



## **PARK & RECREATION COMMISSION AGENDA**

**Monday, February 8, 2016**

**6:30 p.m.**

**Public Works**

**Conference Room**

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### **Call to Order**

### **Roll Call**

### **Adopt Agenda**

Approval of January 11th Meeting Minutes

### **Old Business**

1. Woodview Park Update

### **New Business**

2. 2016 Parks Bond Projects Update
3. Boulevard Park Concept Review
4. Affiliation Agreements with Athletic Associations
5. Athletic Council Discussion

### **Other Business**

6. Recreation Updates: Recreation Coordinator, Ryan Gunderson
7. Parks Misc. Updates: Parks Superintendent, Gregg Engle

### **Adjourn**



**Park & Rec - Regular**

**Meeting Date:** 02/08/2016

**SUBJECT:** Approval of January 11th Meeting Minutes

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**Attachments**

Jan2016

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COON RAPIDS PARK & RECREATION COMMISSION MEETING MINUTES OF  
MONDAY, JANUARY 11, 2016

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The regular meeting of the Parks & Recreation Commission was called to order on January 11, 2016 at 6:30 P.M. in the Public Works Conference Room.

Members Present: Chair Tim Arntson, Commissioners Mike Jacobson, Neal Livermore, and Gen Sand

Members Absent: Commissioners Ryan McAlpine, Tim Matsche and Valerie Weaver

Also Present: Mark Hansen, Assistant City Engineer  
Ryan Gunderson, Recreation Coordinator  
Gregg Engle, Parks Supervisor

## ROLL CALL

Chair Arntson acknowledged roll call.

### 1. APPROVAL OF THE JANUARY 11, 2016 AGENDA

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Commissioner Livermore requested to add under other business "SwimAmerica Pool Concept". Mr. Gunderson requested moving the Bison Park Discussion to the first item.

MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER JACOBSON, TO APPROVE THE JANUARY 11, 2016 AGENDA AS REVISED. MOTION PASSED UNANIMOUSLY.

### 2. APPROVAL OF PAST MINUTES

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The minutes should be amended to note Valerie Weaver was absent from the last meeting.

MOTION BY COMMISSIONER JACOBSON, SECONDED BY COMMISSIONER SAND, TO APPROVE THE DECEMBER 14, 2015 MEETING MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY.

### 3. OLD BUSINESS

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#### A. Woodview Park Update

Mr. Engle provided an update on Woodview Park. Staff worked with US Communities and MN/WI Playgrounds to start planning the buildings and play structures. Pictures of the existing building at Woodview were shown to the Commissioners. The edge of the

shelter may need to be expanded. The current structure is in good shape. Mr. Engle provided his proposal to the Commission. Drains will need to be put in the playground base. Park benches will be installed possibly by Eagle Scouts. Price estimates will come before the Commission at an upcoming meeting. The project discussions will start on Friday January 15<sup>th</sup>.

#### 4. NEW BUSINESS

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##### A. Bison Park Discussion

Mr. Mark Hansen from the Engineering Department reviewed a Powerpoint presentation. He showed the location of Bison Park on a map. There are two parcels referred to as the Ricke Parcel. Mr. Hansen stated there is a large postponed assessment on the land. There are grade challenges and difficult to get the sewer extended. Mrs. Ricke is hoping the parcel could become a park or become part of Bison Park. Part of the trail plan would bring a trail through the property. The property does not need to be owned by the City to allow for a trail easement. One thought would be for a trail head with parking on the property. The adjacent property to the west is not available for purchase or development.

Commissioner Livermore asked if the City purchased the property would the assessments be waived and Mr. Hansen stated the decision on waiving the assessment is up to the City Council. The Engineering Department is interested in feedback on the property.

Bison Park has been identified as a lower priority park. There is limited access and no parking for the park. The ball field is underwater most of the time. This is a neighborhood park with no parking.

Mr. Hansen showed a map showing the trails within the City and noted a trail from the property could connect with the trail system. Mr. Hansen indicated on the map the current City-owned parcels including a parcel that will be conveyed to the City by Shamrock Development.

Mr. Engle noted if trails were to go through the area boardwalks would be needed. Commissioner Jacobson stated there is nothing wrong with green space. Mr. Hansen will come back to a future meeting after the Commission has had a chance to look at the area.

Chair Arntson stated his only interest would be a trail connection.

Mr. Hansen provided an update on the trails:

85<sup>th</sup> Avenue Trail – The County approval letter was received. The watershed permit was received. Power lines need to be moved prior to work. The utility company will assist with that move. A permit is needed from the railroad. Three permanent easements were purchased. A culvert will be installed and four power poles will be moved. Retaining

walls need to be constructed. Construction can begin as soon as the road restrictions are removed.

105<sup>th</sup> to Dahlia Park – Staff is looking at re-paving the trail. The bridge in Erlandson will be replaced with a wider bridge.

## 5. OTHER BUSINESS

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### A. Recreation Updates: Recreation Coordinator, Ryan Gunderson

The Affiliation Agreements will be reviewed at the next Commission Meeting along with the Donation and Naming Policy.

Mr. Gunderson stated he has received some comments from Staff about confusion between Woodcrest and Wintercrest Parks. The Commission may wish to address the names in the future.

Staff is working on the Park and Rec brochure. Mr. Gunderson asked if the Commission had anything they would like to have included (park/trail map, reserving shelters, etc.). Commissioner Livermore suggested including what has been spent from referendum money and what is planned. Chair Arntson suggested that be part of the Quarterly Newsletter. The Associations have been contacted to submit information on summer camps.

Chair Arntson requested links to the Associations rather than specific event information be put on the City website. Mr. Gunderson stated he will include things that will enhance the community. It was noted Recreation includes more than sports. Mr. Gunderson stated he would agree to have reservations for sports camps to go through the City (for some fee per registration) to help promote the events.

Athletic Council – Mr. Gunderson would like to have input on how the Council should operate, who should represent each association, how often should meetings be held, etc. The first meeting will be held in February.

Online registration was done for figure skating and there were the most attendees ever (250).

Snowflake Days – Mr. Gunderson is working with the Committee on events the last week in January. Next year Staff will tell the Committee which weekend the Ice Arena is available.

Warming Houses were opened Friday, January 8. There are three this year.

### B. Parks Misc. Updates: Parks Superintendent, Gregg Engle

Intern – There was an intern that did an inventory of all boulevard trees in the City including varieties of species. This was a great accomplishment.

Park Bond Referendum – Kimley Horn has prepared RFP. Play structure RFP went out. Design work is being done on the building at Woodcrest. A new slab will need to be put in.

Woodcrest - At Woodcrest additional work needs to be done on the wetland for the Disc Golf. City Staff will cut down trees needed and contractor will remove stumps and chip them. All work needs to be done by April. Work will be done with Dan (Disc Golf Association).

Boulevard Park – WSB is putting together some concept plans for Boulevard Park to be reviewed in work session with Council.

A letter was sent to Coon Rapids Cardinal Little League on Aspen Park.

SwimAmerica – Commissioner Livermore read in the paper they want to build an Olympic size pool off Hanson and Hwy 10 on the Cooley property. Mr. Gunderson stated that was in the plan for some time.

The Commission Meetings will be held the 2<sup>nd</sup> Monday of each month. February 8, March 14, April 11, May 9 (Tours), June 13, July 11, August 8, September 12, October 10, November 14, and December 12.

## 6. ADJOURNMENT

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MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER SAND, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 8:20 P.M.

Respectfully submitted,

Gregg Engle  
Parks Superintendent

Drafted by:  
Debbie Wolfe  
*TimeSaver Off Site Secretarial, Inc.*



**Park & Rec - Regular**

**1.**

**Meeting Date:** 02/08/2016

**Subject:** Woodview Park Update

**From:** Ryan Gunderson, Recreation Coordinator

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**Park & Rec - Regular**

**2.**

**Meeting Date:** 02/08/2016

**Subject:** 2016 Parks Bond Projects Update

**From:** Ryan Gunderson, Recreation Coordinator

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A bill opening was held this past week for the 2016 redevelopment projects at Delta, Pheasant Ridge, Mason, and Woodcrest Parks. Information will be shared with the Commission for discussion.

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**Park & Rec - Regular**

**3.**

**Meeting Date:** 02/08/2016

**Subject:** Boulevard Park Concept Review

**From:** Ryan Gunderson, Recreation Coordinator

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Boulevard Park has been identified by Council as the preferred Parks Bond project for 2017. WSB & Associates has drafted a number of concepts to be reviewed by the Commission this evening. Staff seeks input from the Commission on the space layout concepts. A March joint work session will be scheduled to further the discussion on future plans for Boulevard Park.

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**Attachments**

Concepts

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# Spatial Concept Planning



- RETAIL | 2.2 ACRES**
- PRO: Separation from park space
  - CON: Blocks view to rec. center from CR Blvd / 111th intersection
- OPEN LAWN | 8.8 ACRES**
- PRO: Large lawn area able to accommodate a range of activities
  - CON: Does not allow for site access from north
- PARKING | 1.9 ACRES**
- PRO: Extension of existing parking lot - site access is familiar
  - CON: No additional entrance from north side of site
- BUILDING ADDITION | .76 ACRES**
- PRO: Abuts parking, plaza and open lawn areas
  - CON: Layout may restrict any future building additions
- PLAZA | .29 ACRES**
- PRO: Visibility from CR Blvd; proximity to lawn areas
  - CON: No direct connection with vehicular drop off
- PLAY AREA | .32 ACRES**
- PRO: Visibility from CR Blvd; proximity to plaza and lawn areas
  - CON: Primary access from buildings - no direct drop-off



# BOULEVARD PARK

concept one



1500 1st Avenue South,  
 Minneapolis, MN 55415  
 Phone: (763) 544-7100  
 Fax: (763) 544-7100  
 www.wsb.com

# Spatial Concept Planning



- RETAIL | 1.4 ACRES**
  - PRO: Proximity to intersection - good access and visibility
  - CON: Blocks view to center from CR Blvd / 111th intersection
- OPEN LAWN | 9.7 ACRES**
  - PRO: Large area to accommodate a wide range of activities
  - CON: Impacted by shared parking near retail
- SHARED PARKING | 1.9 ACRES**
  - PRO: Extension of existing parking lot - site access is familiar
  - CON: No additional entrance from north side of site
- EXISTING BUILDING | .43 ACRES**
  - PRO: Lets visitors access site from north
  - CON: Separated parking areas; Impacts greenspace
- BUILDING ADDITION | .76 ACRES**
  - PRO: Abuts parking, plaza and open lawn areas
  - CON: Layout may restrict any future building additions
- PLAZA | .29 ACRES**
  - PRO: Visibility from CR Blvd; proximity to lawn and play areas
  - CON: No direct connection with vehicular drop off
- PLAY AREA | .32 ACRES**
  - PRO: Visibility from CR Blvd; proximity to plaza and lawn areas
  - CON: Primary access from buildings - no direct drop off



## BOULEVARD PARK concept two

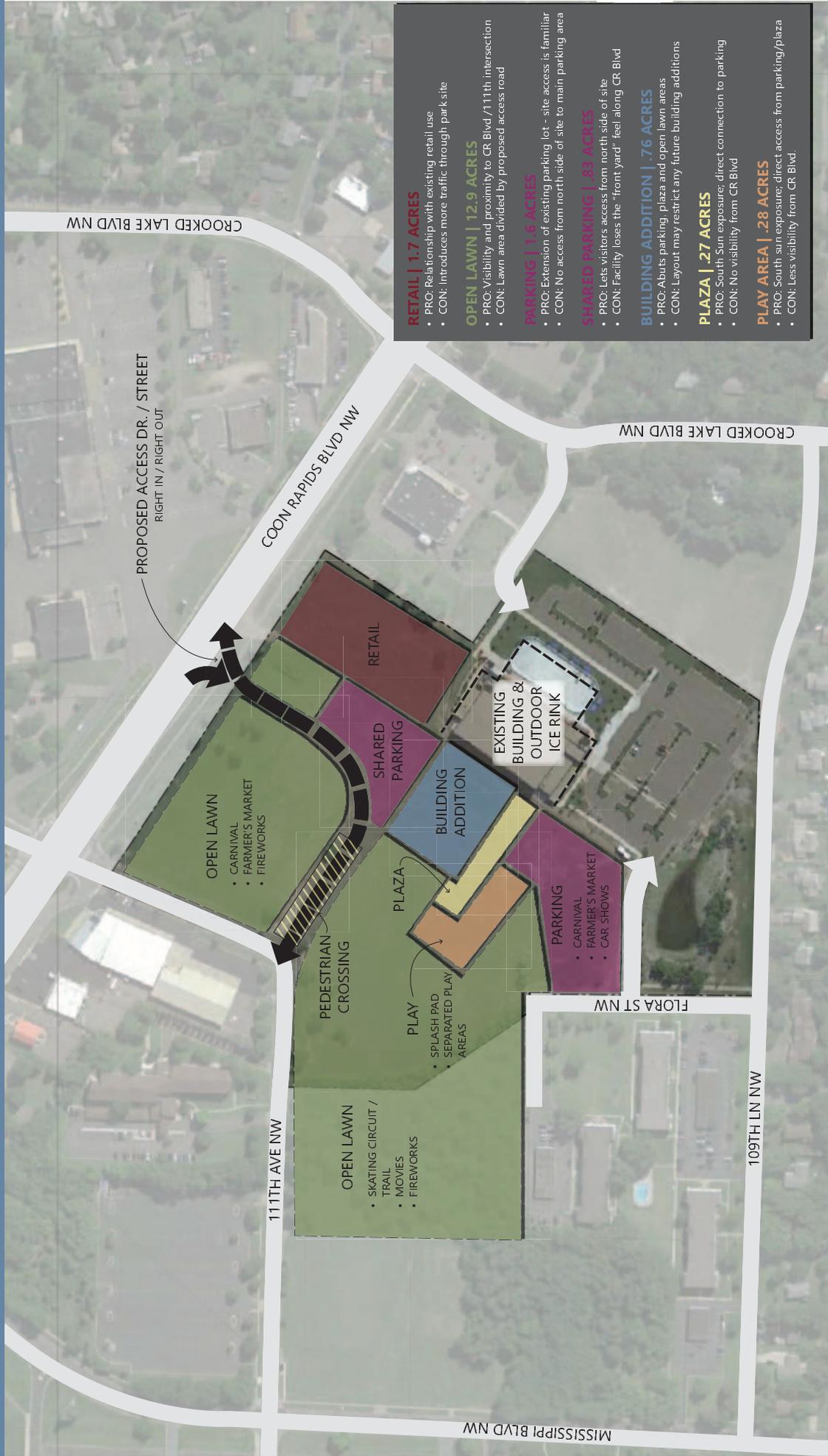


0' 100' 200'  
Graphic scale



WSB  
15000 Aurora Avenue South,  
Maplewood, MN 55455  
Tel: (763) 441-7100  
Fax: (763) 441-7100  
www.wsb.com

# Spatial Concept Planning



- RETAIL | 1.7 ACRES**
  - PRO: Relationship with existing retail use
  - CON: Introduces more traffic through park site
- OPEN LAWN | 12.9 ACRES**
  - PRO: Visibility and proximity to CR Blvd / 111th intersection
  - CON: Lawn area divided by proposed access road
- PLAY AREAS | 1.9 ACRES**
  - PRO: Extension of existing parking lot - site access is familiar
  - CON: No access from north side of site to main parking area
- SHARED PARKING | .83 ACRES**
  - PRO: Lets visitors access from north side of site
  - CON: Facility loses the "front yard" feel along CR Blvd
- BUILDING ADDITION | .76 ACRES**
  - PRO: Abuts parking, plaza and open lawn areas
  - CON: Layout may restrict any future building additions
- PLAZA | .27 ACRES**
  - PRO: South sun exposure; direct connection to parking
  - CON: No visibility from CR Blvd
- PLAY AREA | .28 ACRES**
  - PRO: South sun exposure; direct access from parking/plaza
  - CON: Less visibility from CR Blvd.



## BOULEVARD PARK

concept three



10000 Avenue South,  
 Minneapolis, MN 55425  
 Phone: (763) 544-3700  
 Fax: (763) 544-3700  
 www.wsb.com

# Spatial Concept Planning



- RETAIL | 1.4 ACRES**
  - PRO: Proximity to intersection - good access and visibility
  - CON: Blocks view to rec. center from CR Blvd / 111th intersection
- OPEN LAWN | 7.7 ACRES**
  - PRO: Visibility and proximity to Coon Rapids Blvd
  - PRO: Accessibility / connection to proposed parking
- PLAY | 3.8 ACRES**
  - PRO: Allows access from North and South sides of site
  - CON: Divides site from potential parcel to west
- BUILDING ADDITION | 1.3 ACRES**
  - PRO: Larger, flexible footprint allows for expansion
  - CON: Divides existing parking from proposed
- PLAZA | .35 ACRES**
  - PRO: Relates to existing and proposed building facilities
  - CON: North side orientation - limited sun exposure
- PLAY AREA | .56 ACRES**
  - PRO: Visibility from CR Blvd; proximity to lawn area
  - CON: Primary access from buildings - no direct drop off



## BOULEVARD PARK concept four



WSB  
 2000 1st Avenue South,  
 Minneapolis, MN 55425  
 Tel: (763) 442-2200  
 Fax: (763) 442-2200  
 www.wsb.com

# Spatial Concept Planning



- RETAIL | 2.2 ACRES**
  - PRO: Separation from park space
  - CON: Blocks view to rec. center from CR Blvd / 111th intersection
- OPEN LAWN | 8.9 ACRES**
  - PRO: Large area to accommodate a wide range of activities
  - CON: Lawn area somewhat divided by plaza and play area
- PLAYING | 2.9 ACRES**
  - PRO: Extension of existing parking lot - access is familiar
  - PRO: Additional access from north side of site
- BUILDING ADDITION | .76 ACRES**
  - PRO: Abuts parking, plaza and play areas
- PLAZA | .34 ACRES**
  - PRO: Relates to parking, play area and proposed building
  - CON: Does not abut existing building
- PLAY AREA | .17 ACRES**
  - PRO: Visibility from CR Blvd; proximity to plaza and lawn areas
  - CON: Primary access from buildings - no direct drop off



## BOULEVARD PARK

concept five





**Park & Rec - Regular**

4.

**Meeting Date:** 02/08/2016

**Subject:** Affiliation Agreements with Athletic Associations

**From:** Ryan Gunderson, Recreation Coordinator

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Staff is in the process of updating the affiliation agreements with the six associations that use City park facilities. The updated agreement from 2008 includes dates for submitting special event and tournament requests, submittal of league schedules, and a requirement for participation in the Coon Rapids Parks Athletic Council.

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**Attachments**

2016AffiliationAgree

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**AGREEMENT FOR YOUTH SPORTS ASSOCIATION AFFILIATION  
WITH THE CITY OF COON RAPIDS**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF COON RAPIDS, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "City", and \_\_\_\_\_, hereinafter referred to as "Association"; and

WITNESSETH:

WHEREAS, the City has constructed, operates and maintains facilities within its Parks and Recreation System which are available for a multitude of active and passive recreation and education activities; and

WHEREAS, the City expends significant public funds on its Parks and Recreation System to benefit the Citizens of the City of Coon Rapids; and

WHEREAS, the Association is a Minnesota non-profit corporation that provides sports-related activities to Coon Rapids citizens and non-city participants utilizing the services of numerous volunteers; and

WHEREAS, the Association is a significant user of city-owned and maintained recreational facilities; and

WHEREAS, it is determined to be in the best interests of the City to work cooperatively with the Association to provide sports-related activities in an efficient and effective manner to benefit the citizens of the City.

NOW, THEREFORE, it is hereby agreed by and between the City and the Association as follows:

1. The City will recognize the Association as a designated City-affiliated sports association upon the following conditions:
  - a. The Association must be a legally recognized non-profit corporation in Minnesota.
  - b. The Association must have participation guidelines and enforce rules of conduct for fair play.
  - c. The Association must serve the interests of the citizens of the City to the best of their ability.
2. The Association will fulfill the following requirements in conducting their day-to-day business:
  - a. Develop and make available selection procedures and participation guidelines for

competitive programs.

- b. Conduct background checks on all coaches and assistant coaches and provide the City with verification that such checks have been completed.
  - c. Provide a copy of the Association's articles of incorporation, submit ST-3 form, or other proof of non-profit status and a copy of the Association bylaws to the City.
  - d. Hold an annual meeting to inform participants of the activities of the Association over the past year and plans of the Association over the upcoming year, notifying all participants of date, time and location of meeting. The City shall be notified of meeting location, time, and date.
  - e. Institute and enforce a parent, coach, and participant code of conduct program.
  - f. Conduct program evaluations and submit a season-end evaluation to the City. The evaluation must include a breakdown of the number of participants who are residents of the City of Coon Rapids versus the number of participants who are non-residents.
  - g. Submit written requests for major facility improvements or additions by May 1 of each calendar year for the succeeding year's budget. This information will be considered through the normal City budget process. If the Association wishes to conduct its own facility improvements, it must obtain written permission from the City outlining the terms and conditions of the project. All facility improvements once meeting final inspection of the City become the property of the City, unless stated in a supplemental agreement.
  - i. Attend an annual meeting conducted by the City to discuss association activity and facility use. (Additional meetings may be called as needed.)
  - j. Will appoint one member of the association to the Coon Rapids Athletic Council and have an appointed member at each athletic council meeting.
  - k. Provide supervision of participants before, during and after activities and take reasonable steps to protect the City facilities from damage and/or vandalism.
  - l. The Association will apply for use of the City's facilities and pay fees as approved by the City Council. The City reserves the right to change fees as needed.
3. The City will provide certain services to the Association as follows:
- a. The City will promote the Association in the City newsletter, website, cable TV, and parks & recreation brochure.
  - b. The City will schedule facility use for associations based on the following priority classifications:
    - i. City sponsored recreation programs

- ii. Organized Coon Rapids athletic associations, teams or clubs that meet the above guidelines and where 75% of participants live in or attend school in Coon Rapids.
    - iii. Coon Rapids School District programs.
    - iv. Other Coon Rapids resident teams, individuals or neighborhood organizations.
    - v. Non-resident teams or other.
  - c. The City will provide meeting space for the Association annual meeting.
  - d. The City will prepare billing for City services.
  - e. The City will coordinate an annual meeting for all sports association officers.
  - f. The City will coordinate all meetings of the Coon Rapids Athletic Council.
4. The Association will execute facility use agreements which outline the terms and conditions for use of City-owned facilities and fields.
5. The Association will provide tournament dates by February 1<sup>st</sup> of each year to be included in the priority scheduling. All other tournaments need 30 days notice to the City.
6. The Association will provide two weeks notice of league game schedules and field change requests.
7. The City will provide insurance on its facilities pursuant to the terms of this Agreement for fire, windstorm and extended coverage and maintain a policy of general liability insurance coverage for said facilities in accordance with the City's policy for maintaining such insurance on other facilities owned by the City.
8. The Association shall conduct their activities so as not to endanger any person lawfully thereon; and shall indemnify, save and hold harmless the City and all of its officers, agents, employees, and volunteers from any and all claims, losses, injuries, damages and liabilities to persons or property occasioned wholly or in part by the acts or omissions of the Association, its agents, officers, employees, volunteers, patrons, or any persons associated with or served by the Association.
9. The Association agrees to protect, indemnify and defend the City from any and all claims for injuries, claims or damages occurred or incurred by virtue of the Association activities or by the Associations use of City facilities under this agreement. The Association agrees that it will procure, or each of its individual teams will procure, general liability insurance in the minimum amount of \$1,000,000 per occurrence. The certificate of insurance must be provided to the City prior to the Association's use of City facilities, and must name the City of Coon Rapids, its officials, agents, employees, and volunteers as additional insureds. If the Association's teams each procure insurance under this clause the insurance certificate must cover all Association Officers, employees, volunteers and players and must include the Association as an additional insured in addition to the City. The certificate of insurance must also contain a clause that it can not be canceled without first providing 30 day notice to the City.

10. If Association hires employees as part of doing business, the Association shall determine the need for workers' compensation coverage and comply with State and/or Federal Law. Nothing in this agreement is intended to create an employer/employee relationship between the City and the Association, nor any member, employee or volunteer of said Association.

11. That while Association is using a City facility pursuant to the terms of this Agreement, the Association agrees to comply with the policies for use, operation and supervision of the facility as established by the City. Furthermore, that while the Association is using any of the City facilities pursuant to the terms of this Agreement, the Association shall be responsible for control of participants and spectators who attend such scheduled events.

12. This Agreement shall be valid through December 31, 2016. This agreement, including any modifications required by the City, shall automatically renew on an annual basis upon expiration of the initial term of the agreement, unless dissolved by written 90-day notice by either party.

13. This Agreement shall be interpreted under the laws of the State of Minnesota and the covenants, stipulations and conditions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto and may be amended if necessary to comply with statutory or regulatory requirements that may be required of the parties.

IN WITNESS WHEREOF, the parties hereto have caused these presences to be executed the day and year first above written.

CITY OF COON RAPIDS

By: \_\_\_\_\_  
Jerry Koch, Mayor

By: \_\_\_\_\_  
Matthew Stemwedel, City Manager

ASSOCIATION:

\_\_\_\_\_  
  
\_\_\_\_\_  
Its: \_\_\_\_\_



**Park & Rec - Regular**

**5.**

**Meeting Date:** 02/08/2016

**Subject:** Athletic Council Discussion

**From:** Ryan Gunderson, Recreation Coordinator

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Staff will lead a discussion on the by-laws for the Coon Rapids Parks Athletic Council. City Council at the December 8th work session gave direction to develop an athletic council that brings the leadership of associations together for common goals.

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**Park & Rec - Regular**

**6.**

**Meeting Date:** 02/08/2016

**Subject:** Recreation Updates: Recreation Coordinator, Ryan Gunderson

**From:** Ryan Gunderson, Recreation Coordinator

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**Park & Rec - Regular**

7.

**Meeting Date:** 02/08/2016

**Subject:** Parks Misc. Updates: Parks Superintendent, Gregg Engle

**From:** Ryan Gunderson, Recreation Coordinator

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