptions, and proposed budget year expense were reviewed.

The 2017 reconstruction of the stone house was discussed in greater depth. Staff indicated that expenditure will come out of Park Capital funds. Anderla queried why it does not come out of the Historical Preservation Commission (HPC) funds in that this appears to be an historical reclamation project. LaCasse stated the HPC does not have any money. Anderla stated this is not even public property. LaCasse responded that it is in the Rum River, a Department of Natural Resources (DNR) waterway; so, technically, it is a public property with public ownership.

Upon discussion of the West Rum River Trail, LaCasse stated that City Manager Lee wants the Park Board to meet jointly with the Economic Development Commission and the History Subcommittee to start planning and address historic elements for this trail's development. He also wants this group to look at

everything in town and determine what does and does not have historic value. These special meetings will take place in August and September 2016. Blankenship indicated she served on the Historic Committee previously and would like to do so again. However, she will be gone in September so would prefer August meetings.

LaCasse reported she has also been asked to be involved in working with a group of individuals to create a marketing strategy outline for the area with regard to the potential riverboat venture. Once said strategy is compiled, they will meet with the riverboat entrepreneur out of Duluth. He was previously interested but had concerns about the tourism and marketing sustainability. Doug Borgland is Anoka's Economic Development Director, but City Manager Lee wants Public Services to take the lead on this.

Anderla ask about the last Community Development letter that went out to riverboat captains inviting their interest in providing a riverboat in Anoka. It was confirmed the city has not changed the letter yet, but has not reissued it either. Anderla added we previously talked about sharing the revenue pot with whoever runs that riverboat business. He would hate to see money put toward someone's pipedream when we could be updating existing facilities, such as John Ward, and wherever else there is need. Nelson stated it is all part of the feasibility study. Holmes added he would doubt if a riverboat would be able to go north of the Ferry St. bridge.

Considerable discussion ensued relative to the Rum River Trail at Fourth Avenue. The need for a safe trail/pedestrian crossing was discussed. Holmes reported the railroad is supposed to construct a Fourth Avenue crossing next year. LaCasse stated the city hopes to get a pedestrian access done at that time. We have asked Hakanson Anderson Engineering what the numbers might look like to accomplish this. Staff will be looking into grant opportunities, as well.

LaCasse reported that City Council has committed to keeping and maintaining the Rudy Johnson Park at its currently location. It is time to do a study of the neighborhood and do some neighborhood planning and determine what is wanted there and to make some improvements. By then the playground will be at the end of its life span. The building needs updates as well.

Nelson asked how the Park Board knows what the balance of the Capital Improvement fund is so that we can determine our priorities based on available funds. LaCasse indicated she will have to ask about that and get back to the board. The CIP plan for the years indicated were mapped out with priorities in mind. Any Park Board input or comments are not only welcome but encouraged. Nelson stated he feels it would be beneficial if the Park Board knew what funds were available when making these decisions.

Skogquist indicated a priority of his with regard to park improvements would be the John Ward restrooms. Their existing dank, dark, unpleasant condition makes them not only worthless to the city, but a potential liability. LaCasse stated that will be an expensive project and not an easy fix, which is why it gets pushed out on the budget timeline. Skogquist felt this should get fixed sooner rather than later, perhaps in 2017 or 2018. The Station Park can wait another two to three years if need be. We need to get those John Ward Park bathrooms fixed. If the Peninsula Point docking and access project does not occur, that $140,000 can go toward the John Ward Park restroom project. Blankenship suggested the city could leave $100,000 in the Peninsula Point Park budget and put $40,000 toward the J.W. Park bathrooms. She added those bathrooms are an awful embarrassment that does not provide a good picture for Anoka.

Nelson added he felt the city should invest park dedication funds toward the Station Park. He stated recent improvements to John Ward Park itself and its fields are great, but agreed the restrooms need to be fixed.

Upon discussion about what budget year the John Ward Park bathrooms should be done, it was suggested to move this project to 2018. Anderla and Skogquist disagreed, recommending staff put them in 2017 and compromise to 2018 if necessary.

Blankenship asked about the status of the Emerald Ash borer infestation. Holmes stated none have been found so far in Anoka. However, we are seeing old ash trees distressed and dying off in the middle all across the metro area. At a certain age they simply die off. Cottonwood trees are showing a large ant population and becoming hollow. When this occurs, we must take them down.

A **motion was made by Skogquist, seconded by Blankenship, to AMEND THE PARKS CAPITAL IMPROVEMENT BUDGET PLAN FOR 2016-2021 AS DISCUSSED.**

LaCasse suggested the update to the George Enloe playground could be moved to 2018 if we need additional John Ward Park funds to upgrade the restrooms. All agreed with this suggested amendment from LaCasse.

Vote: 7 ayes – 0 nays. Motion carried.

George Enloe Park Tennis Court – LaCasse reported staff has closed the George Enloe Park tennis court due to the dangerous condition of the court due to substantial cracks. The nets have been taken down and the gates locked. The city is currently pursuing pricing for complete court milling and three inches of new asphalt. They expect to have to do soil correction underneath. $25,000 has been budgeted for tennis courts this year. The question to the board is: Do we put back the two tennis courts, or do we convert them to pickle ball courts? That seems to be a huge trend these days. We can get four pickle ball courts on the same sized court that services tennis.

Following discussion, it was unanimously agreed that staff should create pickle ball courts at this George Enloe Park location rather than tennis courts.

Park Reservation Policy Update – LaCasse reported the city made changes to its special events policy regarding any fundraising, etc. that occurs on public or city property. Any such requests that come through the Public Services office will be considered first by the City Clerk as a special events activity before we consider allowing a park permit. This proposed change to the existing Park Facility Rentals and Reservations Policy was noted in the agenda packet.

The question was asked if all park building interiors are alcohol free. LaCasse responded, yes, but not the park in general. With these proposed policy changes, the staking of canopy tents in city parks would not be allowed; only free-standing weighted structures would be allowed.

In comparing the language in the Park Facility Rentals and Reservations Policy with that of the Performing Arts Policy regarding the requirement of a Special Event License, Blankenship suggested the language in both policies read the same. LaCasse indicated that would be appropriate.

A **motion was made by Blankenship, seconded by Ward, to RECOMMEND CITY COUNCIL ACCEPT THE PARK FACILITY RENTALS AND RESERVATIONS POLICY AS PRESENTED BY STAFF WITH THE AMENDMENT THAT THE LANGUAGE FROM THE PERFORMING ARTS POLICY RE THE NEED FOR A SPECIAL EVENT LICENSE PRIOR TO THE CITY ISSUING A PARK FACILITY USE PERMIT, BE IDENTICAL TO THAT PARAGRAPH IN THE PERFORMING ARTS POLICY.**

7 ayes – 0 nays. Motion carried.

Performing Arts Policy Update – LaCasse reviewed the proposed Performing Arts Policy changes. The crossed-out language under item IV.F is addressed under the city's special event policy, and is, therefore, unnecessary here. The Public Services Department should not deal with anything that city policy or code would address.

A **motion was made by Skogquist, seconded by Ward, to RECOMMEND CITY COUNCIL ACCEPT THE PARK FACILITY RENTAL FOR PERFORMANCE ARTS EVENTS POLICY AS PRESENTED BY STAFF.**

7 ayes – 0 nays. Motion carried.

Adopt-A-Park Program Update - LaCasse noted the agenda packet draft Community Service Project Application, indicating that our adopt-a-park program needed some updating. She tried to identify specifically what the four types of community service projects were for adoption. She then attempted to spell out what the city will do for them as recognition. This is informational only and is open for Park

Board feedback; it does not require approval. Once finalized, LaCasse plans to turn this into a flyer and make it more available to the public.

Throne asked if information will be provided addressing clean-up requirements and safety equipment/clothing. LaCasse stated that information will be provided to anyone doing these projects.

Shoemaker suggested providing a brochure to local businesses for their groups doing community service.

Blankenship suggested a certificate, letter, or something thanking and recognizing these volunteers and businesses that would show their customers they are giving back to the community might be appreciated. LaCasse stated staff could do that.

MISCELLANEOUS

Request to Consider Changing Park Board Meetings' Start Time – Ward presented the request to consider changing the Park Board meeting start time to a time significantly earlier than 7:00 p.m. Her reasoning was the convenience for staff after a full day or work. If immediately or at least soon after work, staff would not even have to go home until after the meeting. Many other commissions have done this.

Blankenship stated this has been discussed in previous years. While a 7:00 p.m. meeting has been a long-standing time, she indicated she would be in favor of moving it to an earlier start.

LaCasse respectfully requested the board not include staff in this consideration; meetings are part of their job responsibilities.

Skogquist's comments: He was fine with whatever is decided. He is also OK with the 7:00 p.m. start time; it is good to have dinner with family. However, he was aware some people would have trouble making an earlier meeting due to their work schedules. He preferred to get the best people we can on this board and not inhibit their ability to serve because they can not make an early meeting.

Throne: 7:00 p.m. allows more people to participate. He, for one, could not serve on the Park Board if the meetings were any earlier than 7:00 p.m. Besides, for him it is beneficial to deprogram from the work day, if there is time, before coming to these meetings. The 7:00 p.m. start time is preferred by Throne.

Shoemaker: With four kids at home, she needs time to get things done before these meetings. She could not do mornings. If it had to be earlier, she would manage; but she likes the 7:00 p.m. start times.

Anderla: Earlier might be a hardship for those working outside the home. Traffic is an issue. Also, for those guests who attend, especially during open forum, they could likely not make it if we start earlier because of their jobs. As a long-time Park Board member, he finds that 7:00 p.m. appeals to him.

Nelson: He comes to these meetings straight from work. He agrees with Anderla's point about open forum guests having a difficult time coming earlier. He has trouble getting to the 5:30 p.m. Castle Field Association meetings once a month on time. However, he does understand and will accommodate whatever is decided.

Blankenship concluded that it sounds like the 7:00 p.m. start time for meetings works for everyone. She did add, however, that she simply can not handle those meetings that run to 9:30 or 9:45 p.m., at least not as a regular practice.

Nelson suggested perhaps we revisit this issue occasionally, suggesting once a year. Also, if we have no real agenda for the month, he preferred that month's meeting be postponed/canceled.

LaCasse stated that future July or August joint meetings with the HPC might be the time with little or nothing else on the agenda. Staff will try to be mindful of the agenda lengths. She suggested if the meetings are not completed by 9:00 p.m. that the remaining items be tabled to the following regular meeting. Blankenship and Ward concurred.

Other Miscellaneous

- Staff confirmed for Blankenship that Seventh Avenue from Main Street south is a city street now. Blankenship asked if there could be considerably fewer NO PARKING signs on the streets. She felt it an eyesore. Holmes indicated that is a decision of the Parking Advisory Board and would have to be addressed by them. LaCasse explained the neighborhood has lobbied their issue with the Parking Advisory Board because of the bus company personal vehicle parking during work hours.

- LaCasse reminded the board that Tom Hammer's cancer benefit will take place Thursday, May 19, 2016, at the Anoka American Legion from 5:00-8:00 p.m. It is an open house with a live auction.

- Skogquist stated John Ward fields look nice. Now adult softball players want a warning track.

- Joe Anderla will not be present at the June 2016 regular meeting.

ADJOURNMENT
There being no further discussion, a **motion was made by Anderla, seconded by Skogquist, to ADJOURN THE MEETING.**

7 ayes – 0 nays. Motion carried.

Time of adjournment: 8:45 p.m.

Respectfully submitted,

Lisa LaCasse
Public Services Administrator

Mava Mikkonen
Public Services/Recording Secretary