



Inver Grove Heights Parks and Recreation Advisory Committee

Wednesday, April 9, 2025 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Presentations**
4. **Announcements**
 - A. Regular Meeting – Wednesday, May 14, 2025 at 7:00 pm
 - B. Joint Meeting with City Council June 2, 2025, at 6:00pm (Veterans Memorial Community Center)
 - C. Rock Island Swing Bridge - Inaugural Lighting Celebration June 17, 2025, from 7:00 - 8:30pm
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 March 12, 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. Parks and Recreation Advisory Commission 2025 Sub-Committee Assignments
9. **Administrative Presentations**
 - A. Department Happenings
 1. Parks and Recreation Director Update
 2. Recreation Superintendent Update
 3. Parks Update Superintendent Update
10. **Commission Comments**
11. **Adjourn**

April 9, 2025 - Parks and Recreation Advisory Committee Agenda

**Inver Grove Heights
Parks and Recreation Advisory Commission
City Hall Police Conference Room - 8150 Barbara Avenue
Wednesday, March 12, 2025 - 7:00 p.m.**

1. CALL TO ORDER:

Chair Cook called the March 12, 2025 Parks and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Steve Cook; Commissioners: Bill Skar, Sandy Christensen, Ben Stone, Tracy Mulcahy, Abby Heidenreich, Willie Krech

Absent: Vice Chair Niki Barker, Commissioner Kurt Stangler

Others Present: Parks Superintendent Brian Swoboda, Recreation Superintendent Julie Dorshak

3. PRESENTATIONS:

None.

4. ANNOUNCEMENTS:

A. Regular Meeting – Wednesday, April 9 at 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of the Minutes from February 12, 2025 Meeting

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

Ayes: 7

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

None.

7. UNFINISHED BUSINESS:

There was no unfinished business.

8. REGULAR AGENDA/ADMINISTRATIVE PRESENTATIONS:

A. Consider Approval of the 2025 Parks and Recreation Work Plan

Chair Cook noted that the plan was discussed at a work session in advance.

Motion by Commissioner Krech, second by Commissioner Mulcahy, to approve the 2025 Parks and Recreation Work Plan.

Ayes: 7

Nays: 0 Motion carried.

C. Department Happenings

1. Recreation Superintendent Update

Recreation Superintendent Dorshak updated the Commission on the Veteran Memorial Community Center's year-end financial results.

Due to the VMCC generating roughly \$711,000 in revenue over what was budgeted for the year and saving roughly \$127,500 in expenses, an extra \$839,000 is available for future use in the Host Community Fund.

Recreation Superintendent Dorshak commended staff for their effort, dedication, and teamwork. Winter is a busy time, and staff have handled the influx of visitors very well.

Chair Cook commended Recreation Superintendent Dorshak for creating a positive environment for staff and visitors.

Recreation Superintendent Dorshak said that Katelyn Brown was recently hired as Fitness Program Supervisor. She has an educational background in kinesiology and brings years of experience with developing fitness center programming.

Chair Cook said he was looking forward to meeting her.

A community survey recently opened on uses of the Brightside Room.

Chair Cook said the QR code made it very easy to take the survey.

Recreation Superintendent Dorshak said there were already over a hundred responses, and the survey will be open through April 25th.

The Veterans Memorial Community Center outdoor playground will begin to be dismantled soon for replacement. (This should be completed by June.)

Registration for the Kids Rock summer camp program opened, and the new software has been working well. Two camp specialists will be hired -- one to run the day-to-day programming, and a wellness/support specialist to ensure that participants have good experiences.

Commissioner Skar asked what the age requirement for staff is.

Recreation Superintendent Dorshak said that 16+-year-olds can work as assistants, and 18+-year-olds can be staff leads.

Recreation Superintendent Dorshak said there were 20 applicants for the summer internship; 8-9 were selected for interviews.

Lastly, the summer brochure is now out, and registration for summer programming opens shortly.

Commissioner Mulcahy asked if there was a need for a community room/meeting space that the Brightside Room would address if converted into a multipurpose space.

Recreation Superintendent Dorshak said that if the Brightside Room was converted to an indoor playground, current programming in that space for preschoolers would be moved to the gym or a different room. She said that once the survey wraps up, staff will create a pros/cons list for the City Council to review. If it becomes a multipurpose space, one idea is to provide dedicated open gym time for teenagers. A half-court could be opened for 3-on-3 basketball, for instance.

Chair Cook said the brochure looked great and commended the variety of options and programs.

Recreation Superintendent Dorshak said she would pass along the feedback.

2. Parks Update Superintendent Update

Parks Superintendent Swoboda updated the commission on the following recent and in-progress activities of Parks staff:

- Closed outdoor ice rinks after Presidents Day due to the warm temperatures
- Helped the Streets Departments plow the recent snowfall
- Attended a spring baseball maintenance workshop at the University of Northwestern
- Removed the aerator at Lions (the lake is now open enough that it's not needed)
- Working on archery range signage
- Completed turf conversion on the West Rink
- Getting spring mowing equipment ready
- Planning the Southern Lakes playground tearout; lots of excavation will be needed for the extension of playground container
- Checking for needed repairs at the concession stand at Rich Valley and other park shelters

Parks Superintendent Swoboda added that two Parks staff will take a three-day certification course in playground safety inspection.

The VMCC playground replacement is set to arrive in early April for installation by June.

Parks Superintendent Swoboda said he has been working on the following:

- Interviewing candidates for a full-time position and recruiting for seasonal staff positions
- Compiling permit information for the goats in South Valley (signage, insurance, etc.)
- Meeting with fertilizer and seed vendors and working on orders for summer stock
- Working with WSB on Heritage Village Park Phase 5 plans (inclusive playground, splash pad, irrigation, landscaping).
 - Phase 5 will go to City Council for approval on March 24th; it will then be posted for bids for 21 days
- Gathering price information on the Groveland ballfield restoration
- Working on the 2026 Parks budget

Chair Cook commended Parks Superintendent Swoboda. He asked about a frozen pipe at South Valley.

Parks Superintendent Swoboda explained that when South Valley got hooked up to the City's sewer and water system, pumps and about 500 feet of pipe were added. Due to the lack of snow this year, the last 60 feet of pipe froze. He is currently getting bids for how to resolve that; the plan is to add insulation once the danger of more frost is past.

Chair Cook asked if that impacts the ability to rent out the shelter at South Valley.

Parks Superintendent Swoboda said it's still frozen, but he said in the next few weeks, he anticipated that it would be available for rentals again.

Commissioner Krech asked about the pump mechanism.

Parks Superintendent Swoboda said there was a check valve, but because it doesn't get enough use, it doesn't run as frequently as it should.

Superintendent Dorshak said reservations for South Valley were closed through April 30th to give time to resolve the issue.

9. COMMISSION COMMENTS:

Commissioner Krech wished everyone a happy St. Patrick's Day.

Commissioner Mulcahy thanked Parks Superintendent Swoboda and Recreation Superintendent Dorshak for their efforts.

Commissioner Skar thanked Recreation Superintendent Dorshak's staff for ensuring his dog's safety when it got out of the yard.

10. ADJOURN:

Motion by Commissioner Christensen, second by Commissioner Skar, to adjourn the meeting at 7:26 p.m.

Ayes: 7

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Wilfred Clashe



Parks & Recreation Advisory Commission Staff Report

SUBJECT: Parks and Recreation Advisory Commission 2025 Sub-Committee Assignments

MEETING DATE: April 9, 2025
ITEM TYPE: Regular Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

PURPOSE/ACTION REQUESTED

PRAC members are asked to volunteer for the open subcommittee vacancies.

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 Development
- Northwest Area Park Development
- Parks & Recreation Systems Plan RFP Development
- Rich Valley Park Master Plan Southwest Area

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.

FISCAL IMPACT

n/a

RECOMMENDATION

n/a

ATTACHMENTS

1. PRAC SubCommittee 2025

City of Inver Grove Heights

Park and Recreation Commission

Subcommittee Assignments

	Heritage Village Park Development	Northwest Area Park Development	Parks & Recreation Systems Plan RFP Development	Rich Valley Park Master Plan Southwest Area
Barker	X		X	
Christensen		X		
Cook	X		X	
Heidenreich		X		
Krech	X			
Mulcahy				
Skar	X			
Stangler				
Stone		X	X	

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