



Public Services

Cemetery, Engineering, Parks and Public Works

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

DATE: Tuesday, May 17, 2016
TIME: 7:00 p.m.
PLACE: **Anoka Senior Center Building**
1500 6th Ave., Anoka MN 55303

AGENDA

1. CALL TO ORDER
2. APPROVE MINUTES
3. OPEN FORUM
4. NEW BUSINESS
 - a. Capital Improvement Plan
 - b. George Enloe Park Tennis Court
 - c. Park Reservation Policy Update
 - d. Performing Arts Policy Update
 - e. Adopt-A-Park Program Update
5. UNFINISHED BUSINESS
6. MISCELLANEOUS
 - a. Request to consider changing Park Board meetings' start time
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.



PARKS AND RECREATION ADVISORY BOARD

AGENDA ITEMS

4.a.

CAPITAL IMPROVEMENT PLAN

Parks Capital Improvement Plan 2016-2021

| Budet Item | Description | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|---|----------------------|------------|------------|--------------|------------|--------------|
| Pool Floor Repairs @ AAC | Diamond Brite & construction seams | \$ 20,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Brom Canoe Rest | Engineering / Reconstruction | | \$ 15,000 | \$ 30,000 | | | |
| Coping Tile Replacement/Repairs @ AAC | purchase tile in 2016 fall / install 2017 | \$ 40,000 | \$ 20,000 | | | | |
| Playground Rehab | replace timbers to concrete for fall surface containment (King '17) | \$ 25,000 | \$ 25,000 | \$ 25,000 | | | |
| Cemetery Landscaping | beautification & screening | | \$ 25,000 | | | | |
| Stonehouse | reconstruction stone bridge from shore to house & parapits | \$ 25,000 | \$ 40,000 | | | | |
| Trail Repairs (system wide) | Fog Seal Bituminous | | \$ 40,000 | \$ 40,000 | \$ 40,000 | | |
| Replace Boat Slide | replace with water feature for kids under 42" tall | | \$ 40,000 | | | | |
| Park Irrigation Rehab | system wide (parks/blvds) 2017 move JW onto City water | | \$ 50,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Brisbin Irrigation Installation | storm water system impacts park with 2017 street renewal | | \$ 60,000 | | | | |
| Enloe Playground | Replace the 2 small playgrounds w/1 larger playground by building | | \$ 75,000 | | | | |
| West Rum River Trail | Master Planning / Visioning | | \$ 75,000 | | | \$ 20,000 | \$ 60,000 |
| Pen Point Park - Riverboat | Docking and access | | \$ 140,000 | | | | |
| Station Park | design/construction | \$ 50,000 | \$ 150,000 | | | | |
| Rum River Trail - 4th Ave Connection | Trail Const, ROW acquisition, Crossing gates/safety feactures | \$ 10,000 | \$ 191,300 | | | | |
| Hot Water Heater @ AAC | Bathhouse Showers/faucets | \$ 18,000 | | | | | |
| Enloe Tennis/Bball Courts | Overlay/Striping | \$ 25,000 | | | | | |
| Bonnell Irrigation | Replace irrigation | \$ 30,000 | | | | | |
| Bonnell Park Restoration | post storm water replacement | \$ 125,000 | | | | | |
| Park Improvements - Miss | Trail Overlay & shelter staining | \$ 35,000 | | | | | |
| Park Building Maintenance | Rudy, Enloe & Sorenson, minor exterior repairs | \$ 50,000 | | | | | |
| Castle Phase 3 | Pavers/Donor Wall, fence etc | \$ 120,000 | | | | | |
| Rum River Trail Riverbank Stabilization | Assumes \$120,000 grant; river bank & trail repairs | \$ 150,000 | | | | | |
| Trunk Hwy 10 trail | Along Forest Hill Cemetery | \$ 220,000 | | | | | |
| Rum River Shores Trail | North edge of ANP to 116 (maybe happening in 2016) | | | \$ 40,000 | | | |
| Mississippi Park - Planter Bed Reconstruct | Timber frame to anchor blocks (2 by shelters, 1 at entrance) | | | \$ 50,000 | | | |
| Rudy Johnson Park | Re-envision/Reconstruct | | | \$ 35,000 | \$ 150,000 | | |
| West Rum River Trail | Design / Master Planning | | | \$ 80,000 | | | |
| Emerald Ash Borer | Blvd & Public Tree Removals | | | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| ANP | Shelter/Restroom/Trails | | | | \$ 200,000 | \$ 45,000 | \$ 260,000 |
| Park Building Reconstruction | Sorenson/Rudy | | | | \$ 250,000 | | |
| JW Bathroom | Reconstruction | | | | \$ 250,000 | | |
| 7th Ave Trailway | Design - Garfield to Castle | | | | | \$ 15,000 | |
| Riverfront Park | future phases of Construction | | | | | \$ 170,600 | \$ 1,890,000 |
| Sunny Acres - Pavilion/Fields | restoration to building & regrade fields | | | | | \$ 200,000 | |
| Kings Island Phase II | trailhead construction off HWY 10 | | | | | | \$ 10,000 |
| Enterprise Park Trail connection | Greens of Anoka plan - enterprise park to Greenhaven | | | | | | \$ 50,000 |
| JW Park Drainage | eliminate ponding area by skate park (Storm Water Utility Funds) | | | | | | \$ 160,000 |
| 7th Ave Trailway | Construction - Garfield to Castle | | | | | | \$ 200,000 |
| | | \$ 943,000 | \$ 956,300 | \$ 430,000 | \$ 1,020,000 | \$ 580,600 | \$ 2,760,000 |

PARKS AND RECREATION ADVISORY BOARD

AGENDA ITEMS

4.c.

PARK RESERVATION POLICY UPDATE



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 ~~Director~~ **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 profit through fees, donations, merchandise sales, ticket sales, or other monetary contributions/solicitations on public property or in parks may be required to obtain a City of Anoka Special Event Permit prior to issuing a park facility use permit.

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.

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 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 are alcohol and smoke free.
- O. 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.
- P. Table/chair set-up and tear down is the responsibility of the renter.

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

PARKS AND RECREATION ADVISORY BOARD

AGENDA ITEMS

4.d.

PERFORMING ARTS POLICY UPDATE



PARK FACILITY RENTAL FOR PERFORMANCE ARTS EVENTS

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.

This policy has been created to aid individuals, groups, and organizations in using City park facilities for theatrical performances or musical events that are not sponsored by the City. Performance arts events that require the use of City equipment or staff support, additional facilities/amenities beyond what is provided in the park for regular use, security services, other agency permits, etc will not be allowed without issuance of the City of Anoka Special Event License prior to issuing a park facility use permit.

Performance arts events for the purpose of fundraising or generating profit through fees, ticket sales, donations, merchandise sales, concession sales, or other monetary contribution/solicitation public property or in parks are not covered by this policy and may not be allowed without issuance of the City of Anoka Special Event License prior to issuing a park facility use permit.

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.
- C. Renters will be charged a refundable key/damage deposit for exclusive use of facilities requiring key access.

IV. Terms & Conditions

- A. All such events ~~conducted under this policy~~ must be free and open to the general public under all circumstances to be permitted. ~~No passing the hat or general collection of monies before, during, or after any event.~~
- B. Application must be made at least 8 weeks before the event.
- C. Written application will include:
 - a. Detailed description of event
 - b. \$50 Application Fee, refundable
 - c. Estimated/projected attendance
 - d. Specific information about the performance, such as, samples of song lyrics, song list, sample CD's, theatrical reviews/descriptions, material ratings
 - e. References and locations of prior performances or events held by sponsoring group/organization
 - f. Plan for parking and/or traffic flow for review by Anoka Police Department
- D. If approved, additional facility rental fees will be due no later than ten (10) business days before the event.
- E. 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. (1-hour set-up time prior to performance and 1-hour tear down is permitted without charge.)
- F. The City, at its discretion, may require the event organizer to:
 - a. To obtain liability insurance
 - i. \$1,000,000 minimum
 - ii. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims (if applicable).
 - iii. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and acceptable to the City.
 - iv. The City must be named as an "Additional Insured" on the policy.
 - v. Renter must provide the certificate showing required coverage at least five (5) days prior to the event.
 - ~~b. Hire police officer(s) or a security service, to be on the premises during the performance/event.~~
 - ~~c. Contract portable toilets at the current rate for the event. Number of portables required will be determined by estimated attendance.~~
 - ~~d. Obtain and provide proof of required permits/licenses from the City of Anoka / County of Anoka for concession sales, dram shop insurance, liquor license, royalties and union fees, etc if applicable.~~
- ~~G. If the use of City equipment or personnel is required for a specified event, the organizer shall pay the hourly fee for these services.~~
- ~~H. No passing the hat or general collection of monies before, during or after any event.~~
- I. The sale of tapes, tee shirts, and items to the benefit of the sponsor or the group performing may be permitted only with prior approval of the City.
- J. The City reserves the right to shutdown any event at any time if problems exceed benefit. The volume of amplification systems will be monitored and should not exceed reasonable comfort volume of the audience or surrounding neighborhoods. Amplification may not be utilized prior to 10am or later than 10pm for any event. Activity noise levels must be maintained at levels consistent with the City Code, Chapter 38.

G. The City reserves the right to deny a permit in its sole discretion for any reason consistent with its police or legislative powers. In general, performances involving conduct undesirable or not acceptable to the general public, or that may arouse resentment, anger and/or fear to the public will not be acceptable as per Minn. Statute Sections 609.72 & 609.74.

H. All park buildings are alcohol and smoke free.

I. 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.

J. Prior notice and approval is required for use of canopy tents, 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.

K. 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% (\$10 minimum) administrative fee.

B. No refunds for weather related cancellations. If the permitted performance is rained out, the sponsor may select another date available to extend the permit. The City will not assume any costs for a rain out.

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.

PARKS AND RECREATION ADVISORY BOARD

AGENDA ITEMS

4.e.

ADOPT-A-PARK PROGRAM UPDATE



City of Anoka
COMMUNITY SERVICE PROJECT APPLICATION



Desired Park or Property Location: _____

Name of Chapter, Group, or Organization: _____

draft

Primary Contact Name: _____

Organization Address: _____

Phone / Email: _____

Majority age range of group members that will be completing the service project (do not include chaperones for youth groups):

- Youth age 6 – 8 years
- Youth 9 – 11 years
- Adults (all participants over 18)
- Mixed Ages (no one under age 12)
- Mixed Ages (6 yrs and up)
- Youth age 12 – 18

Date or time frame available for doing project: *(e.g. Weekend, Specific Date/s, Weekday Evening, earth day, etc...)* _____

Main Contact Name (day of event): _____

Phone / Email: _____

Type of Community Service Project Requested:

- a) **PICK-A-PARK** or Boulevard Clean Up: Litter Pickup one time per year. This project option is great for groups that are interested in giving back to the community. This is a one-time project. Group will be recognized for their contribution to the City of Anoka in a future issue of the Anoka City View Newsletter.
- b) **ADOPT-A-PARK /Cemetery/Boulevard**: Litter pickup one to two times per year for a period of 3 or more years or other reoccurring service project approved that takes place annually for a period of 3 years or more. Groups that officially adopt a park will receive recognition signage at the park honoring the service contribution.
- c) **SPONSOR-A-PARK**: On-going financial or labor contribution for maintenance of a park or facility, or donation of real property for development. Group/Individual that officially sponsors a park will receive recognition signage at the park in honor of the contribution.
- d) **PARK PROJECT**: A one-time financial or labor contribution for a specific capital park improvement project such as installation of a new playground, rehabilitation of an existing amenity, or construction/addition of a new amenity, etc. Group will be recognized for their contribution to the City of Anoka in a future issue of the Anoka City View Newsletter and other applicable media sources.

The City of Anoka reserves the right to refuse, cancel, or revise this agreement if in its sole judgment the nature of the group or its symbol is political, controversial, or in questionable taste, or if the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the City of Anoka.

The volunteers or their agents shall assume all liability for, and save the City of Anoka, its agents and employees, harmless from any and all claim for damages, actions, or causes of action arising out of the work to be done herein.

Any and all volunteers of the group, or other persons while engaged in the performance of any work or service performed under this agreement, shall not be considered employees of the City of Anoka, and any and all claims that may or might arise under the Workers' Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered, shall in no way be the obligation or responsibility of the City of Anoka.

I HAVE READ AND UNDERSTAND AND WILL OBSERVE THE SAFETY TIPS SHEET AND TERMS AND CONDITIONS:

Printed Name of Group/Organization Leader

Signature

Date

Lisa LaCasse
Public Services Administrator

Date

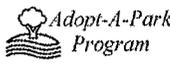
ADOPT-A-PARK OR SPONSOR-A-PARK

Name to appear on signage:

NAME OF PARK

adopted by:

Company / Organization



For information on how to participate in the Adopt-A-Park Program please contact 763-576-2900

ADOPT-A-PARK, PICK-A-PARK, SPONSOR-A-PARK, OR PARK PROJECT

Name of Chapter, Group, or Organization going to do work:

_____ Date _____

Names of contact person, leader, or chairpersons in charge of group:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Scope of work to be performed:

Location:

ADOPT-A-PARK _____

PICK-A-PARK _____

PARK PROJECT _____

SPONSOR-A-PARK _____

The City of Anoka reserves the right to refuse, cancel, or revise this agreement if in its sole judgment the nature of the group or its symbol is political, controversial, or in questionable taste, or if the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the City of Anoka.

The volunteers or their agents shall assume all liability for, and save the City of Anoka, its agents and employees, harmless from any and all claim for damages, actions, or causes of action arising out of the work to be done herein.

Any and all volunteers of the group, or other persons while engaged in the performance of any work or service performed under this agreement, shall not be considered employees of the City of Anoka, and any and all claims that may or might arise under the Workers' Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered, shall in no way be the obligation or responsibility of the City of Anoka.

I HAVE READ AND UNDERSTAND AND WILL OBSERVE THE SAFETY TIPS SHEET AND TERMS AND CONDITIONS:

Chairperson or Responsible Individual

Lisa LaCasse
Public Services Administrator

SCOPE OF WORK

ADOPT-A-PARK (Litter pickup two – three times per year)

Description of Contribution:

City Support:

PICK-A-PARK (Litter Pickup one time per year)

Description of Contribution:

City Support:

SPONSOR-A-PARK (Ongoing financial and/or labor and/or real property support for development and maintenance of park)

Description of Contribution:

City Support:

PARK PROJECT (Specific one-time park improvement – financial, labor or real property)

Description of Contribution:

City Support:



Public Services – Parks & Recreation

REGULAR MEETING MINUTES
OF THE
ANOKA PARKS AND RECREATION ADVISORY BOARD
TUESDAY, APRIL 19, 2016 – 7:00 P.M.
COUNCIL WORK SESSION ROOM OF ANOKA CITY HALL
2015 FIRST AVENUE, ANOKA MN

MEMBERS PRESENT: Chairperson Steve Nelson, Joseph Anderla, Margret Kallstrom (arrived 7:01 p.m.), Jennifer Shoemaker, Dave Steinbring (arrived 7:03 p.m.), Dave Throne, and Ellen Ward

MEMBERS ABSENT: Mary Blankenship and Erik Skogquist

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 March 2016 regular meeting minutes, a **motion was made by Anderla, seconded by Throne, to APPROVE THE MARCH 15, 2016, REGULAR MEETING MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD AS PRINTED.**

4 ayes – 0 nays – 1 abstention (E. Ward). Motion carried.

(M. Kallstrom arrived 7:01 p.m.)

OPEN FORUM

None

NEW BUSINESS

Waterfowl Management Policy – LaCasse referenced her agenda packet staff report relevant to the city's Waterfowl Management Policy. She indicated that because the Minnesota Department of Natural Resources (DNR) has changed their permitting process and policies regarding good management practices, they are requiring all public entities that request permits for such activities to establish a goose management policy. Rather than be specific to only geese, staff felt the policy should be inclusive of waterfowl in general to help address issues we may encounter, not only on the golf course but in the city parks as well. As a result the Park Board was asked to consider the draft policy found in the agenda packet.

(D. Steinbring arrived at 7:03 p.m.)

Management topics include: Feeding Bans, Harassment, Hunting, Landscaping, and Nest Management. LaCasse felt that Nest Management is probably the most controversial.

LaCasse added that city personnel have no desire to become waterfowl police and suggested placing public information re this policy in the city's newsletter to help educate the public once the policy has been approved by City Council. Once approved by the Park Board, this policy will go to City Council in May for consideration and formal adoption. Once approved by Council, the city would be in compliance with the DNR, and the golf course could apply for permits.



Anderla stated he would like to see the word "parks" within the policy somewhere. It currently just refers to picnic areas and athletic fields. LaCasse stated she would work in the word "parks".

There being only the one addition to the draft policy, a **motion was made by Ward, seconded by Shoemaker, to RECOMMEND CITY COUNCIL APPROVAL OF THIS PROPOSED WATERFOWL MANAGEMENT POLICY, WITH THE INCLUSION OF THE WORD "PARKS" AS REQUESTED BY ANDERLA.**

7 ayes – 0 nays. Motion carried.

UNFINISHED BUSINESS

Development Opportunities Update – LaCasse handed out updated information relative to Site #10, 7th Avenue and Highway 10 (Rudy Johnson Park) and Site #22, West side of Green Haven (Highland Park). LaCasse reported it has been decided to remove Rudy Johnson Park from consideration as a development opportunity. As for Highland Park, as the result of the road and golf course realignment due to the Greens of Anoka project, Highland Park will be reduced to approximately one acre of space when all is said and done. Throne and Kallstrom both reported recently observing significant usage by Physical Education classes and the general public throughout Rudy Johnson Park.

Anoka Station Park Update – LaCasse reported meeting this afternoon with representatives of the Minnesota DNR, Army Corps of Engineers, the Anoka Conservation District, Lower Rum River Watershed Management Organization (LRRWMO), City Councilmember Jeff Weaver, involved city staff, and Kimley-Horn to review the Anoka Station Park concept plan. The agenda packet information provided a revised concept plan from that reviewed at a previous meeting. LaCasse identified some of the changes:

- Redesigned parking lot, planned for multiple use, including snow storage
- Relocated the playground closer to the potential residential development and outside the conservation easement
- Picnic shelter next to the playground and outside the conservation easement
- The boardwalk trails with overlooks

LaCasse reported that staff learned today that all improvements planned within the conservation easement require multi-agency approvals and require justification as why it is required in the easement. Dredging the lagoon may be a hurdle as well, in that, the DNR prefers the City not to dredge the whole area out; and either dredge the area affected by storm water discharge or just an area large enough to create a navigable channel. The installation of docks or a launch because they are worried about setting a precedence as no other easement property on the Rum has docks, but the properties referred to are not publicly owned. Holmes added that the conservation easement representative estimated it could be at least six months before this plan is even looked at.

LaCasse stated this plan is subject to change based on the permitting process. However, for now this concept plan is pretty much what staff will move forward with unless the Park Board wants something drastically changed. Any activity below the 100-year flood line is going to be an issue; the city will need to complete an environmental impact statement and review the area for Blanding turtles. The permitting process could take staff the rest of this year.

Shoemaker asked if there are plans for a canoe storage area. LaCasse confirmed that with a launch area, there would be a canoe rack. Anderla asked if this group of officials would entertain the idea of a boat access. LaCasse did not think so. Anderla then confirmed the city would have no boat access above the Rum River Dam. LaCasse noted the existence of a public access at the Anoka County fairgrounds. LaCasse was not optimistic that the DNR would allow the city to full boat access. Anderla asked about the path leading down to the canoe area. LaCasse stated the walkway from the parking lot to the boatdock will have to switch from concrete to a boardwalk at the wetland delineation. Concrete is considered a fill material, and we have to maintain a no-impact materials standard. The existing rum river trail is on the border of the easement. Anderla expressed concern about maintenance of this wooden boardwalk; it seems they do not last that long given our seasonal weather. LaCasse quoted that installation price of the boardwalk at Spring Brook Nature Center were \$300 per lineal foot – board walks are expensive. Holmes offered the price comparison of \$350 per lineal foot the city pays for full depth street renewal.

Nelson asked how we should proceed. The project will be phased. We are going to proceed with the approval process. However, LaCasse stated the playground and shelter are outside of the easement and do not require permits. Kallstrom questioned the safety of having the playground so close to the pond area. LaCasse responded there are things we can do to establish a clear/safe area, but it is the only place for a playground. Moving it further away from the parking lot would disconnect it from the trailhead and the DNR is not likely to approve placement in the easement area.

Nelson asked about the buckthorn removal. LaCasse reported that this group of officials looked around the site and made no comments about the work done to date, except to note we have invasive garlic mustard that need to be treated. They would also like us to spray the buckthorn stumps. LaCasse stated Anoka County removed the cat houses yesterday, so those are gone from the site. Holmes confirmed that in the remaining area where some of the buckthorn is growing, it was very wet this spring; and crews could not get to all of them. Crews will likely not return to this area until late fall or winter.

LaCasse stated we have completed the contract with Kimley-Horn with regard to the master plan, and are looking at what additional costs would be to the city based on what is shown to assist with the permitting process. She added she can ask about providing a boat launch here but predicts it will not be received well. We are working on establishing pricing and phasing for this project to determine priorities. After that is determined staff will bring this back to the Park Board for discussion. Currently, there is a push for dredging, at least internally, for a docking structure, and a trail to the water to be established as phase I. Beyond that there has not been much discussion.

Shoemaker asked about the status of that Anoka County iron shelter frame on the site the board was told the city is interested in acquiring. Holmes confirmed it still belongs to the county. Although the city has expressed interest in utilizing it, there has not yet been a response from Anoka County.

Nelson asked if the Anoka Armory is moving from its Fourth Avenue and Main Street location. Holmes confirmed they will be moving to the 80 acres further north along Seventh Avenue just south of the Anoka High School. That property has already been transferred to Military Affairs. However, an easement has been established for our trail within that acreage.

In summary, LaCasse indicated no action is needed from the Park Board at this time unless there are conceptual changes the board wants to make to this plan. Staff will bring this back to the board when there are further updates on the project.

Docks/River Update – LaCasse reported the Rum River dam boards have been put on, and the Akin docks/boat slips are partially in. From there crews will move north to install the City Hall docks. So far we have fourteen slips leased at Akin Riverside Park with a capacity of 18 at that location. Riverfront Park has no boat slips leased, and Rum River Shores have two leased. All have been offered on a first-come-first-serve basis with an eight-year auto renewal option. The costs to lease are: Akin, \$1,800; Riverfront, \$800; and Rum River Shores, \$1,000. LaCasse stated for 2016's budget River Recreation has its own budget area so all expenses and revenue are being tracked.

Castle Field Update – The board noted LaCasse's agenda packet staff report during the review of the Castle Field improvement projects. The perimeter fencing will be complete by the end of this week. An estimated \$29,000 has been saved on this project by having city crews install this fencing.

Steinbring reported there is concrete breaking off around posts.

LaCasse reviewed the other planned improvements:

- Replace the existing bituminous near the entrance gate with concrete; realign the pedestrian entrance
- Install the donor paver bricks in the walkway outside the stadium
- Install the donor wall
- Install concrete at the base of the bleacher stairs along the backstop netting, 1st base side
- Re-install the monuments from the original Castle Field
- Landscaping

- Install an 8x8 concrete pad with sidewalls likely constructed of large timbers to be used as an ag lime bunker. This will be located just beyond the batting cage.

LaCasse provided a rough sketch of these improvements in the agenda packet. The cost is estimated at \$300,000. To date the city has spent \$2.4 million at Castle Field. Upon completion of these planned improvements, LaCasse proposed the city step back and let the facility operate for a couple of years and watch how everything moves forward. 2016 is considered Phase 3 of the Castle Field project, but we do not plan to do anything more for a couple of years.

Nelson suggested developing a checklist of things to do during normal operations of the facility and have people sign off when they are done. Having an inventory of equipment and property, along with their location, would also be of benefit to everyone. He felt it would also make the transition for new people, both city employees and Castle Field Association (CFA) volunteers/employees, easier. Nelson urged the CFA to work with the city on that. Staff concurred.

Nelson and other board members agreed the Castle Field facility looks wonderful. LaCasse stated the city's Finance Director has reported the city raised \$78,000 through capital fund efforts. City crews installed the fencing and saved a significant amount of money. The city will do as much as we can and still stay within the \$128,000 limit. The goal is not to spend all of that, holding some back for capital expenses. With the baseball season underway, we will not be able to do much more until this fall; only those projects that will not impact seasonal play or be damaged.

Nelson recommended staff check out the picnic tables being sold at Seventh Avenue and Grant Street for possible use at the Castle Field facility. LaCasse indicated the reclaimed tables and chairs from Green Haven is also a possibility. They would need to be painted black to match the décor. Holmes stated he has access to more picnic tables if they are needed at Castle Field. Just let him know how many. Nelson stated during tournaments, the CFA tries to accommodate people with concessions.

Steinbring, a member of the CFA along with Nelson, thanked city staff and crew for all their hard work at Castle Field. He asked how the grass/turf at Castle Field is holding up. Holmes reported that John Hopko, the city's contract turf expert, says it is fine. The earth just needs to warm up. It is good the irrigation is already on. Mr. Hopko will fertilize soon.

Nelson asked about paddlelocks for the maintenance gates to access the field. Holmes confirmed they will soon be put on.

Nelson asked staff if the city has an agreement form or hold harmless document that the CFA could utilize when having people sign off on liability issues in case of injury or whatever. LaCasse indicated she did not, but she can talk to the City Attorney about that. Nelson explained the CFA would like to have that available for tournaments or for any group using that facility.

As for the possibility of someone breaking into the press box, Nelson urged that we look at some way of securing that. LaCasse concurred, reporting that the scoreboard controller has gone missing. She bought a new one today at some expense. There have been a few times when Jon and she have found the press box open. The city and CFA representatives involved need to discuss where to store things and get them secured.

MISCELLANEOUS

Park Restrooms – LaCasse reported that park bathrooms will all be opened by the end of this week, except for at John Ward. Knowing that this plumbed facility continues to be undesirable at the best of times, staff asked if we should open it or simply provide portable toilets at this park.

Anderla recalled the city had it on the list to be replaced. LaCasse confirmed that it is on the Capital Improvement Projects list but is projected out for another couple of years.

Those park restrooms currently equipped with timed electric locks are at Akin Riverside, Peninsula Point, and Sunny Acres. This will be the first full season for those locks, so we will see how they work out.

Steinbring stated he would rather see clean portable restrooms at John Ward Park than use the current permanent facilities. Others agreed.

May Park Board Meeting Location – Due to the First Avenue parking lot construction project and resulting difficulty finding parking spots near City Hall, LaCasse suggested the May and perhaps even the June Park Board meetings be held at the Anoka Senior Center, 1500 Sixth Avenue, 7:00 p.m. Those present concurred.

Pedestrian Tunnel – Shoemaker noted the recent vandalism to Young Artists of Anoka murals inside the Main Street bridge pedestrian tunnel. She asked if it was true that more security cameras are going in the tunnel or perhaps one on each end of the tunnel. LaCasse was unaware of this and would look into it. Shoemaker stated she will be in the tunnel in the very near future to paint the damaged section.

ITEMS FOR NEXT MEETING

- **Park Reservation Policy Update**
LaCasse explained that what is triggering this is a change to the city's special event policy. Fundraising needs city approval before Park Board consideration. Once this has gone to Council, then the Park Board can change its policy to conform.
- **Performing Arts Policy Update.**
Again, LaCasse stated the reason for this is due to an upcoming potential change to the city's policy.
- **Adopt-A-Park Policy Updates.** The existing policy is simply outdated.
- **Discussion on changing the time Park Board meetings are held.**
Ward requested this discussion be placed on the May agenda; although, Throne and Nelson both stated they could never make it to the Ward proposed 5:30 p.m. meeting start time.

Shoemaker stated she had some ideas for young artists. LaCasse felt it appropriate that Shoemaker and she meet and discuss this first before putting it on a Park Board agenda.

ADJOURNMENT

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

7 ayes – 0 nays. Motion carried.

Time of adjournment: 8:10 p.m.

Respectfully submitted,



Lisa LaCasse
Public Services Administrator