



Inver Grove Heights Parks and Recreation Advisory Committee

Wednesday, October 16, 2024 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. Call to Order

2. Roll Call

3. Presentations

A. Suzie Seabright-Hofmeister – Aquatics Programming

4. Announcements

A. November Meeting – Wednesday, November 13, 2024 at 7:00 pm

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. Approve Minutes from September 11, 2024 Meeting

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. Parks & Veterans Memorial Community Center 5-Year Capital Improvement Plan (2025-2029)

9. Administrative Presentations

A. Department Happenings

1. Parks Superintendent Update

2. Recreation Superintendent Update

3. Parks and Recreation Director Update

10. Commission Comments

11. Adjourn

October 16, 2024 - Parks and Recreation Advisory Committee Agenda



**Parks & Recreation Advisory Commission
Staff Report**

SUBJECT: **Approve Minutes from September 11, 2024 Meeting**

MEETING DATE: October 16, 2024

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

PRAC is asked to approve the September 2024 meeting minutes.

BACKGROUND

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. DRAFT September 11 2024 Parks and Recreation Advisory Commission Meeting Mts

**Inver Grove Heights
Parks and Recreation Advisory Commission
City Hall Police Conference Room - 8150 Barbara Avenue
Wednesday, September 11, 2024 - 7:00 p.m.**

1. CALL TO ORDER:

Vice Chair Barker called the September 11, 2024 Parks and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Vice Chair Niki Barker; Commissioners: Bill Skar, Sandy Christensen, Ben Stone, Tracy Mulcahy, Willie Krech, Abby Heidenreich

Absent: Chair Steve Cook, Commissioner Kurt Stangler

Others Present: Recreation Superintendent Julie Dorshak, Parks Superintendent Brian Swoboda, Parks and Recreation Director Adam Lares, Recreation Coordinator Al Vandehoef

3. ANNOUNCEMENTS

A. October Meeting – Wednesday, October 16, 2024 at 7:00 p.m.

B. Al Vandehoef, Recreation Coordinator, informed the Commission about Active Aging Week coming up in the first week of October and some related programs/events, including fall wreath making, travel talks, art and fitness classes, a beginners' pickleball tournament, and a bingo game. He also discussed a partnership with Caring Transitions to offer tours of local senior living facilities. He mentioned other collaborations on four-hour driver safety classes, tax planning, and scam avoidance. He said dancing and health classes have been popular offerings. He updated the Commission on the recent Health Fair's speakers and attendance. He discussed the Senior Club's activities, including a tour of the new Fire Department, puzzle challenges, and luncheons. He also discussed plans for the upcoming Fall Fest, including live music, comedy, and farmer vendors. Another Community Center offering he mentioned was Guitars for Vets, which helps veterans cope with PTSD through music classes. A collaboration with nearby cities to offer trips has been so popular that Recreation Coordinator Vandehoef is considering starting up a new program just for Inver Grove Heights.

Vice Chair Barker commended Recreation Coordinator Vandehoef on the number and quality of programs being offered to seniors.

4. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of the Minutes from August 14, 2024 Meeting

Motion by Commissioner Krech, second by Commissioner Heidenreich, to approve the August Minutes and the Consent Agenda as presented.

Ayes: 7

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

There were no public comments.

6. UNFINISHED BUSINESS:

There was no unfinished business.

7. REGULAR AGENDA:

A. South Valley Archery Range Design

Parks Superintendent Swoboda updated the Commission on Phase 2 progress of the South Valley Park Master Plan. Park maintenance staff were able to clear the archery area ahead of schedule due to the mild winter.

A USA Archery Level 5 coach, Richard Cockrell, was contracted to design a public recreation archery range.

Youth archery programming will be relocated from Groveland Park to South Valley Park starting spring 2025.

Parks Superintendent Swoboda showed the proposed site design, including an ADA accessible trail leading down to the area, up to eight shooting lanes, and two elevated platforms.

Parks Superintendent Swoboda also showed the proposed regulations and signage. There will be signs all around the perimeter.

The lanes will be on a 10' x 120' concrete slab. Each lane will have moveable targets, usually at 10-, 20-, or 30-yard distances, but up to 55 yards.

A split-rail fence will protect those shooting in the lanes from the people shooting on the platform. A chain link fence will ensure people and pets do not enter the archery range from the walking path nearby.

He requested feedback from the Commission on the design.

The safety rules are being reviewed by the City Insurer and Attorneys office, and then the final design and public open rules will be brought back to the Commission for approval.

Vice Chair Barker suggested removing the quotation marks from the signage.

Parks Superintendent Swoboda said the signs were still being finalized.

Commissioner Christensen asked about the possibility of making the platform accessible.

Parks Superintendent Swoboda said there was not currently power at the site to allow for this, but it's not out of the question for the future.

Vice Chair Barker confirmed that the shooting lanes will be accessible.

Commissioner Stone asked about the purpose of the platform.

Parks Superintendent Swoboda said hunters typically shoot from an elevation, so it will provide that experience.

Commissioner Skar asked if it would be open all year.

Parks Superintendent Swoboda said the paths might not be cleared of snow, but it could stay open for use.

Commissioner Stone asked if deer would be able to enter the range.

Parks Superintendent Swoboda said that "No Shooting Wildlife" could be added to signs.

He added that Parks is planning to apply for grants to pay for the targets.

Commissioner Christensen asked about whether there would be further tree removal.

Parks Superintendent Swoboda said all planned tree removal was completed.

Commissioner Christensen asked about the fence.

Parks Superintendent Swoboda said it will be cedar split-rail. He said there are lots of archery clubs that have shooting events and programs, and they are hoping that local club involvement could assist with paying for targets and/or the platform.

Commissioner Krech asked about cost.

Parks and Recreation Director Lares said that park dedication fees might be used to advance this project. There are also grants that could support various parts of the project.

Commissioner Krech said he was in favor of the design, given local interest and the current lack of an archery range in the area.

Commissioner Mulcahy commended the Parks Department for proceeding so swiftly with the project.

8. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

1. Recreation Superintendent Update

Recreation Superintendent Dorshak updated the Commission on the following:

- There is currently a Fall Membership special (new members can register until Oct 11th for just the \$24.00 enrollment fee.) There is also a personal training sale going on (5% discount).
- A few arena projects are in process. The East Rink is closed for painting and new ice and will reopen September 19th. The West Rink will go from turf to ice.
- Staff are reflecting on summer programming in order to adjust future offerings.
- Fall programming has begun, including flag football, soccer, tennis, and fitness classes. There are 193 programs with 960 registered participants so far.
- There are 170 kids signed up and 225 kids expected for the Fifth Quarter lock-in event for 6th through 8th graders.
- Winter planning has already begun.

Commissioner Christensen mentioned that the women's hockey team is looking for practice space.

Recreation Superintendent Dorshak said there was not currently a lot of available ice time.

Parks and Recreation Director Lares said that if availability works out, it could certainly be a conversation.

2. Parks Superintendent Update

Parks Superintendent Swoboda updated the Commission on the following:

- The renovated tennis and pickleball courts opened the Friday before Labor Day, and they have been well-received.

- Seidl's Lake trail and shoreline restoration is complete.
- South Valley/Heritage Village Park both have minor punch list items remaining, but they have seen heavy use already.
- Staff is working with playground vendors to produce concepts for Southern Lakes Park.
- The trail between Overlook Ridge and Argenta Hills Park has now been paved. The developer still needs to do plantings, put irrigation in, and install a fence.
- Staff is reviewing plans for the Groveland ball field renovation to improve drainage.
- 100+ trees came down in recent storms – lots of clean-up is happening, with replanting planned in some parks.
- All seasonal staff have left, so mowing has slowed; maintenance and event set-up continues.
- Playground inspections occur weekly and monthly to identify needed repairs.
- Staff are overseeding, aerating, and top-dressing fields to improve grass for next year.
- Forestry mowing at Salem Hills Park continues.
- There is another paving project at Rich Valley for the path leading up to the concession stand.

3. Parks and Recreation Director Update

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

- 300 people were in attendance at South Valley grand opening.
- As part of the 2025 Parks Capital Improvement Plan, playground equipment at VMCC Park and Southern Lakes Neighborhood Park will be replaced, with a potential footprint expansion at Southern Lakes. Community engagement consists of a survey starting September 30th and two on-site open houses October 29th and 30th to showcase potential designs and gather additional feedback. The Kids Rock program uses the VMCC playground June-August, so the project may start next fall.

Commissioner Skar said he attended the grand opening with his kids and commended the Department for a well-run and well-attended event. He mentioned that the Fifth Quarter event is through Spark, and he said that they have great messaging around healthy habits, specifically around not vaping.

Vice Chair Barker said it was nice and lots of people came out.

Commissioner Mulcahy commended the Department for parking management at the grand opening event. She said the park is busy whenever she passes it.

Parks and Recreation Director Lares thanked staff for their efforts to help people cross 70th safely at the event.

Commissioner Stone asked about model rocket launch areas nearby.

Vice Chair Barker asked about the noise level of launching model rockets.

Commissioner Krech suggested the area by the gun range.

Parks and Recreation Director Lares said he did not know of an ordinance allowing or prohibiting model rockets, but he said he would look into it.

9. COMMISSION COMMENTS:

There were none.

10. ADJOURN:

Motion by Commissioner Christensen, second by Commissioner Krech, to adjourn the meeting at 7:52 p.m.

Ayes: 7

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Wilfred Clashe



Parks & Recreation Advisory Commission Staff Report

SUBJECT: **Parks & Veterans Memorial Community Center 5-Year
Capital Improvement Plan (2025-2029)**

MEETING DATE: October 16, 2024
ITEM TYPE: Regular Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
 Brian Swoboda, Parks Superintendent, 651.450.2582

PURPOSE/ACTION REQUESTED

The Parks and Recreation Advisory Commission is asked to recommend approval of the 5-year CIP for Parks and Veterans Memorial Community Center to the City Council.

BACKGROUND

This CIP includes the scheduling of Park and VMCC improvements for the community over a five-year period, taking into consideration the community's financial capabilities as well as its goals and priorities. The primary objective of this CIP is to integrate the specific goals, policies, and Council recommendations with the City's capability to pay for and maintain capital investments.

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. This CIP attempts to prioritize improvements to the City's infrastructure so Inver Grove Heights continues to be a community with an infrastructure system that provides high quality service to the City's businesses and residents.

Attached you will find both draft 5-year CIP for Parks and the VMCC, which have been proposed to Council and will be back before them for final approval next month.

FISCAL IMPACT

Parks has an annual tax levy allocation of \$300,000 to the Park Capital Replacement Fund to support CIP efforts. Annually, a 5% increase will be requested to that allocation to cover inflation.

A new fund was created in 2023 to track Community Center capital expenditures (Fund 206). The fund is scheduled for \$700,000/annually. This is funded by a transfer from the Host Community Fund.

Consistent funding should allow the city to manage capital repairs and replacements for varying years of high and low capital needs. Individual projects still require annual City Council approval.

RECOMMENDATION

Staff recommends the Parks and Recreation Advisory Commission recommend approval of the 5-year CIP for Parks and Veterans Memorial Community Center to the City Council.

ATTACHMENTS

1. 2025-2029 Parks and VMCC CIP Plan

Department	Project #	2025	2026	2027	2028	2029	Total
Community Center							
Fitness Equipment (Annual Replacements)	VMCC-001	40,000	40,000		40,000		120,000
Common Areas Updates	VMCC-002		20,000		20,000		40,000
GR-Brightside Room Reconfiguration	VMCC-2025-01	350,000					350,000
FIT-Fitness Center Flooring	VMCC-2025-02	65,000					65,000
AR-Paint Team Rooms & Restrooms	VMCC-2025-03	15,000					15,000
AR - Volleyball poles/stands	VMCC-2025-04	10,000					10,000
AQ-Play Equipment in zero depth pool	VMCC-2025-05	80,000					80,000
GR-Benches-BP room/pool deck	VMCC-2025-06	12,700					12,700
MEC-Replace ADA Door Openers	VMCC-2025-07	7,500					7,500
MEC- HVAC (Daycare)	VMCC-2025-08	50,000					50,000
MEC-Radiant Heat (West Rink)	VMCC-2025-09	75,000					75,000
GR-Repair Rear Grove Stairs	VMCC-2025-10	38,000					38,000
AR-Card Reader locks for P&R Admin Office	VMCC-2025-11	7,000					7,000
AQ-ADA Lift	VMCC-2026-01		7,500				7,500
AQ-Lap Pool Bleachers (portable)	VMCC-2026-02		18,250				18,250
AQ-Lap Pool Stadium Seating	VMCC-2026-03		40,000				40,000
AQ-Lifeguard Lockers	VMCC-2026-04		22,000				22,000
AR-Replace R-22	VMCC-2026-05		200,000				200,000
FIT-Fitness Studio Floor	VMCC-2026-06		32,000				32,000
AR-Doors/frames(East Rink set 2)	VMCC-2026-07		13,000				13,000
MEC-Replace HVAC (Grove Room 2)	VMCC-2026-08		55,000				55,000
MEC-Replace HVAC (Life Guard Room)	VMCC-2026-09		50,000				50,000
MEC-Replace HVAC (Make Up Air East Rink)	VMCC-2026-10		56,300				56,300
GR-IT server/panel upgrade	VMCC-2026-11		10,000				10,000
AQ-Dive Pool 3 Meter Dive Board	VMCC-2027-01			8,000			8,000
AQ-Dive Pool 3 Meter Dive Board Stand	VMCC-2027-02			37,000			37,000
GR-Locker Room Lockers	VMCC-2027-03			120,000			120,000
AR-East Rink Matting	VMCC-2027-04			45,000			45,000
AQ-Tile back of spa wall	VMCC-2028-01				10,000		10,000
MEC-Replace East/West Rink Compressors (3)	VMCC-2028-02				2,500,000		2,500,000
AQ-Lap Pool Lane Lines (16)	VMCC-2028-03				7,000		7,000
GR-Card Access	VMCC-2029-01					27,000	27,000
MEC-Replace HVAC (Fitness Studio)	VMCC-2029-02					80,000	80,000

Department	Project #	2025	2026	2027	2028	2029	Total
AR-Replace Roof Top Unit #1	VMCC-2029-03					80,000	80,000
AQ-Dive Pool 1 Meter Dive Board	VMCC-2029-04					6,900	6,900
AQ-Dive Pool 1 Meter Dive Board Stand	VMCC-2029-05					14,000	14,000
MEC-Armory Link Furnace	VMCC-2029-06					15,000	15,000
MEC-Roof Top Unit 3 (Community Room 1-Arena)	VMCC-2029-07					80,000	80,000
MEC-Roof Top Unit 1 (Arena)	VMCC-2029-08					90,000	90,000
MEC-Replace Roof Top Unit #4	VMCC-2029-09					80,000	80,000
Community Center Total		750,200	564,050	210,000	2,577,000	472,900	4,574,150

Department	Project #	2025	2026	2027	2028	2029	Total
Parks							
Groveland Park Parking Lot	PKS-2025-01	100,000					100,000
Salem Hills Park Parking Lot	PKS-2025-02	100,000					100,000
Southern Lakes Park Playground	PKS-2025-03	150,000					150,000
VMCC Playground	PKS-2025-04	300,000					300,000
Groveland Park Ballfield Renovation	PKS-2025-05	100,000					100,000
HVP-Phase 5 (Playground/Splash Pad)	PKS-2025-06	2,650,600					2,650,600
South Valley Park Trail	PKS-2026-01		100,000				100,000
Sleepy Hollow Playground	PKS-2026-02		100,000				100,000
Oakwood Park Hockey Rink	PKS-2027-01			80,000			80,000
Groveland Park Hockey Rink	PKS-2027-02			60,000			60,000
Salem Hills Park Playground	PKS-2027-03			150,000			150,000
Ernster Park Playground	PKS-2028-01				150,000		150,000
Lions Park Playground	PKS-2028-02				150,000		150,000
Groveland Park Tennis Courts	PKS-2029-01					150,000	150,000
VMCC Skate Park	PKS-2029-02					150,000	150,000
Rich Valley Parking/trails mill/overlay	PKS-2029-03					1,150,000	1,150,000
Parks Total		3,400,600	200,000	290,000	300,000	1,450,000	5,640,600