



**COUNCIL WORK SESSION**  
**Tuesday, December 8, 2015**  
**6:30 p.m.**  
**Coon Rapids City Center**  
**Conference Room 1**

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**Call to Order**

Pursuant to Minnesota Statute 13D.04, subd. 2, the City Council will meet in work session to discuss the following:

1. Park Ordinance-Park Hours/Overnight Parking
2. Updated Affiliation Agreements and Athletic Council
3. Park Donations and Naming of Parks
4. Advertising in Parks
5. Sand Creek and Park Programming

**Other Business**

**Adjourn**



**City Council Work Session**

**1.**

**Meeting Date:** 12/08/2015

**Subject:** Park Ordinance-Park Hours/Overnight Parking

**From:** David Brodie, City Attorney

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**INTRODUCTION**

Staff seeks comment from Council to proposed changes to the Park Ordinance with respect to park hours and overnight parking in parks.

**DISCUSSION**

The Coon Rapids Parks Ordinance has not been updated in its entirety since 1992. There has been concern from both the City's Public Works and Police Departments regarding language in the ordinance on parking and hours. The proposed ordinance is attached for your review.

**Hours**

The existing ordinance discusses Neighborhood Parks, Community Parks, Athletic Parks and Cornerstone Parks. The hours listed in the ordinance vary depending on the type of "park." Currently Neighborhood Park hours are 5:00 a.m. to 10:00 p.m., while Community Parks, Athletic Parks and Cornerstone Parks are 5:00 a.m. to 12:00 midnight. Staff in the Public Works and Police Departments believe consistency in park hours will make it easier for the general public and for enforcement purposes. Staff also wanted to reference parks in general and not differentiate between types of parks. Further, Police personnel have had issues in the parks late at night and after dark that were not necessarily criminal, but are illicit activities that the City or public would not want taking place in the park. In order to prevent those kinds of activities from occurring, staff is recommending amending the park hours. After meetings with representatives from Public Works and Police, staff is recommending park hours be established as 5:00 a.m. to 10:00 p.m. unless otherwise authorized. Staff does not believe that the proposed parks hours will limit or prevent the public from full use of the park or its facilities.

**Parking**

There have been ongoing issues with people using the city parks as their own personal parking lots. In some instances, vehicles have been parked overnight in parks and in others some are parked there for months on end. The biggest issue is in those parks located adjacent to or near apartment complexes. Residents and visitors of those complexes use the park lots as additional parking lots. After meetings with representatives from Public Works and Police, staff is recommending that no parking be allowed on any park property between the hours of 10:00 p.m. to 5:00 a.m. unless otherwise authorized. This is consistent with the proposed new park hours. Signs will be posted in each park to notify citizens that if they park there beyond the park hours their vehicle may be towed.

**RECOMMENDATION**

Staff requests Council consider and provide direction on the proposed changes regarding park hours and overnight parking.

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**Attachments**

Park Ordinance

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**ORDINANCE NO.**

**AN ORDINANCE REVISING OVERNIGHT PARKING  
AND HOURS AND THEREBY AMENDING  
REVISED CITY CODE – 1982 SECTIONS 10-407(3), 10-422 AND 10-425(1)**

**The City of Coon Rapids does ordain:**

Section 1. Revised City Code – 1982 Section 10-407(3) is hereby amended as follows:

(deletions in brackets, additions double underlined)

10-407 Parking. No person in a park shall:

(3) ~~[Night Parking. Leave a vehicle standing or parked at night without lights clearly visible for at least 75 feet from both front and rear on any driveway or road area except legally established parking areas.]~~ Overnight Parking. Park a vehicle on any park property between the hours of 10:00 p.m. and 5:00 a.m. unless authorized to do so by an after hours permit.

Section 2. Revised City Code – 1982 Section 10-422 is hereby amended as follows:

(deletions in brackets, additions double underlined)

10-422 Hours. ~~[Except for unusual and unforeseen emergencies, community parks, athletic complexes and parks with lighted tennis courts shall be open to the public every day of the year during the hours of 5:00 a.m. to 12:00 midnight. Neighborhood parks shall be open to the public everyday of the year during the hours of 5:00 a.m. to 10:00 p.m. The opening and closing hours for each individual park shall be posted therein for public information. No person, except authorized personnel, or persons participating in events conducted under an after hours permit issued by the City shall be in or remain in a public park in the City between the hours of 10:00 p.m. and 5:00 a.m.]~~ A permit for use of the park during other than the above hours may be obtained in accordance with City Code Section 10-425 through 10-428.

Section 3. Revised City Code – 1982 Section 10-425(1) is hereby amended as follows:

(deletions in brackets, additions double underlined)

10-425 Permits Required

(1) After Hours Permit. A permit shall be obtained from the Public ~~[Services]~~Works Director for use of the park between the hours of ~~[12:00 midnight]~~ 10:00 p.m. and 5:00 a.m.

Introduced this 17<sup>th</sup> day of November, 2015.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2015.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



## **City Council Work Session**

2.

**Meeting Date:** 12/08/2015

**Subject:** Updated Affiliation Agreements and Athletic Council

**Submitted For:** Ryan Gunderson, Recreation Coordinator

**From:** Ryan Gunderson, Recreation Coordinator

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### **INTRODUCTION**

In 2008, each local athletic association that uses City park facilities signed an Affiliation Agreement with the City. Staff has been working with the various athletic associations to update those agreements and will provide the Council with an update on the process. Additionally, staff is recommending an Athletic Council be formed to guide direction of affiliated associations in the future.

### **DISCUSSION**

#### **Affiliation Agreements**

Staff took time to meet or speak with leadership of the affiliated associations this past August. These groups include, Coon Rapids Andover Little League, Coon Rapids Cardinal Little League, Coon Rapids Soccer Association, Coon Rapids Athletic Association, Coon Rapids Baseball Association, and Coon Rapids Fastpitch Association.

Associations and staff discussed issues around participation, organization, and facilities. The agreement will have some minor tweaks mainly around scheduling of facilities and participation in the athletic council. In addition to the general agreement there will be more specific agreements around maintenance and facility use for each association.

Items of interest from the meetings:

1. All associations deal with high levels of scholarship requests
2. Fastpitch request for a couple of dedicated fields for fastpitch program
3. Advertising in the parks and donations to parks
4. Interest and support of an Athletic Council

#### **Athletic Council**

Staff recommends that an Athletic Council be formed with the leadership of the affiliated associations. The ultimate purpose of the group will be determined with input from the associations, staff and the City Council. As of now, it is proposed that this group will meet 3-4 times to address topics including:

1. What is in the best interests for all athletic groups and the community
2. To resolve common problems affecting associations
3. To promote youth sports in the community
4. To share resources where feasible

5. To identify and prioritize facility needs in the community

**RECOMMENDATION**

This item is meant to provide Council with an update on the affiliation agreement process with the athletic associations and to receive feedback on the potential Athletic Council.

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**Attachments**

Associations and Field Use

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## Current Affiliated Association Youth Sports Participation

<b>Association</b>	<b># of Teams</b>	<b># of Participants</b>	<b># of Non-Residents</b>
Coon Rapids Soccer	96	750	25
Coon Rapids Fastpitch	10	126	4
Coon Rapids Baseball	17	250	
Coon Rapids Cardinal LL	45	485	13
CR Andover LL	68	700	490
CRAA-Football	16	300	15
CRAA-Softball	27	378	
CRAA- Lacrosse	5	80	
<b>Totals</b>	<b>284</b>	<b>3069</b>	<b>547</b>

## Current City Game Facilities used by Associations

<b>Park</b>	<b>Baseball</b>	<b>Softball</b>	<b>Soccer/Football/LAX</b>
Sand Creek (2017)	13U	6	2
Soccer Complex			6 (Size up to 15 fields)
Wintercrest Park	2		
Moor Park		2	1
Al Flynn Park		3	
Aspen Park (CRCLL)	3		
Riverview Park (CRCLL)	3		
CR Cardinal LL	2		
CR Andover LL	4		
Hoover School			1
<b>Totals</b>	<b>14</b>	<b>11</b>	<b>10</b>



**City Council Work Session**

**3.**

**Meeting Date:** 12/08/2015

**Subject:** Park Donations and Naming of Parks

**Submitted For:** Ryan Gunderson, Recreation Coordinator

**From:** Ryan Gunderson, Recreation Coordinator

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**INTRODUCTION**

Earlier this year, staff and Council discussed the potential of establishing policies regarding park donations and naming of City parks and other facilities. Staff has developed draft policies for donations and naming in parks for Council review.

**DISCUSSION**

From time to time, interest is expressed in donating to the City's park system for memorial and improvement reasons. Most donations have been in the form of trees and benches in parks and along trails. However, with the passing of the parks bond referendum there has been interest in donations for more significant park improvements. City staff has developed a draft policy to address donations to the City's park facilities. The draft policy has been included for the Council's review.

Additionally, some interest has been expressed by Council for the City to consider a policy on the naming of parks and/or facilities within parks. A draft policy for the process of naming and changing the name of a City park, park facility, and trail is included for Council review.

These policies and procedures, if established, would guide the process for the City Council, Parks and Recreation Commission, and staff in administering future requests and proposals.

**RECOMMENDATION**

Staff is seeking feedback on the two draft policies and for Council to provide direction on moving these policies forward for formal Council consideration.

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**Attachments**

Donation Policy

Naming Policy

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# **CITY OF COON RAPIDS**

## **PARK PHYSICAL IMPROVEMENT DONATION POLICY**

### **INTRODUCTION**

For many years, the City has allowed private individuals and organizations to dedicate improvements in Coon Rapids parks. The vast majority of these installations have been simple park benches (with a small donor recognition plaque) and trees (typically without any donor recognition plaque). Occasionally, more elaborate improvements were installed with support of local athletic and civic groups. This policy defines the types of allowable park physical improvement donations, the procedures to approve them, and the conditions and timeline under which they are allowed to remain.

### **PURPOSE OF PARK PHYSICAL IMPROVEMENT DONATIONS**

Coon Rapid's parks are developed, maintained and operated for the benefit of the general public. As with other public infrastructure, resources needed to run the park system are limited and donations from private entities, sometimes in the form of memorials, offer a way to make improvements that may not be implemented with existing resources. Park physical improvement donations often have two components:

- 1) Park Physical Improvement
- 2) Donor Recognition Component

The "Donor Recognition Component" of a park physical improvement donation should be incidental to the "Park Physical Improvement". The "Park Physical Improvement" should fulfill an identified need in our park system while the "Donor Recognition Component" should not detract from the public enjoyment of the installation or surrounding park. As delineated in this policy, opportunities for physical improvement donations may be limited in a given park and the physical improvement like other park infrastructure, have a limited useful life. Therefore, it may not be possible to accept physical improvement donations in some locations and it is understood that approved installations will be removed when they are no longer serviceable or conflict with other park system needs.

### **POLICY**

For purposes of this policy, park physical improvement donations have been divided into three categories: *Standard Benches and Trees*, *Other Park Physical Improvement Donations* and *Park Donation Recognition Areas*. The policy governing each category follows.

### ***Standard Benches and Trees***

- Under the direction of the Public Works Director, staff will establish a standard model of bench and donor recognition plaque which suits the needs of the park system and is readily available.
- Staff, specific to each park, shall identify allowable locations and numbers of standard park bench locations to insure that only benches needed to enhance the park are installed and that they do not detract from the intended park experience.
- Allowable tree species and locations shall be consistent with the nature of the specific park and shall be in a location where the tree will thrive.
- As delegated by the Public Works Director, the Parks Supervisor has approval authority for standard benches and trees as outlined in this policy.
- Donors will be given a copy of this policy prior to submitting a donation application to the City.
- The donor shall make application to the Parks Division for either a standard bench or tree.
  - Standard bench – the donor shall be responsible for the delivered cost of the bench as well as the concrete slab under the bench. The donation application will include payment to the City for the cost of the concrete slab installation. Once the application is approved by staff, the donor will purchase the bench directly from the City-approved vendor, and the bench will be delivered to the City. The City will then coordinate the installation of the bench and concrete slab under the bench.
  - Tree – the donor shall be responsible for the delivered cost of the tree. The donation application will include payment to the City for the delivered cost of the tree. Once the application is approved by staff, the City will purchase the tree and cover all costs associated with planting the tree.
- For standard benches, the donor shall be responsible for engraving the standard recognition plaque. The City will install the plaque once engraved.
- Photos, pictures or depictions of the recognition subject are prohibited on the bench recognition plaque.
- Logos, symbols or graphics are limited to no more than 50% of the total space on the bench recognition plaque.
- Language included on the bench recognition plaque is subject to the following restrictions:
  - Shall not directly or indirectly endorse or promote unlawful activity.
  - Shall not directly or indirectly endorse or promote age-restricted products such as alcohol or tobacco products, or other products generally considered detrimental to the health, welfare or safety of children.
  - Shall not directly or indirectly endorse or promote sexually explicit signs or graphics, including signs that describe sexual conduct in a patently offensive manner.

- Shall not directly advertise market or promote a business, organization or cause by including a sales pitch, phone number, website address, social media address or QR code.
- All plaques are intended to recognize a person, or a group of people or an event, and the language/engraving on the plaque shall reflect that intent. All other types of proposed park physical improvement donations will be reviewed on an individual basis (see Other Park physical improvement donations section below). No plaques will be placed at tree installations.
- The City will take normal care to protect and maintain benches and trees. Benches and trees will be removed if they conflict with other needed park improvements, if they are vandalized beyond reasonable repair, or if they have exceeded their useful service life.
- The City will attempt to contact the donor to inform them of the pending removal of their donated bench or tree. If it is determined to be in the best interests of the park system, the donor may be afforded the opportunity to repair or replace the bench or tree at the donor's expense. The City is not obligated to repair or replace the bench or tree.
- The donation will be formally accepted by the City Council.
- Thank you letters will be sent to donors.
- Upon installation, the bench or tree becomes the property of the City.
- Occasionally, members of the public will donate small to medium sized amenities or fixtures such as Eagle Scout projects. The acceptance of these donations shall follow the same policy guidelines as listed above for Standard Benches and Trees.
- Park physical improvement donations that were installed prior to the approval date of this updated policy that do not comply with the policy shall be "grandfathered in" and may remain in the park as a non-conforming physical improvement donation. At such time that the non-conforming park physical improvement donations, in the sole discretion of the City, have exceeded their useful life, are vandalized beyond reasonable repair, or conflict with other park improvements, the donated improvements will be removed. Any "grandfathered in" improvements that are requested to be refurbished, modified or replaced, must comply with the current Park Physical Improvement Donation Policy.

### ***Other Park Physical Improvement Donations***

- All other types of proposed park physical improvement donations will be reviewed on an individual basis. The following items will be considered when reviewing such proposals:
  - The extent to which the park function of the donation proposal satisfies identified needs within Coon Rapid's park system.
  - Integration, both visually and functionally, of the donation proposal into the park.
  - Whether the proposed park physical improvement donation is at a site identified in the City's master plan of locations for potential physical improvement donation in selected City parks, which serves as guide to individuals requesting park physical improvement donations
  - The balance between the donor recognition component of the donation and the park physical improvement. To be approved, the donor recognition component

must be incidental to the park physical improvement, and should not detract from the public enjoyment of the installation, nor the surrounding park.

- Physical improvement donations are not to be large or ostentatious, nor of a design that places the focus on the donor recognition component versus the park physical improvement.
- The park physical improvement and associated recognition component shall not give the appearance of an edifice or monument that would typically be found in a cemetery. The following types of park physical improvement donations are not acceptable:
  - Polished granite type markers that are similar in style as grave markers, gravestones or other cemetery monuments.
  - Photos, pictures or depictions of the recognition subject.
- In most cases, the donor recognition component of the proposal will be limited to two (2) square feet of area (e.g. 12" x 24" or 17" x 17") and will be placed in a non-visually prominent location within the installation.
- Graphics on the recognition component must be related to the park or architectural aspects of the donation and will not directly reference or depict the subject of the donation.
- Logos, symbols or graphics are limited to no more than 50% of the total space on the donor recognition component.
- Audio/video displays are prohibited.
- Language included on the physical improvement donation is subject to the following restrictions:
  - Shall not directly or indirectly endorse or promote unlawful activity.
  - Shall not directly or indirectly endorse or promote age-restricted products such as alcohol or tobacco products, or other products generally considered detrimental to the health, welfare or safety of children.
  - Shall not directly or indirectly endorse or promote sexually explicit signs or graphics, including signs that describe sexual conduct in a patently offensive manner.
  - Shall not directly advertise, market or promote a business, organization or cause by including a sales pitch, phone number, website address, Twitter address or QR code.
  - Shall be a donation to recognize a person, or a group of people or an event, and the language/engraving on the plaque shall reflect that intent. All other language will be reviewed on an individual basis. All proposals shall be submitted to the Parks Supervisor and reviewed by both Park & Recreation Commission and Parks Maintenance staff.
- An agreement will be drafted between the donor and the City that includes the following:
  - Clear description of the proposed installation.
  - Outline of financial obligations (in most cases, the entire financial burden will lie with the donor).
  - Clarification of maintenance responsibilities (in most cases, any maintenance requirements beyond what is currently provided by the City will be the donor's responsibility).

- Outlines the conditions and timeframe for the eventual removal of the installation.
- The proposal, along with a report and recommendation from staff, will be presented to the Parks & Recreation Commission for review and for their recommendation regarding approval to the City Council.
- Final approval and acceptance of the park physical improvement donation and the associated agreement by the City Council is required.
- The City will take normal care to protect and maintain park physical improvement donations. Park physical improvement donations will be removed if they conflict with other needed park improvements, if they are vandalized beyond reasonable repair, or if they have exceeded their useful service life.
- The City will attempt to contact the donor to inform them of the pending removal of their park physical improvement donation. If it is determined to be in the best interests of the park system, the donor may be afforded the opportunity to repair, replace or take possession of the memorial at the donor's expense. The City is not obligated to repair or replace the park physical improvement donation. Thank you letters will be sent to donors.
- Upon installation, the memorial becomes the property of the City.
- Park physical improvement donations that were installed prior to the approval date of this updated policy that do not comply with the policy shall be "grandfathered in" and may remain in the park as a non-conforming physical improvement donation. At such time that the non-conforming park physical improvement donations, in the sole discretion of the City, have exceeded their useful life, are vandalized beyond reasonable repair, or conflict with other park improvements, the donated improvements will be removed. Any "grandfathered in" improvements that are requested to be refurbished, modified or replaced, must comply with the current Park Physical Improvement Donation Policy.

### ***Park Donation Recognition Areas***

- The City Council may designate a City park or a defined section of a City park as a "park donation recognition area."
- "Park donation recognition areas" shall be intended to recognize a prominent or historic person, a significant event or a notable group of people, such as a veterans' memorial.
- "Park donation recognition areas" are not cemeteries and the remains of humans, pets, etc. are not permitted to be interred in a City park.
- Designated "park donation recognition areas" would permit the installation of large structures, fountains, statues, plazas, flag poles, audio/visual displays, markers and gardens.
- "Park donation recognition areas" shall be public spaces designed and developed primarily by the City's Parks and Recreation Division as a component of the City's parks system.
- While the City may choose to partner with individuals or groups to develop and maintain "park donation recognition areas", these are City park facilities and not privately-donated facilities.
- The City shall have full authority as to the location, design, amenities, operations and maintenance of "park donation recognition areas."

*INTRODUCTION 11/18/14*

**City of Coon Rapids**  
**Policy for Naming and Renaming of**  
**Parks, Park Facilities and Trails**

**I. Introduction**

The selection of a property name for a park, park facility and trail is a thoughtful process which requires careful analysis. The policy and procedure has been adopted by the City of Coon Rapids to provide the proper procedure and guidelines for any naming or renaming of said amenities.

**II. Procedure**

Original naming of a park, park facility and trail will be done as part of the platting process guided by the City of Rapid's subdivision ordinance. Subsequent renaming will use the following procedure:

1. Staff, Council, Advisory Body or any Coon Rapids resident recognizes and requests the naming of a park, park facility or trail.
2. Staff will perform a background investigation of the request and then distribute the request to the City Council, upon review, send to the Parks & Recreation Commission for review.
3. The Park & Recreation Commission will discuss the merit of the name and make a recommendation to the City Council.
4. The recommendation will then be placed on the next regular City Council meeting for consideration.

**III. Park, Park Facility and Trail Naming Criteria**

Listed below are some of the criteria that may be used to determine the appropriate naming or renaming of parks, park facilities and trails.

1. The name of the subdivision associated with the park, park facility or trail.
2. The name of the neighborhood in which the park, park facility or trail is located.
3. The street name adjacent to or closely identified with the park, park facility or trail.
4. The name of a local interest point, or local focal point near the park, park facility or trail.
5. The name of an event or historical occurrence associated with the park, park facility or trail.
6. The name of a person who donates a major part or all of the land for the park, park facility or trail.
7. The name of a person of significant stature within the community (with the permission of the honoree, immediate family or designated representative). He/she must adhere to at least one of the following credentials and complete a waiting period of at least six months from the conclusion of service or time of death:
  - a. At least 10 years of local service to the community.
  - b. Shown outstanding assistance or support of the local park system.
  - c. Major financial donor to the park system.
  - d. A historical figure or family.
  - e. A local born or raised person of historic, statewide or national importance.

**IV. Final Determinations**

The City Council reserves all rights in the naming or renaming of all parks, park facilities and trails.



**City Council Work Session**

4.

**Meeting Date:** 12/08/2015

**Subject:** Advertising in Parks

**Submitted For:** Ryan Gunderson, Recreation Coordinator

**From:** Ryan Gunderson, Recreation Coordinator

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**INTRODUCTION**

Due to the updating of a number of City parks and the changing operations of various youth athletic associations, City staff has done some research into the issue of advertising in parks. Specifically, the potential for paid advertising at City athletic fields was investigated.

**DISCUSSION**

Included in this memorandum are two sample policies for paid advertising at athletic complexes in City parks. City staff would like to discuss with Council if paid advertising in public spaces should be allowed and, if so, under what parameters. Currently, advertising is allowed in the Coon Rapids Ice Center and at Aspen Park, where Coon Rapids Cardinal Little League now plays. Other facilities that have been identified as potential sites for future advertising include Wintercrest Baseball Complex, Coon Rapids Soccer Complex and Riverview Park #3. Points of interest for the Council and staff to consider include:

1. Advertising season length
2. Standard template for advertising
3. Maintenance of advertising
4. Compensation and revenue usage

**RECOMMENDATION**

Staff is seeking Council feedback on the sample policies and comments to be forwarded to the Parks & Recreation Commission and the potential Athletic Council for final development.

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**Attachments**

Advertising Policy #1

Advertising Policy #2

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## ADMINISTRATIVE POLICY FOR ADVERTISING ON CITY PARK ATHLETIC FIELDS AND PARK BUILDINGS

1.0 PURPOSE: To establish rules and requirements governing how certain types of advertising may be placed on city park athletic fields and park buildings.

2.0 POLICY:

2.1 Policy Statement

This policy defines limitations, criteria requirements and procedures for allowing certain types of commercial advertising to be placed on city athletic fields and park buildings. The City however shall make all final decisions on advertising requests.

2.2 Policy Limitations

- a. Advertising in city parks is limited to athletic fields with permanent fences or by facilities with special requests:
  1. Aspen Park – Fields 1, 2 or 3
  2. Wintercrest Park – East and West Field
  3. Riverview Park – Field 3
  4. All other parks with special requests
- b. Advertising on baseball and softball fields is limited to permanent fencing.
- c. Requests for selling advertising are open to all non-profit organizations serving the City, to program/facility sponsors and other governmental entities. It will be administered through the Coon Rapids Parks Department.
- d. The display of advertising is temporary and may only be displayed during the April 1 to October 31, unless otherwise approved by the Coon Rapids Parks Department.
- e. Approved advertising however may continue for multiple seasons.

2.3 Policy Criteria

- a. No advertising for tobacco products and no advertising for alcoholic beverages during youth activities/events.
- b. No advertising for products or merchandise depicting unmoral, unethical, religious or political materials.
- c. Pictures or illustrations of people must show them fully clothed.
- d. Advertising may only be displayed from April 1 to October 31 of each season, unless otherwise approved by the Coon Rapids Parks Department.
- e. The advertising agreement may be approved for multiple sport seasons.
- f. Advertising on baseball and softball fields must be displayed on fabric/vinyl banners approved by staff. Banners may not exceed 4' X 8' in size. Advertising rates may be determined by the administering organization subject to review and approval on an annual basis by the Coon Rapids Parks Department.
- g. Advertising must be displayed so it does not or cannot create a safety hazard, hinder play on the field or cause a distraction to the players.

- h. Advertising revenue generated by Associations is intended to support facility and equipment improvements mutually agreed upon by the Coon Rapids Parks Department.
- i. All of the special advertising requests that fall under 2.a.4 shall pay a \$100.00 per month fee to the Coon Rapids Parks Department. The cost of the advertising banner shall be paid for by the requesting organization. The cost of the advertising banner and the first month shall be paid before the banner is displayed.
- j. The installation shall be under the direction of the City and must meet all City requirements.
- k. The organization is responsible to prepare all advertising for display according to the criteria stated in the policy
- l. A proof of the advertising in the form of a picture, drawing or sketch must be presented to the city for approval before preparing the advertising for display.
- m. The organization is responsible for the installation of the Advertising Banners. A fee may be paid to the Coon Rapids Parks Department for hanging and removing of any advertisement banner. The fee shall be \$25.00 which must be paid before banner is displayed.
- n. The organization is responsible for replacement, repairing and storing its advertising banner(s).
- o. The City Management Staff shall make all final decisions on advertising requests.

### **3.0 PROCEDURE:**

- 3.1 Application Process
  - a. All organizations must submit a letter to the Recreation Coordinator that outlines in sufficient detail the advertising proposed.
- 3.2 Approval Process
  - a. The City Management Staff makes all final decisions on the request.
- 3.3 Advertising Agreement
  - a. An agreement for the advertising shall be executed between the City and the organization.

## City of Coon Rapids Park Advertising Policy

It is the policy of the City of Coon Rapids not to allow advertising in City parks except as follows:

1. Advertising signs shall only be allowed on the outfield fences of baseball and softball fields at Aspen and Wintercrest Parks, and designated areas of the Coon Rapids Soccer Complex.
2. Ball Field and Scoreboard Advertising Signs: Ball field advertising and scoreboard advertising signs shall be permitted in all districts subject to the provisions of this chapter and with the following conditions:
  - a) Ball field advertising signs shall not be visible from adjacent residential properties when viewed at ground level.
  - b) Scoreboard advertising signs shall be placed in such a way so as to minimize to the greatest possible extent the exposure to adjacent residential properties.
  - c) Ball field scoreboard advertising signs shall not be illuminated when not in use for ball games.
3. Only the City or a party or parties who have a valid lease agreement with the City shall place signs in the approved parks.
4. Signs shall be no larger in size of 5' high by 10' wide.
5. The signs shall be designed so as not to inhibit the ability of players to see the ball in play.
6. Signs shall not be placed prior to April 1<sup>st</sup> and shall be removed by November 1<sup>st</sup> each year.
7. Signs relating to politics, tobacco, alcohol, gambling, and adult oriented uses are prohibited, as are signs containing offensive or obscene language.
8. The content of all signs shall be subject to approval by the City of Coon Rapids before installation.
9. Signs shall be installed and removed by the City of Coon Rapids. Off-season storage of signs shall be the responsibility of the lessee(s).
10. Signs shall be kept in good repair, in conformance with **City Code section 12-16-7-B**. The lessee(s) shall be responsible for the maintenance, repair, and replacement of damaged, vandalized, or dilapidated signs.

11. All signs shall comply with the Coon Rapids City Code.
12. Proceeds from the program shall be used to improve local park facilities utilized by local sporting associations.



**City Council Work Session**

**5.**

**Meeting Date:** 12/08/2015

**Subject:** Sand Creek and Park Programming

**Submitted For:** Ryan Gunderson, Recreation Coordinator

**From:** Ryan Gunderson, Recreation Coordinator

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**INTRODUCTION**

Staff will provide the Council with an update on current efforts regarding future programming of City parks and recreation facilities. Specifically, staff is providing detail into the programming options at Sand Creek Park.

**DISCUSSION**

**Sand Creek Park in 2017**

Sand Creek Park will open in the spring of 2017 and be home to: 6 multipurpose ball fields, 2 multipurpose football fields, a skate park, multiple playgrounds, winter skating and a multipurpose community warming house. Sand Creek is Coon Rapids premiere athletic complex with usage by many groups from April to November. This park experiences predominately weeknight programming of fields and additional weekend usage. Attached is a grid that shows expected usage of Sand Creek facilities for 2017 based on past and projected use. As can be seen, there is some availability of the facility on certain weekends.

Due to the expected volume of use of Sand Creek, policies and procedures should be considered to ensure the new facilities are safe and sustainable. This may include increased weekend maintenance or agreements that allow users to perform weekend maintenance. Therefore, usage fees and future budgets may need to be restructured to cover the costs associated with increased weekend maintenance.

**Current and Future Parks and Recreation Opportunities**

City staff will also discuss with Council current and future parks and recreation activities. City staff are planning to develop a parks and recreation brochure in 2016. The second attachment to this memorandum provides for an tentative outline of what this brochure will include and provides a general overview of the City's parks and recreation activities.

**RECOMMENDATION**

Staff seeks Council direction on staff efforts regarding parks and recreation programming in park facilities.

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**Attachments**

Sand Creek - Projected 2017 Schedule

Parks Brochure - Topics

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## SAND CREEK PROJECTED SCHEDULE 2017

<b>Week Starting (M)</b>	<b>Weekend</b>	<b>M-Th</b>
April 24		Softball
May 1	CRHS FP Night (F)	Softball
May 8		Softball
May 15		SB/FP/BA
May 22	<b>Boys Soccer?</b>	SB/FP/BA
May 29 (Memorial D)	Movie in the Park	SB/FP/BA
June 5		SB/FP/BA
June 12	<b>CRFP Tournament</b>	SB/FP/BA
June 19	<b>Soccer or Lacrosse</b>	SB/FP/BA/LAX
June 26	<b>CRAA Softball Tourney</b>	SB/FP/BA/LAX
July 3		FP/BA/LAX
July 10	Lacrosse	SB/FP/BA/LAX
July 17	Lacrosse	SB/FP/BA/LAX
July 24		SB/FP/BA/LAX
July 31	Lacrosse	SB?/FP/BA/LAX
August 7	<b>State Softball?</b>	Softball?
August 14	<b>State Softball?</b>	
August 21	Football/Fastpitch	Softball/FB
August 28	Football/Fastpitch	Softball/FB
September 4	LABOR DAY	Softball/FB
September 11	Football/Fastpitch	Softball/FB
September 18	Football/Fastpitch	Softball/FB
September 25	Football/Fastpitch	Softball/FB
October 2	<b>Fastpitch Fall State</b>	Softball/FB
October 9	Football	Softball/FB
October 16	Football	
October 23	Football	
October 30	Football Playoffs	

## **Park & Recreation Programs and Marketing: Producing an Annual Parks & Recreation Brochure**

March print version and 1-2 additional online only for Fall and Winter

### Programs & Services to Promote and Expand

- Learn to Skate at Ice Center
- Yoga and General Fitness Classes
- Senior Services programs
- Adult Sports Leagues
- Farmer's Market
- Golf Lessons and Programs
- Youth Camps and Clinics (AKASports, Safety Camp, and Association Collaboration)
- Teen Center

### Services

- Facility and Shelter Reservations (Parks, Golf, Civic Center, and Ice Center)
- Community Garden
- Golf Services
- Ice Center Services
- Park Policies and Procedures
- Park and Trail Maps and Amenities

### Community

- Community Events
  - a. Movies in Parks
  - b. Fourth of July
  - c. Snowflake Days
  - d. Love My Pet Expo
  - e. Green Expo
- Athletic Association Information
- Volunteer Opportunities (Adopt a park etc.)