

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 1 / 28 / 20

Date of meeting 2 / 5 / 20

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

Kim Woodruff, Parks and Recreation Director

Address: 1123 Lake Street

Phone number and email address: kwoodruff@sandpointidaho.gov

Authorized by: Jennifer Stapleton

name of City official

Handwritten signature of Jennifer Stapleton

City official's signature

Subject: War Memorial Field Artificial Turf Field Use Policy

Summary of what is being requested: Review and consider approving a policy associated with allowable types of use and activities on the proposed artificial turf, based upon manufacturer and engineering recommendations.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes or No Budgeted? Yes or No

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: Athletic teams, Festival Have they been contacted? Yes or No

3. Is there a need for a general public information or public involvement plan? Yes or No If yes, please specify and suggest a method to accomplish the plan: Yes With each event application/approval process, the public information strategy will be incorporated.

4. Is an enforcement plan needed? Yes or No Additional funds needed? Yes or No

5. Have all the affected divisions been informed about this agenda item? Yes or No

This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: January 31, 2020

TO: MAYOR AND CITY COUNCIL

FROM: Kim, Parks and Rec

SUBJECT: Memorial Field – Artificial Turf Policy

DESCRIPTION/BACKGROUND:

Artificial turf requires special consideration and conditions for playability and longevity. This Policy is for your consideration to that end. Of special note, the new surface will accommodate both sport play and other events (Festival, etc.).

STAFF RECOMMENDATION:

Approve as proposed.

ACTION:

Approve as proposed.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Resolution
Artificial Turf Field Use Policy

No: 20-
Date: February 5, 2020

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ARTIFICIAL TURF FIELD USE POLICY

WHEREAS: On November 20, 2019, City Council approved a Professional Services Agreement with Bernardo Wills Architects to complete design services for War Memorial Field, to include an artificial playing surface (contemplating only natural infill options), parking, and other related improvements;

WHEREAS: The new surface will accommodate both sport play and other events;

WHEREAS: Artificial turf requires special consideration and conditions for playability and longevity; and

WHEREAS: An Artificial Turf Field Use Policy has been drafted, with the purpose of providing direction for uses on artificial turf, based upon manufacturer and engineering recommendations, including but not limited to prohibited materials and products that can be brought onto the field surface.

NOW, THEREFORE, BE IT RESOLVED THAT: The Artificial Turf Field Use Policy, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

| | |
|--------------|--|
| Moved by: | |
| Seconded by: | |
| Voted Yes: | |
| Voted No: | |
| Abstained: | |
| Absent: | |



ARTIFICIAL TURF FIELD USE POLICY

PURPOSE: The purpose of this Policy is to provide direction for uses on artificial turf, based upon manufacturer and engineering recommendations, including but not limited to prohibited materials and products that can be brought onto the field surface. Any variance from these limitations must be in writing and approved by the Mayor or City Council.

General

- No Chewing Gum
- No Sunflower Seeds
- No Smoking or Tobacco Products
- No Glass
- No Bicycles, skateboards, inline skates, scooters
- No Fireworks, or Pyrotechnics
- No Pets (except to assist with persons of disability)

Event Operations

- No open flames, barbeques, or grills allowed in areas not designated and sanctioned for food preparation
- No chemical solvents, oil based paints, gasoline or diesel fuel use or storage
- No ground staking for guy ropes/wires allowed for any tents or structures
- All Temporary Tents, Pop-ups, Sunshades, etc., shall be anchored with ballast weights (water filled containers or other methods) and set on $\frac{3}{4}$ " thick plywood sheets.
- For weights up to 75 lbs., a single sheet of $\frac{3}{4}$ " plywood can be used. Weights exceeding 75 lbs. shall use two sheets of $\frac{3}{4}$ " plywood and require pre-approval.
- Plywood sheets shall be sized two times (2X) the size of the object or weights' width and length, or diameter with a minimum footprint of 1 ft. x 1 ft. square.
- Refrigerators, coolers, freezers, ovens and other cooking appliances must be placed on pre-approved decking products designed and rated for these uses.
- All food service and preparation locations shall have a fire extinguisher on site.

Protection of Turf Surfaces from Food and Beverages Spills

- In any areas designated for food and/or beverage sales, the artificial turf shall be covered with a moisture proof surface (plastic) in the service area where ordering, serving, pickup, of products occurs. Moisture protection shall extend a minimum of 10 ft. beyond the service area.
- All trash receptacles shall be placed on a hard surface (plywood or decking) and have moisture proof protection surrounding the receptacle for an area two times (2X) the size of the receptacle base.
- All portable toilet stations shall be placed on pre-approved decking, if located on turf surface, and have a moisture proof membrane below the decking sized to an area equal to the event decking.

Access and Allowable Vehicles

- Acceptable vehicles for moving equipment and materials on the unprotected turf surface are: Golf Carts, ATV (All Terrain Vehicles), Side-by-side, UTV (Utility Task Vehicles), 'mule' Cushman Industrial Carts. Avoid sharp turning movements, sudden stops or starts.
- Motorcycles are NOT allowed on the turf
- All other vehicles shall be limited to Event Deck surfacing rated by the manufacturer to carry and distribute the intended vehicle loads.
- Semi-tractor/Trailers, Tour Buses, Camp Trailers, Cranes, Boom Trucks, Automobiles, Pickup Trucks, and Forklifts must provide and use Event Decking approved by the City for travel and maneuvering on the turf surface.
- Trailers towed by approved vehicles shall have similar tire profiles and inflation to the tow vehicle.

Seating and Walking Areas

- Congregated auditorium style folding chairs are not required to be placed on a hard surface for use.
- Designated pedestrian walk areas are not required to be covered with hard surfaces.

Damage, Repair and Cleaning

- The City shall inspect the field prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use.
- Cost to repair any damage to the turf system may apply and shall be borne by the field user/leasee. All repairs shall be made by the City utilizing certified artificial turf installers.
- Field cleaning, disinfecting and maintenance (as recommended and provided by the turf vendor) of the field following an event may be required where noted on any event permit, license or lease.