



Inver Grove Heights Parks and Recreation Advisory Committee

Wednesday, February 12, 2025 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. Call to Order

2. Roll Call

3. Presentations

A. Dakota County 2050 Vision Plan - Lil Leatham, Principal Planner

4. Announcements

A. Work Session - Wednesday, February 26 at 5:00pm

B. Regular Meeting – Wednesday, March 12 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 January 8, 2025 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. 2025 Tree Replacement Plan

B. Recommend Approval of Resolution to Authorize and Accept January 1-December 31, 2024 Donations and Sponsorships to the Parks and Recreation Department

9. Administrative Presentations

A. Department Happenings

1. Parks and Recreation Update

2. Recreation Superintendent Update

3. Parks Update Superintendent Update

10. Commission Comments

11. Adjourn

**Inver Grove Heights
Parks and Recreation Advisory Commission
City Hall Police Conference Room - 8150 Barbara Avenue
Wednesday, January 8, 2024 - 7:00 p.m.**

1. CALL TO ORDER:

Chair Cook called the January 8, 2024 Parks and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

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

Absent: Willie Krech (excused)

Others Present: Parks Superintendent Brian Swoboda, Parks and Recreation Director Adam Lares

3. PRESENTATIONS:

None.

4. ANNOUNCEMENTS:

A. February Meeting - Wednesday, February 12, 2024 at 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of the Minutes from November 13, 2024 Meeting

Motion by Commissioner Barker, second by Commissioner Christensen, to approve the November Minutes and the Consent Agenda as presented.

Ayes: 8

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

There were no public comments.

7. UNFINISHED BUSINESS:

There was no unfinished business.

8. REGULAR AGENDA/ADMINISTRATIVE PRESENTATIONS:

A. South Valley Archery Range

Parks Superintendent Swoboda updated the Commission on the South Valley Archery Range. Since the plan was presented to the Commission in September 2024, staff have finalized the design, safety regulations, and signage, which have all been approved by the city's insurer and attorney. The range was designed by USA Archery Level 5 Coach Richard Cockrell to meet the growing interest in recreational archery and provide a safer experience compared to the current setup in Groveland Park.

The range will be located east of the wellhouse at South Valley Park. Preliminary clearing has been completed. An ADA-accessible blacktop trail will lead down to the range. There will be six to eight

shooting lanes with 2-3 targets each. At the end of the trail, there is a landing zone. There will be a fence or safety rail there with regulations and rules. There will also be 10' by 12' elevated platforms, each accommodating 3 to 5 people, each with their own targets. A barricade will separate the elevated platform area and the ground-level shooting areas. There will be signage around the perimeter and a chain-link fence running southeast from the parking lot to separate the range from nearby walking trails. The topography of the area also isolates the range from the surrounding areas for safety.

There will be 4x4 block-type targets, enclosed and roofed, each with multiple targets. Similar elevated platforms at similar ranges in the area are quite popular.

Parks Superintendent Swoboda then presented the Archery Range Rules and Shooting Line Safety signs.

The budget for this project (Phase 2 of South Valley Park) is \$100,000 (Park Acquisition & Development Fund) and will cover the concrete, target enclosures, targets, elevated platforms, tables, benches, trash cans, signage, fencing, restoration, etc. As much as possible, work will be done in-house to minimize costs.

Types of uses accommodated will be recreation programming (youth & adult), public recreational use (non-programmed hours). Due to lack of electric lighting, the hours of the range will be sunrise to sunset.

Construction is slated to begin in Spring 2025, and the goal is to have programming running by summer 2025.

The PRAC is asked to review the final design of the South Valley Archery Range and provide a recommendation to City Council for approval of the project and budget.

Chair Cook asked how the targets would be changed out.

Parks Superintendent Swoboda said the target foam is dense, so the targets are expected to last five to ten years. He expects to be able to rotate targets to prolong their lifespan, as well.

Chair Cook asked how the distances will be set.

Parks Superintendent Swoboda said there will be markers on the course, and the distances for each lane will be set to fit the needs of Recreation programming.

Chair Cook clarified that the lanes will have fixed distances (not user-adjustable).

Parks Superintendent Swoboda said that the enclosures could be moved by Park staff, but he said that he did not predict that they would need to be moved often. He added that there would be three to five target enclosures at different distances for each elevated platform.

Commissioner Stangler asked about guidance for retrieving arrows.

Parks Superintendent Swoboda pointed him to the relevant part of the signage.

Chair Cook asked if the elevated platforms are for observation or shooting.

Parks Superintendent Swoboda answered that they could be used for either.

Parks and Recreation Director Lares commented that there will also be an observation area near the wellhouse (graded, with some type of fencing) for parents to watch archery programming at a safe, elevated distance. They can also enter the range, and there will be tables to sit at behind the shooting areas. He added that Rachel Mikel is looking into grants that might support adult programming.

Parks Superintendent Swoboda commented that there has been lots of public interest in the range; word has been getting out.

Motion by Commissioner Skar, second by Commissioner Barker, to recommend the South Valley Archery Range project for approval to the Council.

Ayes: 8

Nays: 0 Motion carried.

B. Southern Lakes/Veterans Memorial Community Center Playground Replacement

Parks and Recreation Director Lares presented playground replacement options for Southern Lakes and the VMCC (These were discussed in detail at a work session).

Motion by Commissioner Skar, second by Commissioner Stangler, to recommend that City Council accept the LSI design plan for Southern Lakes Park.

Ayes: 8

Nays: 0 Motion carried.

Commissioner Barker added that the bench will be a picnic table.

Parks and Recreation Director Lares said that would not be an issue.

Commissioner Barker commented that replacing two individual structures with a climbing structure was also discussed.

Parks and Recreation Director Lares said that would be explored.

Commissioner Skar asked how colors would be decided.

Parks and Recreation Director Lares said he would provide additional color palette options via email. He said this would be brought to Council on January 27th. He invited the Chair to determine how voting on colors would work.

Commissioner Mulcahy commented that there are good features of both designs.

Motion by Commissioner Christensen, second by Commissioner Barker, to recommend that City Council accept the GameTime design plan for the Veterans Memorial Community Center.

Ayes: 7

Nays: 0 (Commissioner Stangler abstained). **Motion carried.**

C. Department Happenings

1. Parks and Recreation Director Update

Parks and Recreation Director Lares presented on behalf of himself and Julie Dorshak, Recreation Superintendent.

Recently, \$2 million in bond funding was secured for the Heritage Village Park Playground structures. The custom inclusive playground and splashpad will come before the Council on January 27th.

In February, bids will go out for the parking lot expansion, irrigations, earthwork, etc. Bids will come back in March, then go before the Council for approval.

The plan is to complete installation by Fall 2025, with a grand opening ceremony probably in Spring 2026.

Parks and Recreation Director Lares showed the six shade structures added to the design based on feedback at similar sites in the area.

Shade structures will be first-come, first-served. The benches will be secured (not movable).

Chair Cook asked about the material for the ground under benches.

Parks and Recreation Director Lares said it will be British block concrete, and the flooring type of the splash pad itself will be a poured-in-place specialized rubber that has more give and grip than concrete.

The playground will have a train station feature and an homage to the Rock Island Swing Bridge, custom-built for Inver Grove Heights. There will be a variety of features and a zipline.

There will be fencing around the area except at entryways. The goal is to make the area secure but inviting.

There will be miniature play structures including a schoolhouse, fire station, and City Hall.

The splashpad will have different zones tailored for different ages.

There will be a duck race water feature.

Commissioner Skar said it was incredible to see all the work come to fruition. He suggested having the City's PR team reach out to Minnesota influencers and invite them to the opening.

Commissioner Barker said she appreciates Parks and Recreation Director Lares's efforts.

Parks and Recreation Director Lares said it has been challenging but exciting to bring this project to Inver Grove Heights as well as the wider region.

Chair Cook thanked Commissioner Barker for her work on this project.

Commissioner Barker commented that it has been a seven-year-plus effort.

Parks and Recreation Director Lares provided an update on the VMCC. The Aquatics area/Fitness Center has been booming; hockey and figure skating are bringing in lots of people from neighboring communities and broader Minnesota. He mentioned that there have been lots of compliments to Operations, Maintenance, and Recreation staff. He commented that the goal is to get more Inver Grove Heights residents in the door so they can benefit from all the activities and offerings.

Chair Cook commended staff for managing high foot traffic well.

2. Parks Superintendent Update

Parks Superintendent Swoboda updated the Commission on the following:

The mild winter weather has been a challenge; parks crew members have been busy getting the ice rinks usable again after a melt, and the sliding hill has been non-usable.

Parks Superintendent Swoboda said staff have also been busy with the following:

- Trimming trees throughout the parks systems
- Cleaning warming houses
- Restocking bathrooms at South Valley, Oakwood, Skyview, and Groveland.
- Repairing some picnic tables
- Forestry mowing at Harmon Reserve under the Natural Resources Management Plan

In mid-January, the aerator will be installed in Gun Club Lake at Lions Park. There will be weekly inspections.

Staff are looking forward to beginning construction of the target enclosures for the archery range (with Council approval).

Tree removal due to Emerald Ash Borers is wrapping up, with a stump grinder scheduled to come in.

Parks Superintendent Swoboda said he was getting lots of quotes for spring projects, including synthetic turf installation at Rich Valley and the Groveland Ball Field restoration project. -

The three-year portable toilet contract is up for renewal in March, so he is gathering quotes from vendors for that as well.

There is also a door-timers project at Rich Valley that will help with managing the facilities for picnic reservations.

Parks Superintendent Swoboda mentioned other upcoming projects including two playground replacements and Phase 5 work at Heritage Village Park -- answering architect/engineer questions about parking lot, irrigation, drainage, amenities, etc.

Commissioner Christensen asked about firepit usage by the sledding hill.

Commissioner Barker said she recently used the firepit with some family and friends, and it was a wonderful evening. She said the kids had an incredible time. She recommended the heated bathrooms.

Commissioner Christensen asked about the hours for the bathrooms.

Parks Superintendent Swoboda said 7 a.m. to 9 p.m.

Commissioner Skar said there are a lot of little hills for younger kids, and his kids had a good time.

Chair Cook thanked Parks Superintendent Swoboda for his work.

9. COMMISSION COMMENTS:

Chair Cook asked the Commission to think about annual goals for the February meeting. He suggested that one goal be increased outreach about Parks and Recreation offerings and scholarships.

Commissioner Skar added that he is particularly interested in reaching the demographic group of adults aged 30 to 45.

Chair Cook invited the public to attend future meetings and engage with the Commission.

10. ADJOURN:

Motion by Commissioner Barker, second by Commissioner Christensen to adjourn the meeting at 7:45 p.m.

Ayes: 8

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Wilfred Clashe

**Parks & Recreation Advisory Commission
Staff Report****SUBJECT: 2025 Tree Replacement Plan**

MEETING DATE: February 12, 2025
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 for the 2025 Tree Replacement Plan 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.

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 2025, the City forester proposes the following Tree Replacement Plan:

Project	Description	Quantity	Cost
Citywide Parks - Trees	Contract Plant/Install B&B & Container trees w/2 yr warranty	Trees = 50	\$25,000
South Valley Park	Invasives Control	Goat Grazing - 6 months	\$40,000
Heritage Village Park	Irrigation	Irrigation = 12 acres	\$150,000
Citywide Parks - Maintenance	Tree and Shrub maintenance	Mulch = 300 yards Stumps = 50 Trees	\$6,000 \$4,000

		Total	\$225,000

FISCAL IMPACT

The policy provides for expenditures of up to 50% of the fund in any given year. The current balance as of January 2025 in the Tree Preservation Fund (Fund 443) is approximately \$679,192. The Parks and Public works departments are requesting to spend \$225,000 in 2025. This would leave a balance of approximately \$454,192 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 Policy

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: **Recommend Approval of Resolution to Authorize and Accept January 1- December 31, 2024 Donations and Sponsorships to the Parks and Recreation Department**

MEETING DATE: February 12, 2025

ITEM TYPE: Regular Agenda

CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

PURPOSE/ACTION REQUESTED

Recommend approval of resolution to authorize and accept Donations and Sponsorships to the Parks and Recreation Department totaling \$25,331 for various parks and recreation programs/events from Jan 1, 2024 - December 31, 2024.

BACKGROUND

The City of Inver Grove Heights is generally authorized to accept donations of real and personal property pursuant to MN Statutes Section 465.03 for the benefits of its citizens. The Parks and Recreation Department receives various donations, sponsorships and grants from businesses and other organizations to support and enhance recreation programs and events.

The table below provides a summary of donations and a list of specific contributors is attached.

Business/Organization	Amount/Value	Purpose
Various Businesses	\$ 6,233	In Kind Donations
Various Businesses	\$19,098	Miscellaneous Youth and Family Programs
TOTAL	\$ 25,331	

FISCAL IMPACT

The Parks and Recreation Department has two sponsorship drives each year, one in February/March to seek sponsors for spring and summer programs and the second in October for the Holidays in the Heights events. These sponsorships are crucial to creating opportunities for community engagement with our local businesses and organizations, as well as financially beneficial to our programs and events. Having sponsors allows staff to provide quality and affordable programs and services to the Inver Grove Heights residents.

RECOMMENDATION

That the Park and Recreation Advisory Commission recommends Council to approve to Authorize and Accept January 1- Decmeber 31, 2024 Donations and Sponsorships to the Parks and Recreation Department.

ATTACHMENTS

1. Jan-Dec Resolution Accepting Donation_ (002)

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND ACCEPTING DONATIONS

WHEREAS, the City of Inver Grove Heights (City) is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, various businesses donate money and goods to the City, which are to be used for supporting Parks and Recreation programs; and

WHEREAS, such donations has been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City is appreciative of the donation and finds that it is appropriate to accept the donation.

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council, does hereby accept the donation of funds and in-kind product in the amount of \$25, 331 to be used for a variety of programs as shown in attached document.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 24 day of February 2024.

Brenda Diedrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

January- December 2024 Sponsorships and Donations			
Programs	Amount		Company
R30600 - Special Events		9,498.00	
Movie in the Park	250.00		Smile Dr.
Fall Food Fest	250.00		Smile Dr.
Ghostly Gathering	250.00		Smile Dr.
Egg Hunt	600.00		Heartland Credit Union
Touch-A-Truck	250.00		Therapy OPS
Music in the Park	500.00		Therapy OPS
Ghostly Gathering	100.00		Ultimate Carpet & Upholstry
Lets Pawty	200.00		Truck Repair & Equipment
Food Fest	250.00		IState Truck Center
Movie in the Park	1,155.15		SPARC
Movie in the Park	200.00		SPARC
Touch-A-Truck	100.00		Bethesda Lutheran Church
Movie in the Park	250.00		SE Towing
Food Fest	1.34		Heart of the North Tours - extra on commission pmt
Food Fest	500.00		Key Community Bank
Multiple Events	1,000.00		Integrity Woven Wire
Food Fest	500.00		Total Construction
Food Fest	500.00		Total Construction
Ghostly Gathering	500.00		Royal Credit Union
5th Quarter	1,399.32		SPARC
5th Quarter	642.19		SPARC
Lets Pawty	100.00		Summit Funeral and Cremation
R30500 - Holidays in the Heights		5,050.00	
Holiday in the Heights	500.00		Lakeside Ortho. By Dr. Jennifer
Holiday in the Heights	500.00		Volkswagen of IGH
Holiday in the Heights	1,000.00		Integrity Woven Wire
Holiday in the Heights	250.00		JR's Appliance
Holiday in the Heights	250.00		Arbor Pte Holiday Gas
Holiday in the Heights	1,000.00		Total Construction
Holiday in the Heights	250.00		IGH Hyundai
Holiday in the Heights	250.00		Mathias Die Co.
Holiday in the Heights	100.00		Natureview Landscaping
Holiday in the Heights	250.00		Inver Grove Ford
Holiday in the Heights	250.00		Bituminous Roadways
Holiday in the Heights	200.00		Key Community Bank
Holiday in the Heights	250.00		Istate Trucking
R20680 - Summer Specialty Camps		700.00	
Safety Camp	250.00		Brian Youngman Ins/Allstate
Safety Camp	250.00		Arbor Pte Holiday Gas Station
Safety Camp	100.00		IGH Hyundai
Safety Camp	100.00		Supreme Contracting
Safety Camp			
R30450 - IGH Days		3,250.00	
IGH Days	250.00		IGH Ford
IGH Days Kids Court	2,250.00		IGH Days - 2023 & 2024
Bike the Bridges	750.00		Atkins, Klein,Hansen
R55000 - Adult Activities		500.00	
Adult Programs	500.00		Anonymous Donor
R40100 - Youth Baseball League		100.00	
Youth Baseball League	100.00		Lakeside Ortho. By Dr. Jennifer
Total Monetary		19,098.00	
Miscellaneous- In-Kind			
Holiday in the Heights	250.00		Great River Figure Skating Club
Holiday in the Heights	250.00		Starbucks
Egg Hunts and Holiday in the Heights	1,000.00		Raising Cane's
Ghostly Gathering	200.00		Dr. Benjamin Christopherson
Multiple Events	1,000.00		Dairy Queen Grill & Chill
Dog Pawty	108.00		Anonymous Donor
Holiday in the Heights	25.00		Gerten's
Egg Hunts	100.00		Heartland Credit Union
Movie in the Park	300.00		Heartland Credit Union
Miscellaneous			
Mike Kampa- Groveland Park Memorial Bench	1,000.00		
Maggie Fort- Broadmoor Park Memorial Bench	1,000.00		
Rita Hussman- Rock Island Swing Bridge Memorial Bench	1,000.00		
Total In-Kind		6,233.00	
Total Monetary & In-Kind		\$25,331.00	