



PARK & RECREATION COMMISSION AGENDA
Monday, December 14, 2015
6:30 p.m.
Public Works
Conference Room

Call to Order

Roll Call

Adopt Agenda

Approval of November 9th Meeting Minutes

Old Business

1. 2016 Parks Bond Projects Update
2. Update on 85th Avenue Trail

New Business

3. Woodview Park Update
4. Donation of 2245 Main St
5. Council Work Session Update from December 8th

Other Business

Adjourn



Park & Rec - Regular

Meeting Date: 12/14/2015

SUBJECT: Approval of November 9th Meeting Minutes

Attachments

November2015

COON RAPIDS PARK & RECREATION COMMISSION MEETING MINUTES OF
MONDAY, NOVEMBER 9, 2015

The regular meeting of the Parks & Recreation Commission was called to order on November 9, 2015 at 6:30 P.M. in the Public Works Conference Room.

Members Present: Chair Tim Arntson, Commissioners Neal Livermore, Tim Matsche, and Gen Sand (arrived at 6:38 p.m.)

Members Absent: Commissioner Mike Jacobson, Ryan McAlpine and Valerie Weaver

Also Present: Ryan Gunderson, Recreation Coordinator
Gregg Engle, Parks Supervisor

ROLL CALL

Chair Arntson acknowledged roll call.

Recreation Updates: Recreation Coordinator, Ryan Gunderson

Mr. Gunderson reviewed on December 8 there will be a workshop with Council. Some items for discussion are donation policy, marketing for recreation events, and Athletic Association affiliation agreement along with facility agreements.

Commissioner Sand arrived at the meeting at 6:38 a.m.

A reminder will be sent to the Park Commissioners about the meeting.

1. APPROVAL OF THE NOVEMBER 9, 2015 AGENDA

The order of the agenda was revised. Commissioner Sand requested the name of Boulevard Park be discussed.

MOTION BY COMMISSIONER LIVERMORE SECONDED BY COMMISSIONER SAND, TO APPROVE THE NOVEMBER 9, 2015 AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2. APPROVAL OF PAST MINUTES

MOTION BY CHAIR ARNTSON, SECONDED BY COMMISSIONER MATSCHE, TO APPROVE THE OCTOBER 12, 2015 MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

3. NEW BUSINESS

A. Aspen Park Discussion

Mr. Gunderson provided donation updates to the Aspen Park ball fields and a request for the reader board from Sand Creek to be relocated to Aspen Park. The board would be used for community and baseball events. The Cardinal Little League has done some updates to Aspen Park. There have been \$46,500 in updates done to the Park. Mr. Scott Latta representing Cardinal Little League was present at the meeting. Mr. Gunderson stated there may be other groups that would need to use Aspen Park. Mr. Latta stated they have worked with Fast Pitch in the past and the fields in the back would be available. Last year after the merger, there were 45 teams and they were short fields. They are hoping to have 50-55 teams this year. T-ball is very heavy and a lot of investment is going into the younger kids. They are all Coon Rapids school boundary teams. The population base with Anoka was too large so they are just Coon Rapids currently. Chair Arntson stated the contract would be redone. Mr. Latta stated he is in favor of an Athletic Council. He feels the more they communicate as a community it is better for the youth. Mr. Gunderson stated there is a lack of respect and communication among the Associations. The City wants to evaluate programs and numbers to evaluate field sharing. Mr. Latta stated there is storage space available at Riverview and Aspen. Mr. Latta thought the marquee board that was at Sand Creek, would help them advertise baseball events. The Commission agreed that would be a good use for the old Sand Creek sign. Mr. Latta stated he has someone that can do the concrete work but would need help with the wiring. Cardinal Little League would pay for concrete and electrical work. Mr. Engle stated he does not feel the sign is in good shape. Demars would be a source for a new board. Mr. Latta will look at that for next year.

Commissioner Livermore asked the status of updating the agreements. Mr. Gunderson stated they are being worked on. Some issues with Aspen still need to be addressed such as scheduling fields, the building, etc.

Mr. Latta stated they anticipate growth and without fields #4 and #5 last year, they were very short on fields. Mr. Gunderson stated his concerns are he has heard from others in Cardinal Little League that they don't need Aspen. He has also heard American Little League has more teams and use less fields. American is playing 7 days a week and Cardinal Little League is playing 6 days a week with Sunday being a rainday.

Commissioner Livermore stated no fields are dedicated to any specific association. Mr. Latta asked about the improvements that were made. Chair Arntson stated the improvements should not have been made until a new agreement was written. Mr. Engle stated there is mixed communication about ownership of the field. The fields are the property of the City. The previous contract is null and void since the merger. Going forward Mr. Gunderson stated he does not foresee many changes. Fast Pitch will have a field at Sand Creek with the back field with lights.

Commissioner Livermore asked how long the agreement would last and Mr. Gunderson stated the last one was signed many years ago. Mr. Gunderson stated everything will be in writing so it is clear. Mr. Latta stated the facility needed updating for safety and also to

create a premier facility since Cardinal Little League is a premier association. If further improvements are to be done, they should be cleared with the Park Commission. The facility agreement is very old. Mr. Gunderson stated other Cities do not just do projects for the associations rather they require the association to put in 50% of the project cost. The taxpayers cannot support youth sports.

Commissioner Sand stated years ago there was a President's Club for the association leaders to meet.

Mr. Gunderson stated the agreements will be completed over the winter to be in place by the spring. Mr. Latta stated they have an agreement with Anoka Ramsey.

MOTION BY COMMISSIONER SAND, SECONDED BY COMMISSIONER MATSCHE, TO ACCEPT THE DONATION FROM CARDINAL LITTLE LEAGUE AS PRESENTED. MOTION PASSED UNANIMOUSLY.

4. OLD BUSINESS

A. 2016 Parks Bond Projects Update

Mr. Gunderson provided a review of Mason, Pheasant Ridge, Delta and Woodcrest parks before completion and going out for bid this winter. Mr. Gunderson stated everything is moving forward with the building at Woodcrest being removed. They are looking at restroom options at Woodcrest. Pheasant Ridge park improvements would be \$228,000; Delta \$245,500; Woodcrest \$261,000 including the disc golf course; Mason \$212,500. The Pheasant Ridge Drive trail as an alternate is \$35,000. The Woodcrest Park Trail extension \$72,000. The Wedgewood Trail corridor connection is \$38,000. There is an alternate for the ADA Park \$18,500; the Pheasant Ridge trail to widen sidewalk \$35,000. Total project cost is \$1.4M, which is the same as the budget. At the retreat, the Council wants to move ahead on Boulevard Park. These plans will go to Council November 10, 2015.

B. City Council Retreat

Mr. Gunderson stated Council is pushing for City-wide customer service. They are also pushing for the Port Riverwalk. Increase in branding and marketing for Coon Rapids. They want a big event for the opening of Sand Creek. They are looking at expanding the farmer's market. Boulevard Park is important to Council but will have ramifications on the development in that area. Mr. Gunderson stated Crooked Lake and Riverview Parks need attention. It will depend on how much money is left. Boulevard would be a 2017 project with discussions starting in January 2016. The Sand Creek opening is estimated to be in spring of 2017.

C. Sand Creek Project Update

Mr. Gunderson stated he does not believe there will be any savings in rebidding the building. Mr. Engle stated there were some drainage issues between the two football fields. Staff is working to get that taken care of. There were wetland abatement issues. The skateboard park equipment will be delivered November 23 along with the playground and it will be stored at public works. The bid for the road will be coming in and that will include the stoplight.

Mr. Gunderson left the meeting at 7:40 p.m.

5. OTHER BUSINESS

A. Parks Misc. Updates: Parks Superintendent Gregg Engle

Mr. Engle reviewed the skate park at Riverview has had a neighbor appear before Council with concerns. Mr. Engle stated he did sound decibel testing and the sound is not within Code. The readings were 80-85 decibels. Trees could be planted as a buffer to attempt to reduce the sound. Nothing can be done to the integrity of the skateboard structure. Staff is going to look into this further.

Mr. Engle stated soil borings have been started at the four parks in the 2016 parks bond. The portable hockey rink is installed. Winter operations turnover has begun. Warming house attendants will be interviewed. Removal of leaves has begun in the parks.

B. Al Flynn Road

Mr. Engle stated there is no plan for a road. Commissioner Livermore stated he can see the footprint of the gas station. The small house remains and everything from the house to the fire station has been leveled. Mr. Engle stated that is for staging for construction.

C. Naming of Boulevard Park

Commissioner Sand suggested there be a contest for the naming of the park.

The terms of Commissioners Arntson, Jacobson, Matsche and Sand are expiring this year. All of expressed interest in being reappointed.

6. ADJOURNMENT

MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER SAND, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 8:00 P.M.

Respectfully submitted,

Coon Rapids Parks and Recreation Commission Meeting

November 9, 2015

Page 5

Ryan Gunderson

Recreation Coordinator

Drafted by:

Debbie Wolfe

TimeSaver Off Site Secretarial, Inc.



Park & Rec - Regular

1.

Meeting Date: 12/14/2015

Subject: 2016 Parks Bond Projects Update

From: Ryan Gunderson, Recreation Coordinator

Staff will share 95% plans for the 2016 parks bond projects at Woodcrest, Pheasant Ridge, Delta, and Mason parks for final review and comment by the Parks & Recreation Commission. It is planned to have final plans to authorize for bid on January 4th, bid on January 12th, open bids on February 5th, and award a bid on February 16th.

Attachments

Siteplans

- LEGEND**
- SEED MIXTURE 25-131 FERTILIZER TYPE 4 (22-05-10) MULCH MATERIAL TYPE 1
 - SEED MIXTURE 25-131 FERTILIZER TYPE 4 (22-05-10) EROSION CONTROL BLANKETS CATEGORY 3P
 - SILT FENCE, TYPE MS
 - SEDIMENT CONTROL LOG TYPE WOOD FIBER
 - STORM DRAIN INLET PROTECTION
 - FLOW DIRECTION ARROW
 - CONSTRUCTION LIMITS

GENERAL NOTES:

1. THE CONTRACTOR SHALL PLACE AND MAINTAIN SEDIMENT CONTROL LOG TYPE WOOD FIBER AS DIRECTED BY THE ENGINEER. SEDIMENT CONTROL STRUCTURES SHALL BE INSTALLED PRIOR TO THE CONTRACTOR AFTER PERMANENT VEGETATION HAS BEEN ESTABLISHED AND APPROVED BY THE ENGINEER.
2. THE CONTRACTOR SHALL PLACE STORM DRAIN INLET PROTECTION AT IN PLACE DRAINAGE STRUCTURES PRIOR TO ANY REMOVALS TAKING PLACE.
3. THE CONTRACTOR SHALL PLACE EROSION CONTROL STRUCTURES AT ALL EXPOSED EROSION CONTROL AREAS NOT SEEDED AFTER 7 DAYS AS DIRECTED BY THE ENGINEER.

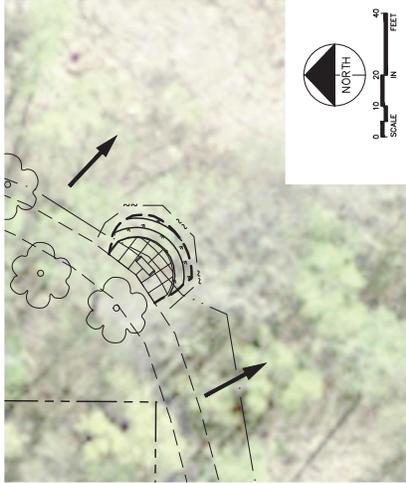


No.	Date	Revisions	App.	DRAWING NAME 0000161E101.dwg				PROJECT NO. 16000015
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				DRAWN BY: DJC	DJC			
				CHECKED BY: DJC	DJC			
				DATE: 11/23/2015	11/23/2015			
				I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR CONTRACT DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.				
				DANIEL J. COYLE, P.E. DATE: 11/23/2015, SW UC. NO. 44821				
				THE CITY OF COON RAPIDS 2016 PARK REDEVELOPMENT PROJECTS CP 15-20 PHEASANT RIDGE PARK EROSION CONTROL AND TURF ESTABLISHMENT PLAN				
				SHEET NO. 16				47

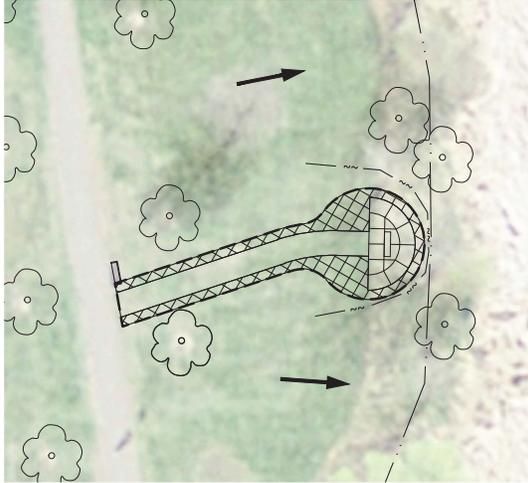
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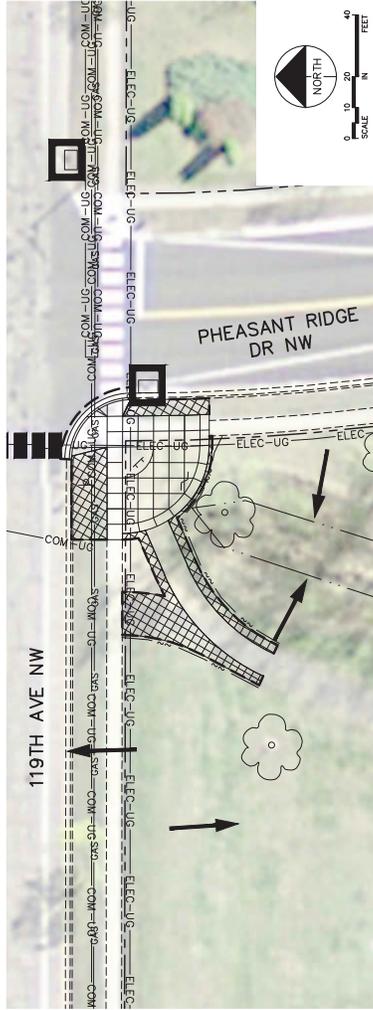
INTERPRETIVE OVERLOOK "A"



INTERPRETIVE OVERLOOK "B"



PLAYGROUND AREA



CONCRETE PLAZA

No.	Date	Revisions

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	DESIGNED BY:
	MFH
	DRAWN BY:
	KTI
	CHECKED BY:
	DJC
	DATE:
	11/23/2015
	PROJECT NO.
	16000015

Kimley»Horn



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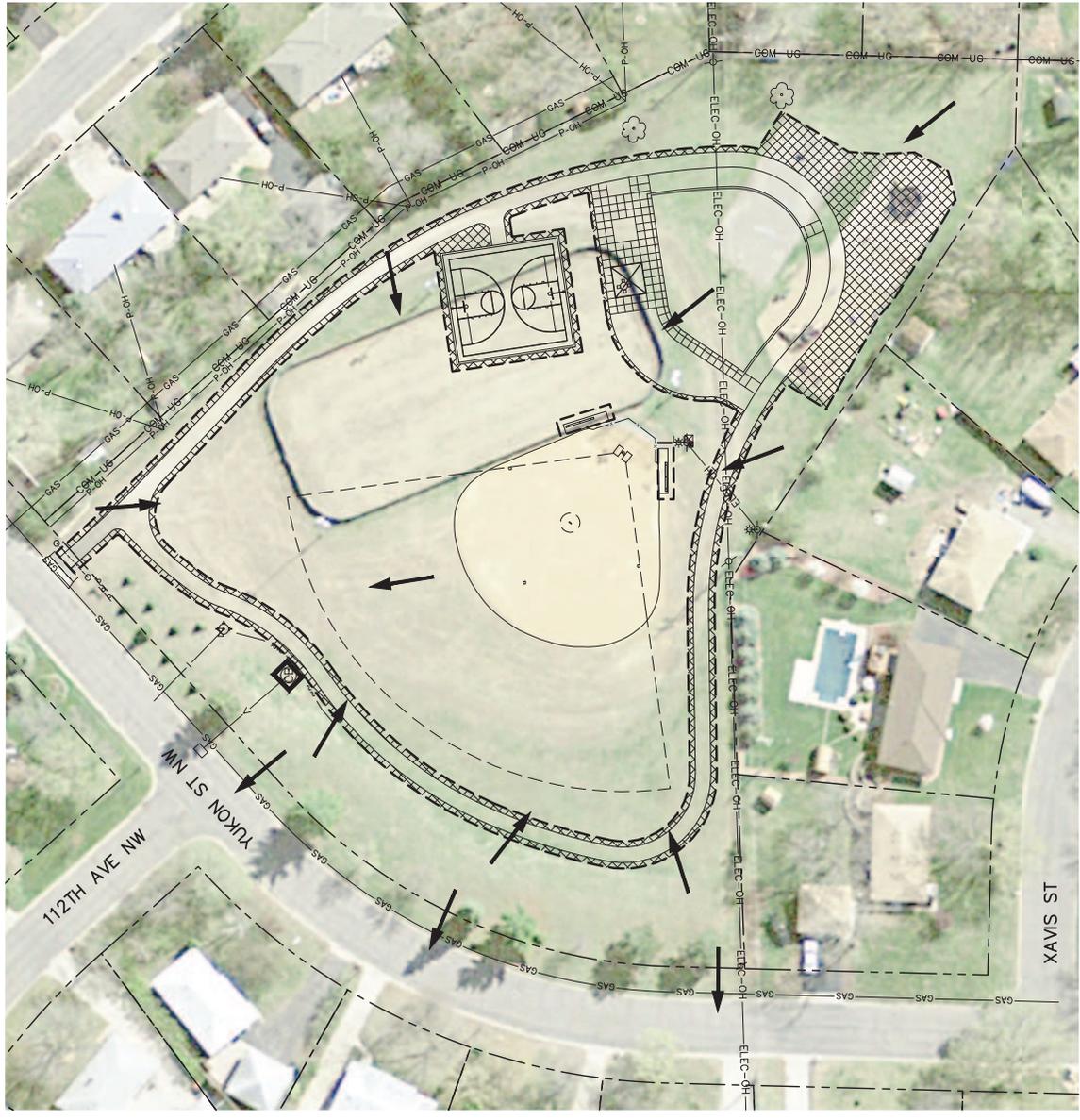
THE CITY OF COON RAPIDS
2016 PARK REDEVELOPMENT PROJECTS
CP 15-20
PHEASANT RIDGE PARK
EROSION CONTROL AND TURF ESTABLISHMENT PLAN

LEGEND

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MULCH MATERIAL TYPE 1
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DANIEL J. COYLE, P.E.
DATE: 11/23/2015, SW. LIC. NO. 44821



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DESIGNED BY:	MFH
DRAWN BY:	KTI
CHECKED BY:	DJC
DATE:	11/23/2015
PROJECT NO.	16000015

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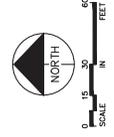
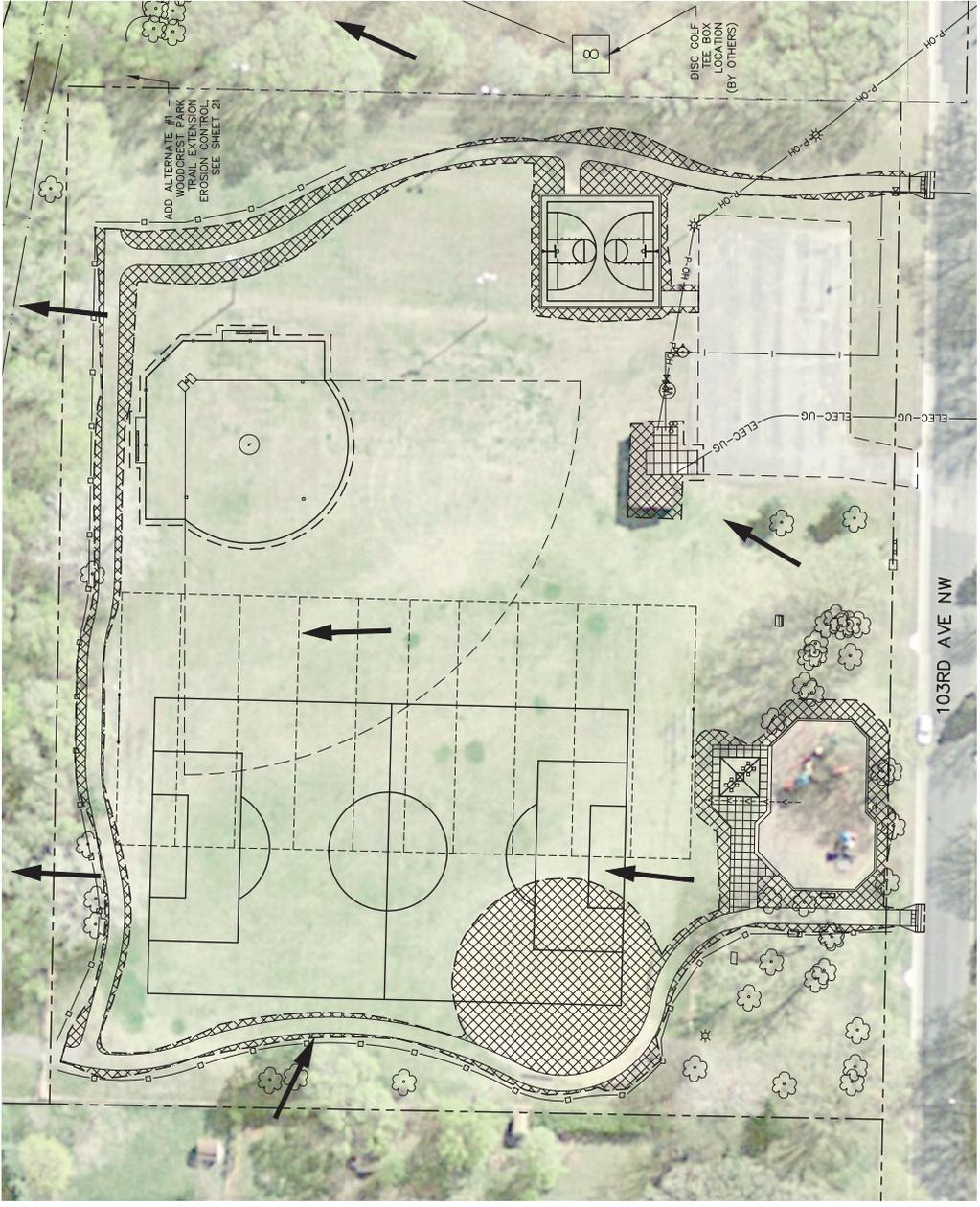
THE CITY OF COON RAPIDS
2016 PARK REDEVELOPMENT PROJECTS
CP 15-20
DELTA PARK
EROSION CONTROL AND TURF ESTABLISHMENT PLAN

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THE CITY OF COON RAPIDS
2016 PARK REDEVELOPMENT PROJECTS
CP 15-20
WOODCREST PARK
EROSION CONTROL AND TURF ESTABLISHMENT PLAN

SHEET NO.
19

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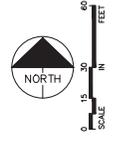


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				THE CITY OF COON RAPIDS 2016 PARK REDEVELOPMENT PROJECTS CP 15-20 MASON PARK EROSION CONTROL AND TURF ESTABLISHMENT PLAN			
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Park & Rec - Regular

2.

Meeting Date: 12/14/2015

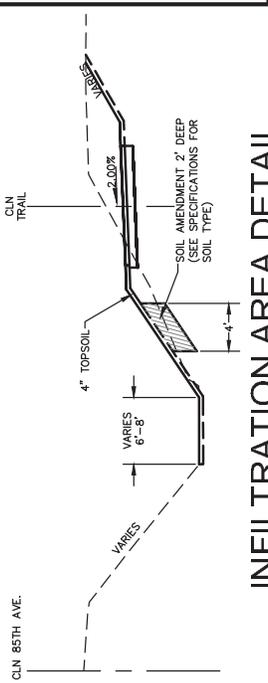
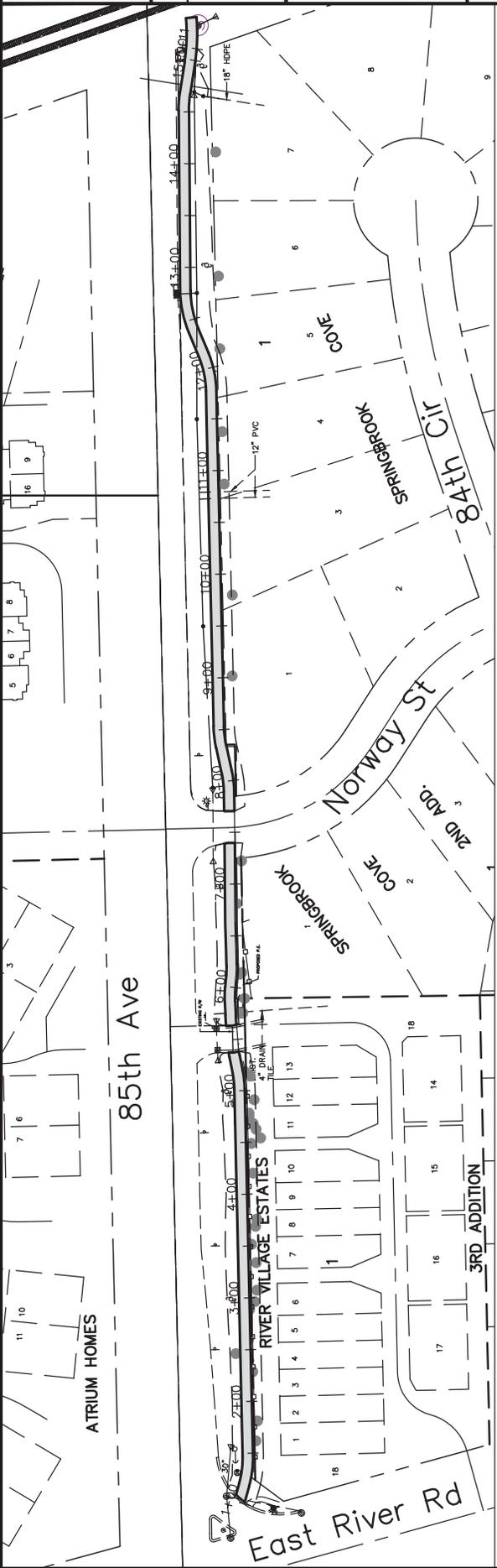
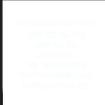
Subject: Update on 85th Avenue Trail

From: Ryan Gunderson, Recreation Coordinator

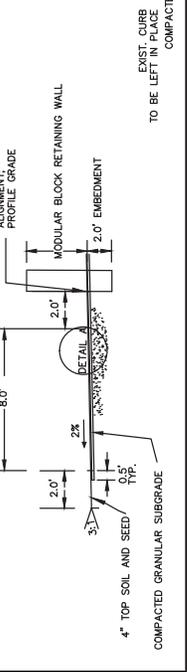
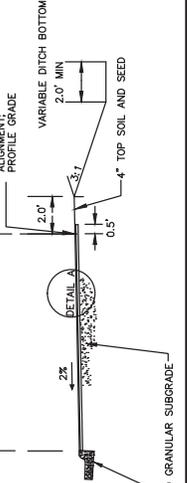
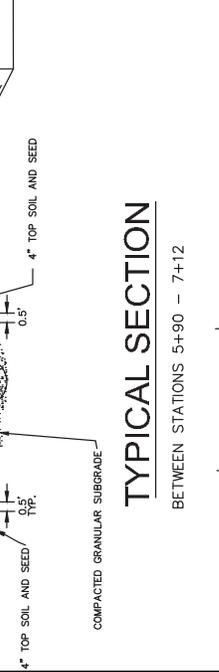
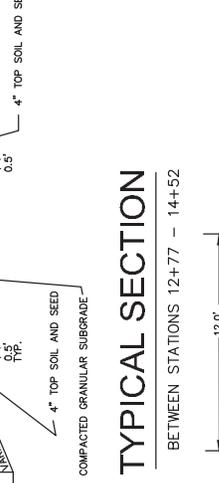
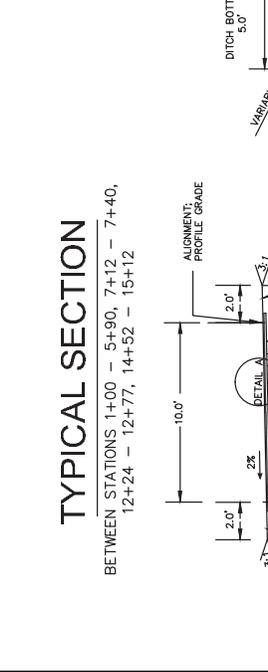
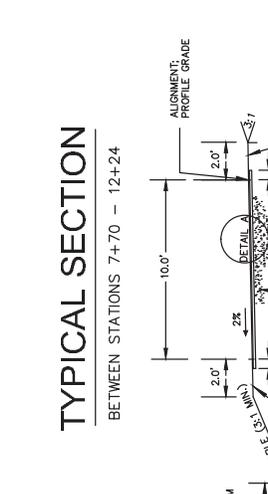
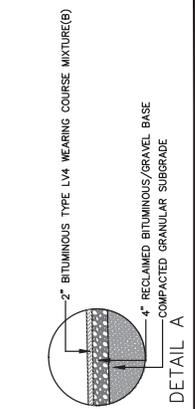
The 85th Avenue trail plans continue to move forward with the plan to bid in February and commence with spring construction. Find attached the current plan.

Attachments

Map85thAveTrail



- NOTES:
- 1.) ALIGNMENT FOLLOWS SOUTH SIDE OF THE TRAIL
 - 2.) SILT FENCE SHALL BE PLACED ALONG THE DOWN SLOPE CONSTRUCTION LIMITS IN ALL AREAS OF THE SITE.
 - 3.) IN AREAS OF POOR SOILS, CONTRACTOR SHALL EXCAVATE A MINIMUM OF 2 FEET OF MATERIAL AND REPLACE WITH 2 FEET OF SELECT GRANULAR BORROW. LOCATIONS TO BE DETERMINED IN THE FIELD.





Park & Rec - Regular

3.

Meeting Date: 12/14/2015

Subject: Woodview Park Update

From: Ryan Gunderson, Recreation Coordinator

Staff will update the Parks & Recreation Commission on plans for updating Woodview Park.



Park & Rec - Regular

4.

Meeting Date: 12/14/2015

Subject: Donation of 2245 Main St

From: Ryan Gunderson, Recreation Coordinator

Community Development has been approached by Shamrock Development Inc. To consider a donation acceptance of the property at 2245 Main ST. NW. This item is for information and will be considered by Council on December 15th.

Attachments

Memo2245main

Map2245main



City Council Regular

Meeting Date: 12/15/2015

Subject: Consider Resolution 15-138 Accepting Donation of Real Property, 2245 Main St.

From: Matt Brown, Economic
Development Coordinator

INTRODUCTION

The Council is asked to adopt a resolution accepting a donation of real property at 2245 Main Street, accepting the deed, and authorizing a budget amendment.

DISCUSSION

Adjacent to Bison Creek Park, the property at 2245 Main Street is 4.78 acres in size and currently owned by Shamrock Development. At the time the Ashley Oaks subdivision was developed, two outlots were deeded to the City for parkland. It was envisioned that the property at 2245 Main Street would eventually be deeded to the City as well. The lot contains a single-family house that is in poor condition and has been vacant for several years. Most of the property is considered a wetland and is generally undevelopable. The City's Comprehensive Plan guides this property for park and open space purposes. The HRA acquired neighboring properties at 2285 and 2335 Main Street in the last few years, so all of these properties can function as passive open space in the short term. The Parks, Trails and Open Space System Plan Update adopted in 2012 recommended enhancing the internal trail system in Bison Creek Park. While no improvements are currently programmed, acquiring the property at 2245 Main Street will expand future opportunities for park amenities, including looped trails, connections, and a trailhead with parking.

Shamrock proposes donating the property to the City and conveying it via quit claim deed. There would be no cost to the City for acquisition. However, the City would need to demolish the house, estimated at around \$10,000, and pay off approximately \$4,800 in special assessments related to infrastructure improvements. The City would also be responsible for property taxes before the property can be classified as tax exempt, which is estimated at about \$2,000. Sufficient funds exist in the Park Improvement Fund for these expenditures. The Council is asked to approve a budget amendment authorizing the expenditure. Overall, Staff is comfortable with this arrangement and feels that for adding nearly 5 acres of land to a park where future improvements are planned.

RECOMMENDATION

Staff recommends that the Council adopt Resolution 15-138 accepting the donation of real property at 2245 Main Street, accepting the quit claim deed, and approving a budget amendment to the Park Improvement Fund.

Attachments

Location Map



2245 Main St.

 City/HRA-Owned Property



300 150 0 300 Feet





Park & Rec - Regular

5.

Meeting Date: 12/14/2015

Subject: Council Work Session Update from December 8th

From: Ryan Gunderson, Recreation Coordinator

Council met in work session on Tuesday December 8th to discuss a number of Parks and Recreation items. Below is a update on direction given.

Park Ordinances- Council was in support of making all park hours 5 a.m. to 10 p.m. Exception will be allowed for City approved athletic and special use. Additionally parking will not be allowed in a City park outside of these same hours. This item will be moving forward to for Council approval.

Affiliation Agreements and Athletic Council- Council was briefed on the annual meetings held with athletic associations and status of the Affiliation Agreements. Staff will be finalizing the agreement with associations and any facility agreements that must accompany the Affiliation Agreement.

Additionally Council supports the development of an Athletic Council. Staff will move forward in working on the scope and direction of this group. This is to bring the associations together around their common goals. The council will not have decision making power, but will be a common group to bring proposals to Staff, P & R Commission, and Council for the benefit of all athletics in the Community.

Park Donations and Naming- Council is in support of having donation and naming policy and procedures in place. The policy will set forth the procedure for how groups go about donating to the City and/or naming of a park. Council still will have ultimate authority to accept or decline any donations.

Advertising- Staff presented Council with options around advertising in parks. After discussion around who should lead this practice, staff or associations, it was decided to table for more research. Council would like to wait until the updated parks are open and we evaluate before allowing advertising in them. Additionally it's believed this is a topic for the Athletic Council and Staff to work on to develop a plan.

Sand Creek Programming and Parks & Recreation Brochure- Staff provided an update on what programming might look like at Sand Creek in 2017. Staff was seeking direction on how to go about soliciting additional tournaments and conduct maintenance of the field. Council believes that a City Staff should be present when tournaments are taking place at Sand Creek. Additionally their is direction to develop a plan to work with associations to make sure we maintain the facility in a safe and clean manner.

The tournament discussion led to discussion of a Parks & Recreation Brochure. This is a common practice in many cities. Council supports the development of marketing our community and the Parks and Recreation opportunities. Items to consider is how to engage the business community more and leverage other partners like the convention and visitor bureau for future events.

Staff will provide the packet from the work session at the meeting.

