



Inver Grove Heights Parks and Recreation Advisory Committee

Wednesday, June 14, 2023 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. **Call to Order**
2. **Swearing In Of New Parks And Recreation Commissioners**
3. **Roll Call**
4. **Presentations**
 - A. Chelsea Swenhaugen and Rachel Mikel, Recreation Coordinators - Summer Youth and Family Programming
5. **Announcements**
 - A. July PRAC Park Tour Wednesday, July 12, 2023 at 5:00 pm
 - B. August Meeting – Wednesday, August 16, 2023 at 7:00 pm
6. **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. Approve May 10, 2023 meeting minutes
7. **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.
8. **Unfinished Business**

Items that are brought back to the Commission for action from a previous meeting
9. **Regular Agenda**
 - A. Park Tour Locations
 - B. PRAC Subcommittee Assignments
 - C. October and December 2024 PRAC meeting discussion
10. **Administrative Presentations**
 - A. Heritage Village Park Phase 5 Bonding
 - B. LSI Play Tour Date- August 3, 9-3 pm

June 14, 2023 - Parks and Recreation Advisory Committee Agenda

- C.** Department Happenings
 - 1. Parks Superintendent Update
 - 2. Recreation Superintendent Update

11. Commission Comments

12. Adjourn

**City of Inver Grove Heights Minutes of the Proceedings
Of the Parks and Recreation Advisory Commission
City Council Chambers - 8150 Barbara Avenue
Wednesday, May 10, 2023 at 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Cook called the May 10, 2023 Parks and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Steve Cook; Vice Chair Nikki Barker; Commissioner's: Curt Ellingboe, Sandra Christensen, Ben Stone, William Skar, Elaine Prickel

Parks and Recreation Director Adam Lares, Parks Superintendent Brian Swoboda, Recreation Superintendent Julie Dorshak, Guest Services Supervisor Tammy Abrahamson

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

3. PRESENTATIONS:

A. Tammy Abrahamson, Guest Services Supervisor, VMCC

Guest Services Supervisor Tammy Abrahamson provided the following update:

Memberships:

- In 2022: 2,273 memberships sold. 1,413 were residents, 860 non-residents
- Through April 30, 2023: 792 memberships were sold
- Same timeframe in 2022: 802 memberships were sold
- Currently running a membership special through June 15th, special enrollment fee of \$23 (savings of \$26)
- Last year during the same membership drive, 280 memberships were sold

Daily Admissions:

- As of April 30, 2023: 18,723 daily admissions
- Same timeframe in 2022: 18,354

Updates:

- In the final stages of completing a membership office
- Working on filling a vacancy of a part time customer service representative; interviews begin next week

4. ANNOUNCEMENTS:

A. June PRAC Meeting Wednesday, June 14, 2023

Chair Cook mentioned there would be two new Commissioner taking part in the June meeting. Elaine Prickel and Kari Miller will both be retiring.

B. July PRAC Meeting Tour – Wednesday, July 12, 5:30 pm

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approve April 12, 2023 Minutes

Motion by Vice Chair Barker, second by Commissioner Prickel, 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. Consider Ordinance Amending City Code Related to Alcoholic Beverages in City Parks

Parks and Recreation Director Adam Lares presented the following ordinance change:

- Current City Ordinance prohibits the consumption of alcoholic beverages in city parks
 - With exception to Rich Valley Park and South Valley Park where 3.2 percent malt liquor is allowed
- Have received numerous requests for events to have more than 3.2 alcoholic beverages
- Existing City Code was reviewed by staff to see if there was a way to allow 10% alcohol by volume (ABV) at the following parks:
 - South Valley Shelter, Rock Island Swing Bridge Shelter, Rich Valley Athletic Complex

Proposed Ordinance Changes:

- City Code Title 4, Chapter 1, Section 16(B) related to the Possession and Consumption of Alcoholic Beverages in City Parks
 - Lawful aged persons may possess and consume beverages containing no more than 10% alcohol by volume in original, single serve, non-glass containers no more than 16 ounces in size, at South Valley Park and Rock Island Swing Bridge Park
 - This is only within the group picnic shelter at the parks in conjunction with an event via permit

Commissioner Skar asked about alcoholic beverages containing 5% THC.

Director Lares replied this ordinance only addresses alcohol. Staff can consider adding THC to a discussion.

Chair Cook asked if there would be compliance monitoring of the events.

Director Lares responded staff would notify the police of events with alcohol permits.

Commissioner Prickel asked if there would be a requirement for liability insurance.

Recreation Superintendent Julie Dorshak replied that the city requires the applicant sign off on the rental permit. It does not request them to provide a certificate of insurance. Insurance certificates are required for larger events such as a large tournament.

Vice Chair Barker asked if 10% and 16 ounces were typical.

Director Lares replied other communities vary with what they allow. Eagan parks allow alcohol without any restrictions.

Chair Cook questioned what brought on the change request.

Director Lares replied the loss of potential applicants.

Commissioner Prickel asked if there was a fee involved.

Director Lares replied yes.

Commissioner Christensen asked if the rental agreements include a damage deposit.

Superintendent Dorshak replied yes. Staff would look into increasing the deposit as the new South Valley shelter becomes available.

Commissioner Stone asked if this would be amended once the new shelter is constructed at Heritage Village Park.

Director Lares replied this would not be amended at the Heritage Village Park Roundhouse Shelter due to where it sits in proximity to where the playgrounds would be. There is a potential pavilion to the north parking lot that could be amended at that time.

Parks and Recreation Director Lares discussed the Proposed Ordinance Change for Rich Valley Athletic Complex:

- Lawful aged person(s) may possess/consume alcoholic beverages containing no more than 10% of alcohol by volume in original single serve containers of no more than 16 ounces in size. This is only in conjunction with an event. Must be an invitee of the event sponsor.
- Alcoholic beverages are not allowed at any youth-focused events or tournaments.
- Depending on size/volume of event, there would be a threshold for numbers that constitute having a police presence and/or insurance.

Director Lares mentioned with Food Truck Day events people have requested having a brewery participate. This would allow that to be done at the Rich Valley Athletic Complex.

Motion by Commissioner Skar, second by Vice Chair Barker, to approve an Ordinance Amending City Code Related to Alcoholic Beverages in City Parks

Ayes: 7

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Updates

1. Argenta Hills & Overlook Ridge Park

Parks and Recreation Director Lares stated bids were opened and received for both parks. At the April 24th City Council Meeting, staff brought forward a budget and contract to have work done at both parks. This was approved. Next week, construction begins at Overlook Ridge Park with Argenta Hills Park beginning a few weeks later. \$1 million dollars was budgeted for both projects. The projects came in under bid at \$825,000. Staff anticipates both parks to be completed by fall. These parks could potentially be visited during the Commission parks tour in July.

2. LSI Play Tour Date- August 3, 9-3 pm

This tour, to see how play structures are produced, are one of their vendors located in Delano, Minnesota, called Flagship. The tour takes place on Thursday, August 3rd from 9:00 to 3:00. More information to come.

3. PRAC Advisory Commission Update

There will be new appointments to the Parks and Recreation Advisory Commission in June. Recognition will take place for those leaving the Commission.

Commissioner Christensen is up for reappointment. As stated earlier, Commissioner's Prickel and Miller are leaving.

4. Northwest Area Park Council Presentation – May 15 Work Session, 6pm

A presentation will take place in front of the City Council on May 15th, by both the Parks and Recreation Director and the City Administrator in regards to the northwest area development for parks, where things currently sit, what type of work still needs to be done, and what the Council may want to see as far as acquisition of land.

B. Department Happenings

1. Parks Superintendent Update

Parks Superintendent Brian Swoboda provided the following update:

- Crews are busy finishing tree clean up from the winter storm
- Athletic fields are ready. Doing batting cages, gates, and fence repairs

- Daily mowing
- De-winterizing the buildings
- Crews were busy cleaning off parking lots and boulevards, picking up trash
- Picnic season has begun; rentals are beginning
- First ballfield tournament takes place this weekend at Rich Valley Athletic Complex
- Working on the door fob system for shelters; new keys will arrive tomorrow
- Some seasonal staff have started coming in
- There are six projects going on:
 - Daily rounds to South Valley (tapping water and sewer lines, buildings torn down)
 - Heritage Village Park Phase 4 holes have been dug for the fittings for the shelter and restrooms (pouring concrete, weather permitting on Friday)
 - Pre-construction meeting took place for Argenta Hills Park and Overlook Ridge Park (hopeful to start Monday)
 - Playgrounds finished from the manufacturer August 15th
- Trail additions at Vista Pines Park went well (paved yesterday and today)
- Doing playground inspections; added engineered wood fiber to areas
- Continue Emerald Ash tree inspections
- Working on the Budget for 2024

Commission Questions/Comments:

Water fountains were turned on two weeks ago.

Will have conversations about adding a few more features at Harmon Park.

2. Recreation Superintendent Update

Recreation Superintendent Julie Dorshak provided the following update:

- Aquatics area is just as busy in the summer as it is in the winter.
 - More open swim hours, groups/teams reserve time, swimming lessons.
 - Building up staff in aquatics.
 - Private/Semi Private swimming classes will be back in June.
- Hosted World Tai Chi Day in the fitness area on April 29th. Over 40 participants.
- Pausing virtual opportunities. This will come back for fall; staff is taking the time off to survey regarding usage.
- Touch a Truck from 9-12:00 on Saturday, May 20th.
- Farmers Market begins on June 11th. Every Sunday from 8:00 to 1:00.
- K.I.D.S. Rock has 150 registered kids. Begins on June 12th. Max Capacity per day is 90 students.
- Community Gardens open this week. All have been reserved. Staff receives several requests for additional gardens.
- A line dance class was offered for Active Older Adults. Due to popularity, a second class was offered. 48 people signed up.
- Summer program registrations: 393 programs/classes are offered for the summer with 1,761 people registered.
- A new Communications Specialist was hired, Olivia Skelton; she comes from Shoreview. The position is 20 hours a week, benefitted.
- Working on the 2024 Budget.
- Getting ready for the Fall Brochure.
- Working on the 2022 Annual Summary.

Commission Questions/Comments:

Discussion regarding more space for community gardens.

Two locations have Master Plan Community Gardens. South Valley is one location in Phase 2 or 3; Heritage Village Park is the other location.

If there was a requirement that it be in a city park or if it could be on city property.

There is no requirement. This can be explored.

T-Shirts are for sale for \$15.00 from the Parks and Recreation Department with proceeds going toward the Youth Scholarship Fund. The slogan is "More Fun For All". Shirts will be available all summer while there is interest. This is for assistance in any programs other than K.I.D.S. Rock. It pays for up to 50% of costs/up to \$200.00 per year.

10. COMMISSION COMMENTS:

Vice Chair Barker mentioned she would be taking the lead as Chair for the next month's meeting while Chair Cook is on vacation.

Commissioner Ellingboe thanked Commissioner Prickel for her time on the Commission.

Commissioner Prickel shared that leaving was a difficult decision to make. She had a lot of competing priorities. She enjoyed her time on the Commission and thanked all. She said it has been rewarding.

Chair Cook thanked Commissioner Prickel for her input, she will be missed.

Commissioner Christensen mentioned she was up for reappointment. A decision will come.

Commissioner Stone mentioned retaining walls and mountain bikes.

Commissioner Skar had no comment.

11. ADJOURN:

Motion by Commissioner Christensen, second by Commissioner Prickel, to adjourn the meeting at 8:20 p.m.

Ayes: 7

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek



Parks & Recreation Advisory Commission Staff Report

SUBJECT: Park Tour Locations

MEETING DATE: June 14, 2023

ITEM TYPE: Regular Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

Discussion on which park locations the commission would like to tour.

BACKGROUND

In preparation for the July 2023 Park Tour, staff is requesting the PRAC discuss which parks they would like to visit. Staff recommends the following park locations to visit.

- Heritage Village Park
- South Valley Park
- Skyview Park (Tennis Courts)
- Oakwood Park (Tennis Courts)
- Overlook Ridge Park
- Argenta Hills Park

These parks are recommended given current construction and potential for redevelopment in 2024.

FISCAL IMPACT

n/a

RECOMMENDATION

n/a

ATTACHMENTS

None



Parks & Recreation Advisory Commission Staff Report

SUBJECT: PRAC Subcommittee Assignments

MEETING DATE: June 14, 2023

ITEM TYPE: Regular Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

Introduce PRAC subcommittee assignments in preparation for the August 2023 PRAC meeting where assignments will take place.

BACKGROUND

Annually, several projects or initiatives occur within the Parks and Recreation department. Many of which are within the PRAC's annual work plan. As a result, the PRAC members volunteer or are assigned to subcommittees to help guide the projects and initiatives.

Below is a list of current subcommittees:

- Heritage Village Park Master Plan
- Heritage Village Park Historical
- South Valley Park Development
- Northwest Area Park Development
- Comprehensive Park and Recreation System Plan
- New: Tennis/Pickleball Court Rehabilitation Projects (Skyview & Oakwood Parks)

Attached you will find the current assignment for each subcommittee with current and past PRAC members. As discussed previously, each subcommittee will have no more than four members assigned.

Please come prepared to volunteer for a subcommittee at the August 2023 meeting.

FISCAL IMPACT

n/a

RECOMMENDATION

n/a

ATTACHMENTS

1. PRAC SubCommittee 2022

City of Inver Grove Heights

2022 Park and Recreation Commission

Subcommittee Assignments

	HVP Master Plan	HVP Historical	South Valley	NW Area	Comp Park Plan
Ellingboe	X		X		X
Cook		X		X	
Barker	X				X
Krech	X	X			
Christensen			X		X
Miller			X	X	
Prickel				X	X

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Ben Stone ben.stone@navyisland.com



Parks & Recreation Advisory Commission Staff Report

SUBJECT: **October and December 2024 PRAC meeting discussion**

MEETING DATE: June 14, 2023
ITEM TYPE: Regular Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

Staff would like to discuss rescheduling the October 11, 2023 PRAC and determine if the PRAC would like to cancel the December 13, 2023 meeting.

BACKGROUND

Staff will not be available for the October 11, 2023 regular scheduled PRAC meeting. Staff would like to discuss rescheduling that meeting to October 18, 2023.

In addition, in previous years, the PRAC has elected to cancel the December regular scheduled meeting. Staff would like to know if the PRAC still wishes to do the same this year.

FISCAL IMPACT

n/a

RECOMMENDATION

n/a

ATTACHMENTS

None