



Inver Grove Heights Parks and Recreation Advisory Committee

Wednesday, April 12, 2023 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. Call to Order

2. Roll Call

3. Presentations

- A.** Inver Wood Golf Course Presentation - Matt Moynihan, Club House Superintendent & Joel Metz, Golf Course Superintendent

4. Announcements

- A.** May PRAC Meeting Wednesday, May 10, 2023 at 7pm.
- B.** Parks & Recreation Advisory Commission seats are open for application through May 1, 2023

5. Consent Agenda

All items on the Consent Agenda are considered routine and have been made available to the Commission at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Commission member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.

- A.** Approval of Agenda
- B.** Approval of the meeting minutes for March 8, 2023

6. Public Comment

Public comment provides an opportunity for the public to address the Commission on items that are not on the agenda. Comments will be limited to three (3) minutes per person.

7. Unfinished Business

Items that are brought back to the Commission for action from a previous meeting

8. Regular Agenda

- A.** Tree Preservation Policy and Plan
- B.** Park Dedication -Staples Land Co.

9. Administrative Presentations

- A.** Park Project Updates
 - 1. South Valley Park Construction & Heritage Village Park Construction
 - 2. Vista Pines Trail Connection Construction
 - 3. Argenta Hills Park & Overlook Ridge Park Updates

April 12, 2023 - Parks and Recreation Advisory Committee Agenda

B. Department Happenings

1. Parks Superintendent Update

10. Commission Comments

11. Adjourn

**City of Inver Grove Heights Minutes of the Proceedings
Of the Parks and Recreation Advisory Commission
City Council Chambers - 8150 Barbara Avenue
Wednesday, March 8, 2023 at 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Cook called the March 8, 2023 Parks and Recreation Advisory Commission Meeting to order at 7:04 p.m.

2. ROLL CALL:

Present: Chair Steve Cook; Vice Chair Nikki Barker; Commissioner's: Bill Skar, Curt Ellingboe, Sandra Christensen, Elaine Prickel, Ben Stone
Parks and Recreation Director Adam Lares, Recreation Superintendent Julie Dorshak, Parks Superintendent Brian Swoboda

Absent: Commissioners: Willie Krech (excused), Kari Miller (excused)

3. PRESENTATIONS:

4. ANNOUNCEMENTS:

A. April PRAC Meeting, Wednesday, April 12, 2023 at 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of the meeting minutes from February 8, 2023

C. Approve February 8, 2023 Work Study Minutes

Motion by Commissioner Christensen, second by Commissioner Skar, to approve the Consent Agenda as presented.

Ayes: 7

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

There were no public comments.

7. UNFINISHED BUSINESS:

8. REGULAR AGENDA:

A. Recommend Northwest Area Park Names to City Council for Approval

Parks and Recreation Director Adam Lares presented park name recommendations for the new northwest area parks. Name(s) chosen would be presented to the City Council for approval.

- Northwest Area Park #1 - Peltier Development
 - After feedback and comments were received from the PRAC and residents, the following three names were presented out of 140 votes:
 - Argenta Hills Park - 70 votes
 - Cardinal Crest Park - 38 votes
 - Twin Oaks Park - 32 votes

Motion by Commissioner Prickel, second by Vice Chair Barker, to approve and recommend to the City Council, Argenta Hills Park as the park name for Northwest Area Park #1 - Peltier Development.

Ayes: 7

Nays: 0 Motion carried.

Parks and Recreation Director Lares discussed Park #2:

- Northwest Area Park #2 - Highlands at Settlers Ridge
 - Same process and engagement as Park #1. In this case four (4) names were put forward to a community vote. Out of 142 votes:
 - Overlook Ridge Park - 45 votes
 - Settler Grove Park - 38 votes
 - Highlander Park - 30 votes
 - Northwood Park - 29 votes

Motion by Commissioner Prickel, second by Vice Chair Barker, to approve and recommend to the City Council, Overlook Ridge Park as the park name for Northwest Area Park #2 - Highlands at Settler's Ridge Development.

Ayes: 7

Nays: 0 Motion carried.

B. Approve 2023 PRAC Work Plan

Parks and Recreation Director Lares stated that Staff wanted to ensure the Commission agreed with the work plan details. Incomplete items from the 2022 Work Plan were moved into the 2023 Plan along with new initiatives.

Motion by Commissioner Skar, second by Commissioner Stone, to approve the 2023 PRAC Work Plan as presented.

Ayes: 7

Nays: 0 Motion carried.

C. Cole Property Direction

Parks and Recreation Director Lares presented an update on the Cole Enterprise property located in the northwest area of the city:

The parcel consists of 64 acres in Inver Grove Heights and 30 acres in the City of Eagan.

Multi-Agency Acquisition: Dakota County, City of Inver Grove Heights, City of Eagan

- The current owners have expressed an interest in land preservation.
- Inver Grove Heights is interested in the acquisition of 8 acres for an active play park and collaborating with Eagan for their side of the parcel, creating a larger athletic space.

Appraisal:

- Mid-2022, Dakota County (leading the appraisal process), Eagan, and Inver Grove Heights secured an appraisal for all Cole Trust/Enterprise owned parcels.
- Basis value of the 8.5 acre (Area A) portion Inver Grove Heights is interested in; \$225,000 an acre for a total of approximately \$2 million dollars.
- Eagan (Area C1 - 7 acres) indicated they do not have the financial resources and support for acquisition on their side and have removed themselves from the equation.

- This eliminates the potential for a shared active use area between the two cities.
- Greenway and Trail: Dakota County
- After the \$1.9 million dollar acquisition of Area A, additional funding would be needed for development of an active play park.
 - Funding would come from the Park Acquisition and Development Fund which has a balance of \$5.4 million dollars
 - Remaining balance would be \$1,184,784
 - Some funding would be available for development of Northwest Area Park #4
- If combining the \$1.1 million dollar balance in the fund and the allocated funding for NWA Park #4 of \$1 million dollars: 2,184,784 remains to explore acquisition of this property.
- If the acquisition transpires, it nearly depletes the Park Acquisition & Development Fund and could impact other future projects such as:
 - Heritage Village Park Phase 5 (Inclusive Playground and Splashpad) currently being considered for \$2 million dollars in State bonding
 - Part of the bonding request has a city match of \$646,000

Park Acquisition and Development Fund:

- \$5.4 million dollar balance
- Vista Pines Trail connection, design/development of 2 northwest area parks, estimated \$1 million for the 4th northwest area park, all expenses needed for the current Heritage Village Park Phase 4, and Seidls Lake park trail connection project.
 - Leaves an approximate \$1.1 million dollar balance
- If extracting NWA Park #4 at \$1 million dollars and the Cole Property Acquisition of \$1.9 million:
 - Leaves a balance of \$272,284. (Does not equal the match needed for Heritage Village Park Phase 5 if the bond request is successful).
 - Does not leave funds to develop the Cole property.

Requested Action:

- If PRAC would like to give direction to Staff/Council regarding acquisition of the Cole Property (Area A).

Motion by Commissioner Stone, second by Commissioner Christensen, to recommend denial of the acquisition of the Cole property parcel to the City Council.

Ayes: 7

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Park Project Updates

Parks and Recreation Director Lares updated the Commission on the following:

1. South Valley Park

2. Heritage Village Park

- Bids were opened for both South Valley Park and Heritage Village Park in February.
 - Five bids were received
- City Council moved to accept the bids, award the contract, and authorize the budget.
- Both projects will move forward for construction with completion in Fall 2023.

3. NWA Parks (Park #1 & #2)

- Amenity recommendations/suggestions were done through community engagement.

- RFP (Request for Proposal) was put together and sent to playground vendors.
 - Vendors provided different options for each location
 - PRAC Subcommittee met to go over the options and identified playgrounds to move forward with
 - Two playground structures have been selected
 - Will be shared with the full Commission once updates are received
- Out to bid for site plans in March
- Site plans, playground equipment, and costs will come before the PRAC once complete

4. Vista Pines Trail Connection Bids

- Bid opened today for two new trail connections on the east side of the park
- Cost estimate was approximately \$202,000
- 6 bids were received
- Lowest bid was for \$121,000
- Authorization will be placed on the next City Council Agenda for accepting the bid, awarding a contract, and moving forward with the budget and construction
- Spring construction/summer completion

B. Department Happenings

1. Parks Superintendent Update

Parks Superintendent Brian Swoboda provided the following update:

- Staff continues to plow snow and trim trees
- Began demolition and tree removal at South Valley Park
 - Contractor should begin work in April
 - Salvaging items/amenities from the shelter
 - Removing the playground and backstop fence soon, weather permitting
- Picnic table maintenance is wrapping up
- Cleaning up after skating season
- Attending a Sports Field Workshop this week
- New full time position staff member began on Monday. Seems to be an excellent fit.
- Reaching out to last year's seasonal staff about summer positions
 - 4 will be returning so far
- Working with the Minnesota Conservation Corps to help with maintenance tasks
 - Specializes in natural resources
 - Could be a benefit to the following three natural resource management plans: Seidls Lake Park, Harmon Park, Heritage Village Park
 - Previously went with the STS (Sentence to Serve) Crew. Due to COVID, they have not been able to help
- Ordering amenities for South Valley Park and Heritage Village Park
 - Delivery date for South Valley items - Mid-May
- Reviewing options for the fire pit going in at South Valley Park
- Working on the Parks 5- and 10-year CIP
- Placing orders for Spring/Summer supplies
- Beginning door FOB project (previous system obsolete)
- Ordering a ballfield groomer

2. Recreation Superintendent Update

Recreation Superintendent Julie Dorshak provided the following update:

- Hitting capacity at the pool the last several weekends

- VMCC Open House took place. 40 people attended, gained 16 members
- Tracking information on a school flyer that went out in February
 - Noted an increase of 731 registrations or 41%
- Kids R.O.C.K. Program registration opened March 1st
 - 40 participants in the program, 26.5 return rate
 - Monday it will be opened to all residents
 - Plan to have 151 kids in the program like last year
- Spring Egg Hunts:
 - Aqua Egg Hunt takes place on Sunday, March 26th
 - Outdoor/Flashlight Egg Hunt takes place on Friday, March 31st
- The Summer Brochure will be mailed out this week

10. COMMISSION COMMENTS:

Vice Chair Barker reminded people to change their clocks over the weekend.

Commissioner Skar mentioned the Boot Camp at the VMCC is intense.

Commissioners Ellingboe, Prickel, Stone, and Christensen had no comment.

11. ADJOURN:

Motion by Commissioner Prickel, second by Commissioner Stone, to adjourn the meeting at 8:15 p.m.

Ayes: 7

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

**Parks & Recreation Advisory Commission
Staff Report****SUBJECT: Tree Preservation Policy and Plan**

MEETING DATE: April 12, 2023
ITEM TYPE: Regular Agenda
CONTACT: Brian Swoboda, Parks Superintendent, 651.450.2582
Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

The Park and Recreation Advisory Commission is asked to consider recommending approval of the annual city reforestation program through the Tree Preservation Fund to the City Council.

BACKGROUND

The Tree Replacement Policy was approved by the City Council on February 10, 2003. The purpose of this policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree Protection and Preservation Fund. The intent is the enhancement of the city's forest resources. It also provides criteria for expenditure of funds received when a development does not have sufficient room on its site to allow for all required reforestation and City Council approves a payment in lieu of planting (approved at final plat). Additionally, it calls for an annual tree replacement plan, prepared by the Parks Division, submitted to the Park & Recreation Advisory Commission for review, and City Council for approval. The last time a Tree Replacement Plan was approved was on March 28, 2016. (See attached policy)

Funds may be used for a City Reforestation Program – Cost may include tree purchase, planting, and a maintenance period (i.e. irrigation, tree stacking, fertilization, pruning, etc.) until the tree(s) becomes established. Also, it may be used for Special Needs – in the event of a natural disaster or other identifiable special needs. Expenditures each year cannot exceed 50% of the balance in the fund, or lower the balance below \$10,000, unless specifically approved by the Council.

For 2023, the City forester proposes the following Tree Replacement Plan:

Project	Description	Quantity	Cost
Northwest Area - Park (Peltier) Argenta Hills Park	Contract Plant/Install B&B & Container trees w/2 yr warranty, irrigation.	Trees = 25 Irrigation	\$15,000 \$10,000
Northwest Area - Park (Highlands) Overlook Ridge Park	Contract Plant/Install B&B & Container trees w/2 yr. warranty, irrigation.	Trees = 25 Irrigation	\$15,000 \$10,000

Northwest Area - Vista Pines Park	Irrigation	Irrigation	\$30,000
Citywide Parks - Trees	Contract Plant/Install B&B & Container tree w/2 yr. warranty	Trees = 25	\$15,000
South Valley Park	Contract Plant/Install B&B & Container trees w/2 yr. warranty, landscape plants, irrigation.	Trees = 20 Shrubs = 375 Irrigation	\$12,000 \$12,800 \$21,600
Heritage Village Park	Contract Plant/Install B&B & Container Trees, landscape plants w/ 2yr. warranty, irrigation.	Trees = 25 Shrubs = 100 Irrigation	\$15,000 \$3,500 \$30,000
Citywide Parks - Maintenance	Tree and Shrub maintenance	Mulch = 300 yards Fertilize = 300 Trees Stumps = 50 Trees Prune/Maintance = 50 Trees	\$7,500 \$3,000 \$4,000 \$7,500
Northwest Area - Stormwater (Blackstone Vista)	Contract Plant/Install B&B & Container trees w/2yr. warranty.	Trees = 25	\$15,000
Northwest Area - Stormwater (Blackstone Ridge)	Contract Plant/Install B&B & Container trees w/2yr. warranty.	Trees = 60	\$36,000
Northwest Area - Stormwater (Argenta Hills)	Contract Plant/Install Landscape Shrubs w/ 2yr. warranty	Shrubs = 25	\$1,250
Fire Hall #2 - Stormwater	Contract Plant/Install B&B & Container trees and shrubs w/ 2yr.warranty	Trees = 20 Shrubs - 60	\$12,000 \$3,000
Totals		Trees Planted =225 Shrubs Planted = 560	\$279,150

Tree Preservation Fund Balance:

- Developer deposits since 2016

Year	Development	Amount
2017	Winwood 2 nd Addition	\$ 99,600
2018	Commercial Partners Exchange	16,800
2020	Settlers Ridge North	171,900
2022	Highlands at Settlers Ridge	<u>536,800</u>
		\$ 825,100

- Balance in Tree Preservation Fund (Fund 443) as of December 31, 2022 = \$851,028

FISCAL IMPACT

The policy provides for expenditures of up to 50% of the fund in any given year. The current balance as of December 2022 in the Tree Preservation Fund (Fund 443) is approximately \$825,100. The Parks and Public works departments are requesting to spend \$279,150 in 2023. This would leave a balance of approximately \$545,950 in the fund.

RECOMMENDATION

Staff recommends, the Park and Recreation Advisory Commission recommend approval of the annual city reforestation program through the Tree Preservation Fund to the City Council.

ATTACHMENTS

1. Tree Preservation Mitigation Fund

POLICY

TREE PRESERVATION MITIGATION FUND

TREE REPLACEMENT PLAN

PURPOSE AND INTENT OF POLICY

The purpose of this policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree Protection and Preservation Fund. The intent is the enhancement of the city's forest resource.

POLICY

Funds may be used as follows:

1. Reforestation Program

The Reforestation Program includes the purchase and planting of trees on public land including, but not limited to city parks, city golf course, city nursery, storm sewer retention ponds, open space and limited road right-of-way such as Cahill Ave. between Upper 55th St. and 80th St. with community-wide significance. Costs may include tree purchase, planting, and a maintenance period (i.e. irrigation, tree staking, fertilization, pruning, etc.) until the tree(s) becomes established.

2. Special Needs

In the event of a natural disaster or other identifiable special need, funds may be contributed to other city sponsored reforestation programs.

CONTINUANCE OF POLICY

This policy shall apply only to funds received specifically from Tree Protection and Preservation Mitigation Fund (Code 515.90 Subd 28) from applications to the City. At no time may the fund deplete by more than 50%, or to less than \$10,000 in any given year, without the express consent of the City Council.

RESPONSIBILITY

The Director of Parks and Recreation and the City Administrator shall have primary responsibility for the implementation and coordination of this policy per Code 515.90 Subd 28. An annual tree replacement plan, prepared by Parks Division, will be submitted for Park and Recreation Advisory Commission review and City Council approval.

Approved by the Inver Grove Heights City Council 2/10/03



Parks & Recreation Advisory Commission Staff Report

SUBJECT: **Park Dedication -Staples Land Co.**

MEETING DATE: April 12, 2023
ITEM TYPE: Regular Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

Consider recommending approval of Park Dedication Fees in the form of cash for the platting of parcels for the Staples Land Co. at 10093 Rich Valley Boulevard.

BACKGROUND

The applicant is requesting a Preliminary Plat & Variance to divide 30.46 acres into four (4) single family Agricultural Zoned Subdivision on the property at 10093 Rich Valley Boulevard. This would result in the evaluation of the Park and Recreation Advisory Commission to recommend park dedication in the form of land, cash, or a combination of both.

FISCAL IMPACT

Per the City's ordinance, and by way of creating new single-family lots, the owner is required to pay a park dedication fee. The fee for a single-family lot is \$3,850. Staff is recommending park dedication on this plat be cash in lieu of land. A cash fee of \$3,850 per lot would be required for the plat (4 lots x \$3,850 = \$15,400).

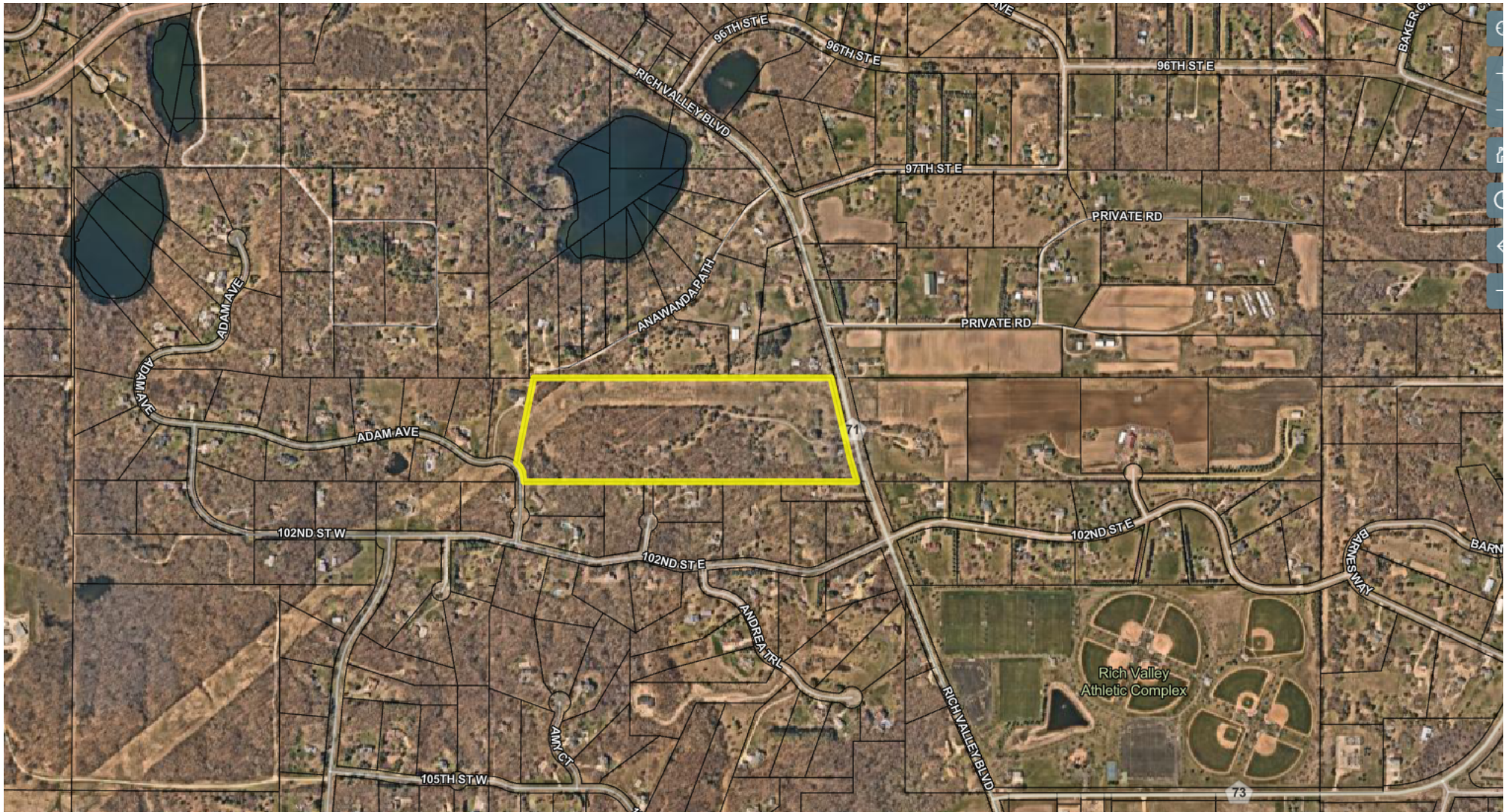
RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission recommend to Council that they accept the Park Dedication Fees in the form of cash, \$15,400 from Staples Land Co. per the ordinance requirement.

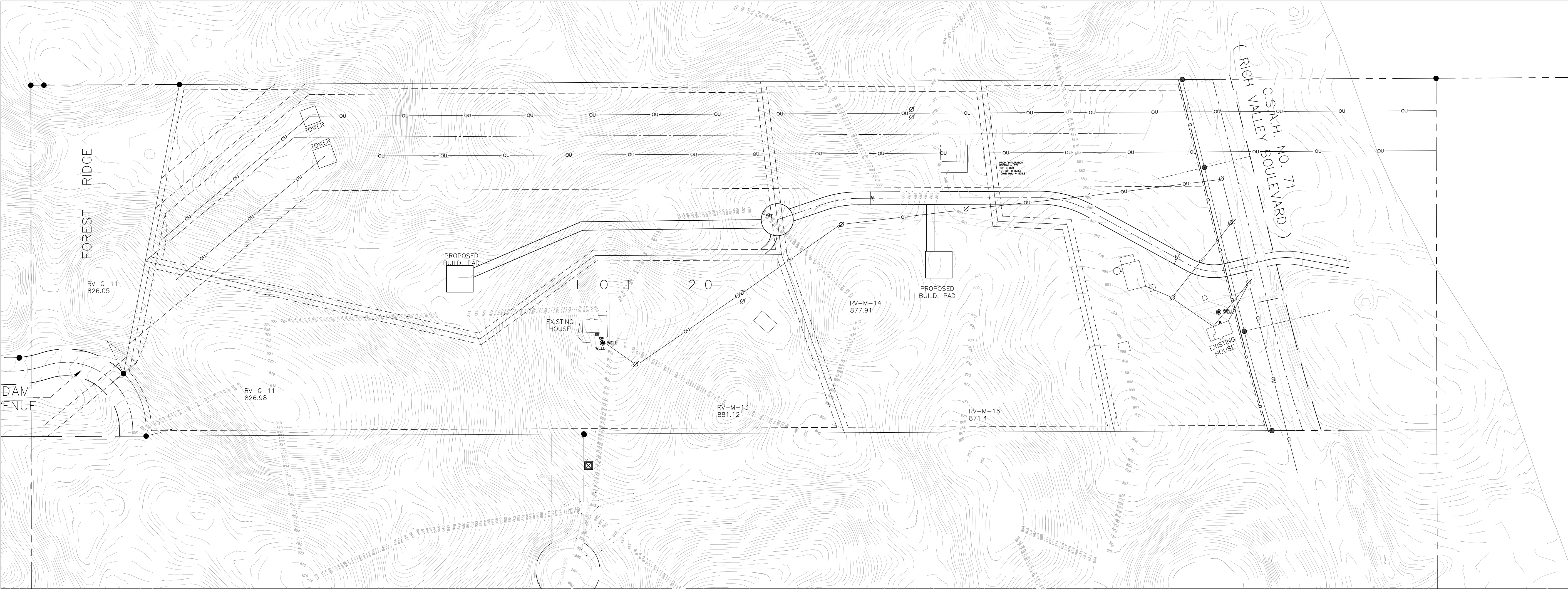
ATTACHMENTS

1. Staples Land Co. Map Location
2. Staples Land Site Plan 2

Staples Land Co. Map Location



OVERALL SITE PLAN



BLOCH

ENGINEERING

BLOCH ENGINEERING, PLLC

blochengineering.com

32210 XEON ST NW

CAMBRIDGE, MN 55008

krystle@blochengineering.com

JOB NO. 22-14

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY

KRISTLE L. BLOCH

49893

3-16-2023

DATE

LIC. NO.

10093 RICH VALLEY ROAD
INVER GROVE HEIGHTS, MN

OWNER: STAPLES LAND CO LLC
1276 SOUTH ROBERT TRAIL
WEST ST PAUL, MN

REVISIONS			
NO.	DATE	BY	DESCRIPTION

C1