

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 14, 2017
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
 - A. Introduction of Guest Services Coordinator – Lisa Lamey
 - B. Introduction of Park & Recreation Intern – Chase Lonetti
 - C. Presentation of Aquatic Program Update – Tammy Abrahamson
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
 - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
 - C. Follow us on Twitter at @IGHParks
 - D. Next Meeting; July 12, 2017 Regular Meeting 7:00pm
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 Minutes of May 10, 2017
6. PUBLIC COMMENT – Public comment provides an opportunity for the public to address the Commission on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes. 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 - Items requiring action that are new to the Commission.
 - A. Consider Appointment of Chair and Vice-Chair of the Park and Recreation Commission
 - B. Consider Approval of Arbor Pointe Playground Equipment Replacement Proposal
 - C. Consider Support of the Rich Valley Regional Greenway Master Plan
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Discuss the Parks Capital Improvement Plan
 - C. Review Commissioner's Handbook
10. COMMISSIONER COMMENTS - If desired, the Commissioner will address the Commission on any items.
11. ADJOURN

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the Commission on each agenda item in advance from Staff; decisions are based on this information and past experiences. In addition, some items may have been discussed preliminarily at Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated.

This document is available upon a 3 business day request in alternate formats such as Braille, large print, audio table, etc. Please contact Eric Carlson at 651.450.2587 or TDD/TTY 651.450.2501

**City of Inver Grove Heights Minutes of the Proceedings
Of the Park and Recreation Advisory Commission
Wednesday, May 10, 2017**

1. CALL TO ORDER:

Chair Eiden called the May 10, 2017 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Vice Chair Kevin Sethre; Commissioners: Patrick Farley, Deb Tix, Mark Freer, Willie Krech, Joe Boehmer, and Kathryn Bauer

Parks and Recreation Director Eric Carlson

Absent: Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Minnesota Recreation and Park Association Award of Excellence – Log Rolling Program

Parks and Recreation Director Eric Carlson stated the first item for this evening is for an Award from the Minnesota Recreation Park Association Award of Excellence for a Log Rolling Program. Recreation Superintendent Tracy Petersen is here this evening along with Jason Eisold from the Minnesota Recreation and Park Association Awards Committee. He works for the City of St. Louis Park and lives in the City of Rosemount.

Recreation Superintendent Tracy Petersen stated we started a Log Rolling Program last year with a Grant from the Minnesota Recreation and Park Foundation which allowed us to purchase the Log Roll and train staff, and the aquatics staff, how to use it for camps, clinics, open swim, safety camp, etc. It was a good use of the pool and allowed us to focus on a different demographic. As a part of that, we submitted it as an Award of Excellence through the Minnesota Recreation and Park Association and tonight Jason is here to help us introduce the Award.

Jason Eisold stated it is an honor to be here this evening representing the Minnesota Recreation and Park Association as a member of the Awards Committee to present the 2016 Award of Excellence. The MRPA Award of Excellence was awarded to agencies to acknowledge their excellence in the field of Parks, Recreation, and Leisure. The Awards Committee feels it is essential to increase awareness and appreciation for excellence in parks, trails, facilities, recreation programs, and services that are occurring throughout Minnesota. It is his pleasure to award this to the City of Inver Grove Heights for its excellence in the Rec and Roll Log Rolling Program. The MRPA Awards Committee would also like to recognize Tim Abrahamson who nominated this program for the Award. Congratulations.

Superintendent Petersen also thanked Tammy Abrahamson, as she and her staff get kudos for getting the training, and training the staff to make this a safe program. It's been a great deal of work to get everyone trained. They were able to do a demonstration out at the State Fair as well. We give credit to Tammy and her staff for getting immersed in the training for this program.

Chair Eiden felt it was great that you can come before us yearly with some kind of Award. Thanks for the effort you and the staff are doing by staying one step ahead. How many log rolling programs are there in this State?

Superintendent Petersen responded there are not very many. There are a couple of YMCA and Community Education groups that do it. We may be the only one in the State that does this indoors. There are a few that do it outdoors, but we are about one of a half dozen that do this program.

Director Carlson thanked Mr. Eisold for coming this evening.

Director Carlson commented that different Communities are able to submit ideas that they feel are worthy of award recognition. There is a committee that reviews proposals, such as Mr. Eichold here, that decide among those submissions which one is worthy of an Award, as well as some others. There are different categories for Awards as well.

Chair Eiden congratulated them on this. It's great to keep trying new things, and new programs. The Award is the bonus, but it's nice to have these things available to people.

Commissioner Krech asked how many people compete at an event like this?

Superintendent Petersen commented that they are using it for various things. It's used as a part of open swim. You have to have two staff operate the ends of it, so having the proper staff there at times can be a challenge. We have also been trying Log Rolling Birthday Parties. We have done a lot of demos and free clinics to get the word out. Adults and Fitness Programs have tried it as well. Only one person can be on it at a time. We have also used it with the Kids Rock Program over the summer. We can have a group of six use it, up to 20 to 25 use it. We are looking for different avenues so that we can have it in the water.

B. Review Marketing Efforts – Bethany Adams

Director Carlson mentioned that Bethany Adams is here this evening. She is our Marketing Coordinator and she is going to talk a little bit about some of our marketing efforts. She had planned on giving a Power Point Presentation, but there were problems with that, so she is going to do the best she can.

Bethany Adams, Marketing Coordinator stated she has been doing the Marketing over at the Community Center for a number of years now. She is in charge of marketing for the Park and Recreation Department, that includes the Park and Recreation Programs, the Community Center Programs and Memberships, and has just recently taken over the Inver Wood Marketing efforts as well. Some of the different ways they market are through Social Media. We are really trying to increase our social media presence. It's an inexpensive way to reach a lot of people. We have over 3,000 people on our Parks and Recreation page currently, and Inver Wood has just over 300, so that will be our next mission is to get a lot more people onto that page as well. We also use Twitter, so we are hoping to get that up and running, as well as Instagram. We also do a lot of direct emails, and mailings such as postcards, pamphlets, and flyers. Both locations have a large database to send those to. We try to be very careful of who we send to as we try to stay within the age ranges and to those that are going to want to see it. We do a monthly newsletter to our membership base. Inver Wood does a monthly e-newsletter. Our goal is to gain people to our sites and programs. We are looking to get more interaction on our social media web sites. Our ultimate goal is to get people involved and registered in our programs, services, and memberships, and to increase our revenue in those areas.

Chair Eiden asked how to get to the links for social media?

Coordinator Adams responded if you go on Facebook you can search for Inver Grove Heights Parks and Recreation to locate that page, as well as Inver Wood Golf Course, for Inver Wood.

On Twitter, it's IGH Parks and Rec. And for Inver Wood it's Inver Wood GC.

Instagram is IGH Parks Rec

If you go to the City website there are links on there as well.

We also do our three brochures a year. That is our biggest piece of direct mail that goes to all Inver Grove residents and businesses.

Chair Eiden asked if they have any preliminary feedback back yet about the golf course?

Coordinator Adams responded they have. She has done a couple of posts asking if they have gone out, and if so, tell us about your experiences. So far those have been positive. Matt would know more about rounds from hearing it inside the pro shop when people are done playing.

Director Carlson stated that from what he has heard from Matt, people are impressed with the improvements and are enjoying them. They appreciate the energy and effort the City has put into the Golf Course to make their experiences at Inver Wood just a little bit better.

Coordinator Adams stated next weekend they are doing a Customer Appreciation weekend. This is their way of saying thank you to all the people who stuck with us through renovations last fall. It will be held from 11-2 Friday through Sunday. There will be various contests, they will grill some food. More information will be available by the end of this week.

Vice Chair Sethre asked if there were any metrics or any kind of reaction from users?

Coordinator Adams responded that from their software system they can get a lot of analytics on what was emails are opened, clicked, etc. Facebook also has a bunch of analytics you can look at. We have tried some things on direct mail postcards. During special events, we have participants fill out a survey saying how they heard of us, etc.

Vice Chair Sethre stated it's a goal to increase traffic on our facilities.

Coordinator Adams stated people can also "check into" your facility through Facebook, so you can see that too, but we do have check-in recordings at the Community Center, so we have many ways of tracking usage and traffic.

4. ANNOUNCEMENTS:

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- D. Next Meeting: June 14, 2017. Regular Meeting 7:00 p.m.**

Director Carlson wanted to add one more announcement to remind the public and the Commission that on Wednesday, May 31st at 6:00 we will be having an Open House at Arbor Pointe Park regarding the playground equipment. We want to invite anyone interested in the playground project to show up to the park, on Wednesday, May 31st.

5. CONSENT AGENDA:

- A. Approval of Agenda**
- B. Approval of Minutes of March 8, 2017**
- C. Approval of Minutes of April 12, 2017**

Motion to approve the Consent Agenda by Commissioner Farley, seconded by Vice Chair Sethre.

Aye: 8
Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Approve Recommendation for VMCC/Grove Splash Pool Modifications

Recreation Superintendent Tracy Petersen is here this evening to ask you to review and accept the following quotes for water park improvements.

The project consists of five different areas:

- The components of the project are the waterslide and stair treads.
- Actual water slides will be restored, buffed, sanded, and painted.
- Resurface the entire pool shell where the water park sits, and where you come off the slides.
- Painting the water park ceiling.
- The biggest piece is the actual play structure. The play structure you see in your packet, that proposal uses a decision matrix that evaluates eight different factors and three categories.

Five City staff, including herself, reviewed and scored these proposals.

She put the scores on the structures, and that is who we are proposing replace the play structure.

We also provided opportunity for the public to provide input on this. We have a poster board in the lobby that people can provide comments on. We sent out emails, as well as via Facebook. We have been receiving comments.

We did a survey in 2016. People stated they wanted it to remain a water park. Currently, we use it before and after swim lessons, birthday parties, and for fitness. We are trying to stay true to that need. We are asking for improvements to the play structure and amenities, as they are highly corrosive and rusting as things are beyond their useful life.

The timeframe, if approved, would be May 22nd to the Council for review and approval, then notify the vendor of award of notification. Begin the project August 21st. We would paint the ceiling the first two weeks and then after that we would do the slide, stairs, pool shell, and the play structure. We hope to re-open in mid-October, or at the latest, late October, and then we will try to plan a grand re-opening event for the waterpark area.

In addition to the quotes for the five areas, we have left a portion for miscellaneous costs in the amount of \$10,000. The total cost comes to \$467,575. We are leaving \$22,000 in reserve. We need to address the lily pad and cargo net area. That is an area we still need to look at. The public has stated they like the cargo net and lily pad area, so we are still trying to evaluate possibilities for that area. Maybe something that is not staff or maintenance intensive. We are wanting to keep true to that area. That was not part of the actual play structure proposal, so we will be reviewing that area separately. It is in the 2017 Capital Budget. It would not exceed \$490,000.

Commissioner Krech asked if the Horizon Pool Supply is a good company?

Superintendent Petersen responded they are a very good company. In terms of water slides, they do the majority of the indoor and outdoor water slides. They contract with a company called Fisher Brothers. She feels very confident with their work.

Commissioner Freer asked if they came out and looked at our equipment?

Superintendent Petersen responded that they did come out, as well as a number of other vendors. In terms of structure, they look at the esthetics, bolts, etc. All of the hardware will be replaced. Some beams will also be

replaced. They evaluated, inside and outside and took a strong look at the water slides and the condition they are in.

Commissioner Krech didn't think the bolts there now were stainless. 5/16 stainless is what they should be using. That should keep it from ever rusting.

Vice Chair Sethre was surprised by the huge difference in the quotes for painting the ceiling. Are these the same materials being used? We drove the spec on type of paint?

Superintendent Petersen commented that Director Carlson drew up a scope of what they were looking for when it came to the ceiling. She has verified with Rainbow that they are following that scope. We are letting them know what type we want in terms of paint.

Commissioner Krech stated every bridge on the State Highway is painted by Rainbow. They have done a lot of work at the Refinery. They are set up to handle that kind of stuff.

Vice Chair Sethre asked if we knew the revenue hit when we close this?

Superintendent Petersen stated we will be closed the end of August through the middle of October. During that time swimming lessons will take place in the lap pool, but before or after lessons, they can't use the water park. That isn't a revenue issue, that's customer friendly revenue that we will lose. The biggest revenue hit will be Birthday Parties. We can do anywhere from four to eight Birthday Parties in a weekend. Some fitness classes will also have to use the lap pool or somewhere else.

Vice Chair Sethre asked if usage increases during the winter anyway? It looks like you are doing it in the warmer months, when traffic has already decreased.

Superintendent Petersen agreed it can be weather driven. Last weekend, due to the nicer weather, we took a hit as everybody was outdoors. If you look at the timeframe we are using, it's better than most.

Director Carlson stated while we will see a reduction in revenue due to usage, you will also see a reduction in staff costs. We use a number of lifeguards. It takes four or five to monitor the splash pool. Those lifeguards will not be employed during that time. While it won't be equal, one will offset the other.

Motion made by Commissioner Krech to accept these bids and move forward with the project. Seconded by Commissioner Freer.

Chair Eiden liked the thoroughness and the structure of the proposal. He was most impressed with having 952 people respond to the survey.

Superintendent Petersen responded 50% of those were members, 70% were residents of Inver Grove Heights. This was a survey to determine whether to keep it as a waterpark or some other entity. Even after we sent out the drawings last week, we were getting responses via Social Media.

Chair Eiden stated it is a very big step up regarding people reacting to a request for information.

Aye: 8

Nay: 0 Motion carried.

B. Approve Proposal from WSB Inc. for Planning Services Related to Heritage Village Park Improvements

Director Carlson stated we had a group of interested dog park people approach us about the possibility of having a dog park in Heritage Village Park. This Commission was supportive of the concept. The City Council was supportive of going to the step of trying to get a better handle of what that means, in terms of design and cost. At the last meeting, we had a scope of services that we developed that we would ask a consulting firm to respond to. You felt that was a complete scope of services. We sent that to WSB. They are the group that has helped the City develop the Master Plan of Heritage Village Park, that includes all of the different versions of the Master Plan for that park. We asked them to put a proposal together. They have responded with a proposal that would cost \$22,000 to complete that scope of work. That scope of work includes, collecting site data, meetings with stakeholders, developing schematic plans, developing a preferred site plan, and doing cost estimating. The proposal covers preliminary parking lot design, preliminary dog park design, preliminary Doffing Avenue trail design, and some information on relocating the overhead utilities to underground. As a part of the process, we would be recommending that a small group made up of Commissioners, dog park people, and staff work with WSB to develop these plans and make sure we are doing the things we want to do and that the dog park people are engaged with the process. We would suggest Commissioner Freer and Commissioner Tix and ask if another Commissioner wanted to participate. Two identified members of the dog park group will be involved and those are Dennis Madden and Gary Lothenbach, as well as another person yet to be decided. Three staff people, Tracy Petersen, Brian Swoboda, and himself. WSB has submitted this proposal for \$22,000 with all of these costs paid for with a Grant we received in 2010 that we have \$330,000 to use for this purpose.

Commissioner Bauer offered to work with the group.

Motion made by Commissioner Krech to go ahead with this as there is money set aside. Seconded by Commissioner Freer.

Director Carlson clarified what you will get out of this. We have a staff guestimate of what those investments may be. What we will get out of this investment though, is a plan that shows where the fencing goes, a parking lot, shape, location of it, how storm water would be treated, etc. How it would be connected via a trail to the dog park. Then there's a trail along 65th Street from the parking lot along to Doffing. Then there is a trail along Doffing Avenue from 63rd street to 66th Street. You would have an idea of how the overhead utilities will be buried under ground. They will have better numbers on trail length, fencing, etc. We will have a better cost estimate from this compared to what we have to date. If we decided to move forward we will still have to go through design and specifications.

A possible timeline for this would be if you were to approve this, it will go to City Council on May 22nd. If they approve it, then we meet with WSB in the beginning or middle of June. It could take 60 to 90 days for WSB to put this information together. It could be back here in September or October. It would then go before the City Council in October or November. If all are on board we do plans and specifications in November and December. We go out to bid in January or February. Open bids in March. Award a bid in April. Construct in May or June. A year from now we open up a dog park. It probably won't go much faster than that, but at least this was a general idea for a timeline.

Aye: 8

Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson will stand by for questions.

Chair Eiden commented that it looked like you are moving forward with the stakeholders down at the Heritage Village Park area in terms of completing purchase of their properties. Are those appraisals being scheduled now?

Director Carlson responded there are four different individuals that own property down along Doffing Avenue that someday we hope their properties become a part of Heritage Village Park. We (Mr. Tom Link, and himself) have met with all four of those owners. Two of the four are interested in the City performing an appraisal of their property. One of them would be interested (Walser) but they need to check with their corporate office first. We are waiting to hear back on that. The fourth property owner wasn't ready to move forward with the appraisal but to contact them again in early May. He will be contacting them this week. Any one of those owners, once we share the numbers, can negotiate with us, or say they are not interested. There is no risk to those private property owners.

Chair Eiden commented that his next question was about blacktopping at the facility here, and the Golf Course. Are there any other areas that need blacktopping now that needs to be addressed?

Director Carlson responded the Community Center needs to be replaced in 2018. The Golf Course could last another year or two. We are doing some geo-technical evaluations in both lots to determine what kind of work we should do to them to make them last longer, or what level of reconstruction we need to do. He feels the Community Center was a more extensive job. The Golf Course could just be an overlay.

Commissioner Krech didn't feel the VMCC lot was broken up. He's seen worse. This doesn't look all that bad. He feels they need to look into more parking there. We need to look at that along with fixing the lot. Extra parking to him, would be more important.

Director Carlson agreed that at times there is a parking issue.

Commissioner Farley wanted to address the real estate discussion. Without acquiring all four properties does that affect the park from moving forward?

Director Carlson responded we do not need to acquire any of those properties to move forward, However, three of the properties really are in an area where some of the major improvements are proposed to be, namely the playground, splash pad, parking, and the building. It would be tough for us to move the rest of the development of the park forward without at least three, if not, all four of those properties.

Commissioner Farley asked is there a Plan B. In reading it, two of the owners are making the comment that they would be willing to move if suitable space could be found. Do we have space to introduce them to in the Community?

Director Carlson responded they are working with the Economic Development Authority and Progress Plus to identify spots those businesses could relocate to in the area. In regards to acquirement, so far, the City Council has wanted to take a friendly approach to acquiring properties.

Commissioner Farley stated it would be nice to be able to maintain those two businesses, as opposed to seeing them leave the Community and go elsewhere. You have indicated three needed to be acquired in order to do the plan as indicated.

Director Carlson stated that fourth property would be an island in the middle of everything, but nothing is on it, so it's not a bad thing, but it would be good to acquire.

Vice Chair Sethre felt it was odd that the soil testing would come into play again. Didn't we do one when the place was first built?

Director Carlson wasn't sure what geo-technical work was done when the facility was constructed 20 years ago. He does know that when parking lots are done geo-technical work is done then too. This tells us so we don't go overboard, or not enough when it comes to the reconstruction.

Commissioner Krech didn't think the parking lot was in bad shape at all. He felt an overlay would last at least another 25 years. He doesn't agree with digging up roads and putting sand down. It costs money and doesn't correct a thing. It's a lot of cost and no value. Blacktop won't hold up any more than 20 to 25 years.

Director Carlson didn't agree and felt the parking lot was in pretty poor shape. It's time to re-do it.

Commissioner Farley stated the parking lot at the Golf Course is in pretty tough shape. He applauds the idea of replacing it. He was in the lot at the center and felt that is also in bad shape. He has no expertise, but they did look bad.

Director Carlson said it's a parking lot. Not a street. It doesn't get the traffic the roads get. We want to make sure whatever we do is appropriate.

10. COMMISSION COMMENTS:

Commissioner Freer had no comment.

Commissioner Farley had no comment.

Commissioner Boehmer had no comment.

Commissioner Bauer hoped the folks turn out for the Arbor Pointe event coming up at the end of May to give some input on the playground.

Commissioner Tix had no comment.

Commissioner Krech would like to thank everyone who is involved in getting the water park fixed up. It will add value. He likes the way the dog park is moving along.

Vice Chair Sethre stated they received an email from Katie about swinging a golf club. It's just a reminder, she would probably like company out there at the golf course.

He asked if we could get an update on the ash trees? He doesn't need the information tonight, but someone asked him for information.

Director Carlson responded in 2010 we developed an Emerald Ash Borer plan. We are actually working on an update of that plan and hope to report on that soon. The Ash Borer has been discovered in Eagan. There's a good chance it's here, but it hasn't been discovered yet. We will do an update to that plan and bring some information to the Commission in the next meeting or two.

Chair Eiden stated there are a lot of things going on in town, and as you have heard, there are multiple ways that you can contact the City to find out what is going on.

Secondly, he asks and encourages you, when you find out something, or are asked to give feedback, please take the time to respond. These are your parks.

There are a lot of things going on, be safe, have a lot of fun, we will see you next month.

11. ADJOURN

Motion by Commissioner Farley, seconded by Commissioner Tix to adjourn the meeting at 8:00 p.m.

Aye: 8

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Appointment of Chair and Vice-Chair of Park and Recreation Commission

Meeting Date: June 14, 2017
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

The Park and Recreation Commission should appoint a Chair and Vice-Chair to serve for the next 12-month period.

SUMMARY

The Commission needs to determine a Chair and Vice-Chair. Commissioner Eiden has served as Chair and Commissioner Sethre has served as Vice-Chair the past 12-months.

The Commission should discuss, nominate, and vote on a Chair and Vice-Chair.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Approval of Replacing Arbor Pointe Playground Equipment

Meeting Date: June 14, 2017
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Brian Swoboda-651-450-2582
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other

PURPOSE/ACTION REQUESTED

Consider approval of replacing playground equipment at Arbor Pointe Park located at 8545 Cahill Avenue which is currently 22 years old (typical replacement is 20 years). It is proposed that the submittal by MN/Wisconsin Playground be installed. The replacement cost of \$50,000 shall be funded by the Park Capital Replacement Fund 444. The Commission is asked to support an overall project budget of \$75,000 funded by Fund 444.

SUMMARY

On April 12th, 2017, the Inver Grove Heights PRAC approved a replacement timeline for a new playground at Arbor Pointe Park. The timeline included posting a legal notice in the Southwest Review for Playground Proposals, sending letters to neighbors within a ½ mile of the park, and hosting a neighborhood meeting. The overall project budget is not to exceed \$75,000 to cover cost such as engineered wood fiber, sidewalk/curb, benches and restoration and the equipment itself.

All proposals were to include a swing bay, a play structure for ages 2-5 and a play structure for ages 5-12. All proposals were to fit inside a maximum perimeter of 3000 sq. ft. and meet all ADA and ASTM specifications. The City received playground proposals from four vendors that had specifications to follow with a maximum budget for all play structures and installation not to exceed \$50,000. The four proposals were scored by an internal sub-committee of city staff weighing in on play value, durability, and aesthetics.

After scoring all proposals, the proposal submitted by Minnesota-Wisconsin Playground scored the highest and is recommended by the committee. This proposal was brought to the neighborhood meeting at Arbor Pointe Park on May 31, 2017, where approximately 30 residents attended and had the opportunity to pick colors, change a few play features and comment on what other amenities the neighborhood would like to see added. Color changes and play features which were liked the best included the Papaya Color Scheme and the Spiral Climber. Many neighbors mentioned the lack of amenities for older kids, and would like to see adding amenities such as a basketball court, sand volleyball court, soccer nets, a Backstop, and lights along the trail.



Eric Carlson

From: Tony Faust [tonyfaust1@gmail.com]
Sent: Thursday, June 01, 2017 9:26 AM
To: Brian Swoboda; Eric Carlson
Subject: Arbor Pointe Park

Hi Brian,

I was at the meeting at the park site last night. I'm not really into speaking in public groups like that but I do have one concern about the park. It seems to skew more toward younger kids.

I labeled it on the attached picture.

- A) This equipment is for kids 3 and under
- B) This swing is made for kids 18 months and under and their parent
- C) Universal swings for everybody
- D) I would estimate the target age range for this is 4-5 years old.

I have two daughters, a 4 year old and a 7 year old. My 4 year old would like playing on D for a little bit. The climber parts are cool. The slides are ok, kind of plain, not that great to be honest. The old one you guys said that would have to be replaced for 5,000 was at least a tall one.

My 7 year old, she would be bored at this park. She goes to Pine Bend Elementary. I'm sure you have been to their playground. But if you haven't, you should definitely go check out their equipment.

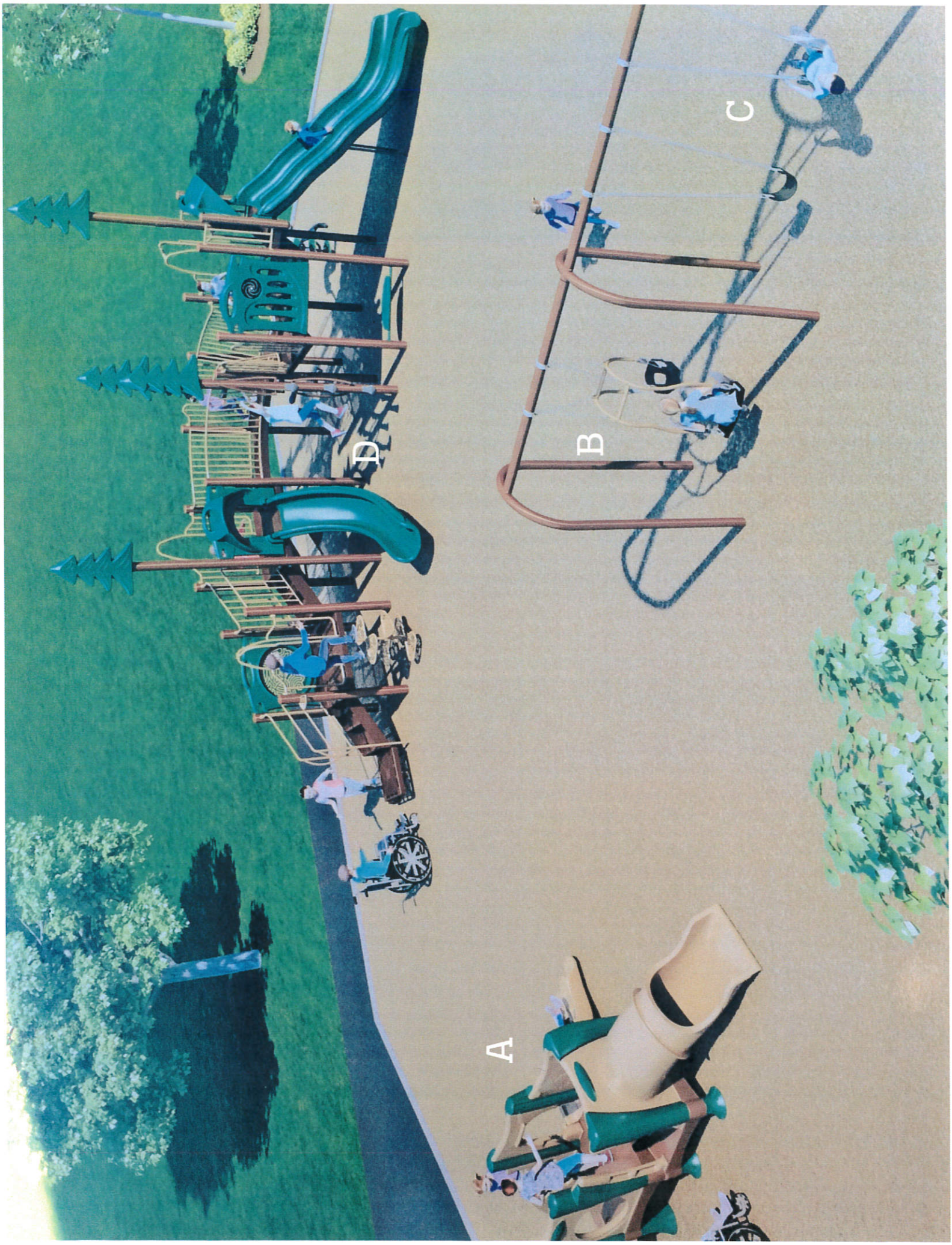
It has several sets of monkey bars, climbing walls, and other challenging climbing things. Plus those spinner things that kids ages 6-10 like getting really dizzy on.

I think we can agree the age range of kids that will play at parks is 10 and under. But based on this rendering, I don't think you have much of anything for the kids 6-10. I know the budget is 50,000 and it's going to be a relatively small park, and you can't have everything on it. But I really think we are missing the mark of the apparatus here and it is skewing way too young. I think kids 6-10 won't have much to do at this park. I think we should build something everyone can use. The old one was kind of boring too, but it at least had monkey bars, a tire swing, and a high slide that my 7 year old enjoyed. This is like a stripped down version of that.

Another thought is that the vandalism issue is probably 9-12 year old kids. If you kept them in mind when picking equipment, and picked things that they could engage with and enjoy, it may make them more likely to not trash it again. We can have nice things. This seems like a half-measure.

What is the process for picking equipment? Is it too late to change designs?

Thank you,
Tony Faust
tonyfaust1@gmail.com
320-761-4151



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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Rich Valley Regional Greenway

Meeting Date: June 14, 2017
Item Type: Regular Meeting
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by:

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☒ | Other |

PURPOSE/ACTION REQUESTED

John Mertens from Dakota County will make a presentation to the Commission regarding the final draft plan of the Rich Valley Regional Greenway. The Commission will be asked to support the proposed master plan for the Rich Valley Regional Greenway and the attached resolution.

SUMMARY

Dakota County kicked off their master planning process for the Rich Valley Regional Greenway in late 2015. The County established a Technical Advisory Group (TAG) which helped the County determine the most desired/acceptable route for the greenway. The City of Inver Grove Heights has included this greenway in our approved Parks and Trails Master Plan which is a part of the City's Comprehensive Plan.

The Rich Valley Regional Greenway travels approximately 6-10 miles through Eagan and Inver Grove Heights. The plan will include trailhead facilities located at key locations along the route and grade-separated crossings at major roadways and railroad crossings.

The City would assist the County in securing land control as a part of our plan review process. The County has indicated a willingness to pay landowners for land needed for the greenway. The greenway would connect to future City trails and potentially connect City parks.

The plan is a long range plan and is funded by Dakota County. Construction, maintenance, and future replacement of the improvements will be the responsibility of Dakota County. More information regarding the plan can be found here:

http://www.hkgi.com/projects/dakota/rich_valley_greenway.php

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

RESOLUTION NO. _____

**RESOLUTION SUPPORTINIG THE
RICH VALLEY REGIONAL GREENWAY**

WHEREAS, the City of Inver Grove Heights has been working with Dakota County on the development of a master plan for a regional greenway project that would bring new recreational and open space opportunities to the City; and

WHEREAS, the unique approach to trail design outlined in the master plan integrates functional use, scenic value, historic and environmental interpretation, water quality improvements, and ecological restoration; and

WHEREAS, the City's preferred alignment is depicted in the attached diagram dated xxxxxx 2017; and

WHEREAS, the proposed greenway is an identified unit of the Metropolitan Regional Park System Plan and will establish a link between the Lebanon Hills Regional Park and the Mississippi River Regional Trail through the communities of Eagan and Inver Grove Heights, and

WHEREAS, the master plan was developed in accordance with the 2030 Regional Parks Policy Plan; and

WHEREAS, the alignment identified in the master plan was developed in accordance with the City of Inver Grove Heights 2030 Comprehensive Plan; and

WHEREAS, the development and operation of the regional greenway will be a cooperative effort between Dakota County and the communities through which it extends;

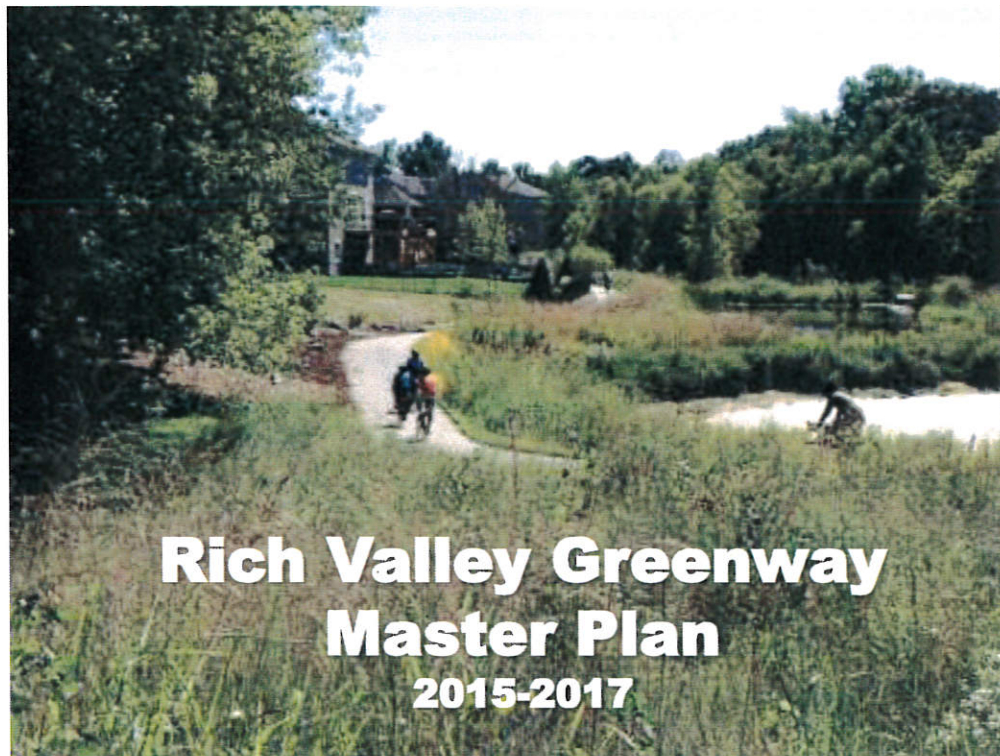
NOW, THEREFORE, BE IT RESOLVED the City of Inver Grove Heights adopts a resolution supporting Dakota County's Plan for the Rich Valley Regional Greenway.

Adopted by the City Council of Inver Grove Heights this xx day of June 2017.

George Tourville, Mayor

ATTEST:

Michelle Tesser, Deputy City Clerk



Dakota County Greenway Vision

Establish a County-wide system of interconnected greenways that provide multiple functions:

- corridor-based **recreation**
- **non-motorized transportation** infrastructure
- ecologically functioning **habitat**
- improved **water quality**



2. RECREATION

3. TRANSPORTATION

1. HABITAT

2. WATER QUALITY

Rich Valley Greenway

MASTER PLAN

HIK 31

Dakota County Greenway Vision

Dakota County Parks, Lakes, Trails and Greenways Vision, 2030

What's New?

GREAT PLACES: Destination Parks

- New Regional Park on Transition Highways
- More trails to 40+ miles
- Water activity sites
- Enhancing and adding green space
- Enhancing and adding green space
- Enhancing and adding green space
- Enhancing and adding green space

CONNECTED PLACES: Greenway Trails

- "No big parks to parks" - Greenway trails connect parks, schools, businesses, shopping centers, and the downtown and downtown areas.
- Enhancing, adding, and to new starting
- Public agencies work together to create new greenway using mostly publicly owned land

PROTECTED PLACES: Green Infrastructure

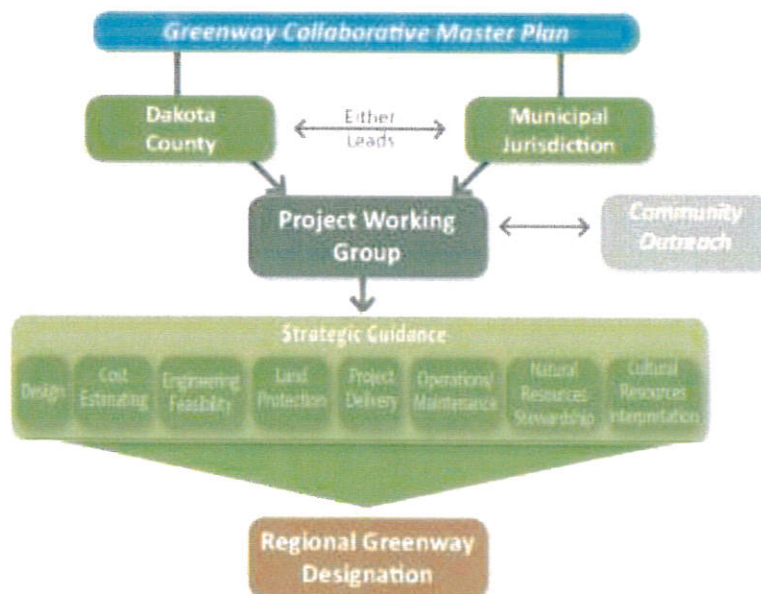
- Enhance and protect park resources
- Protect natural resources to public access partnerships
- Protect natural resources and open space through public partnerships

Dakota County Park System and Collaborative Open Space Protection

- Dakota County Parks
- Regional Parks and Open Space
- Regional Parks and Open Space
- Regional Parks and Open Space
- Regional Parks and Open Space
- Regional Parks and Open Space
- Regional Parks and Open Space
- Regional Parks and Open Space



Collaborative Process



Master Plan Purpose & Outcomes

- Identify preferred greenway trail alignment
- Guidance for greenway development
- Metropolitan Council designation as a regional trail/greenway
- Grade separated crossings analysis & cost estimates
- Natural resources recommendations
- Cultural resources interpretation

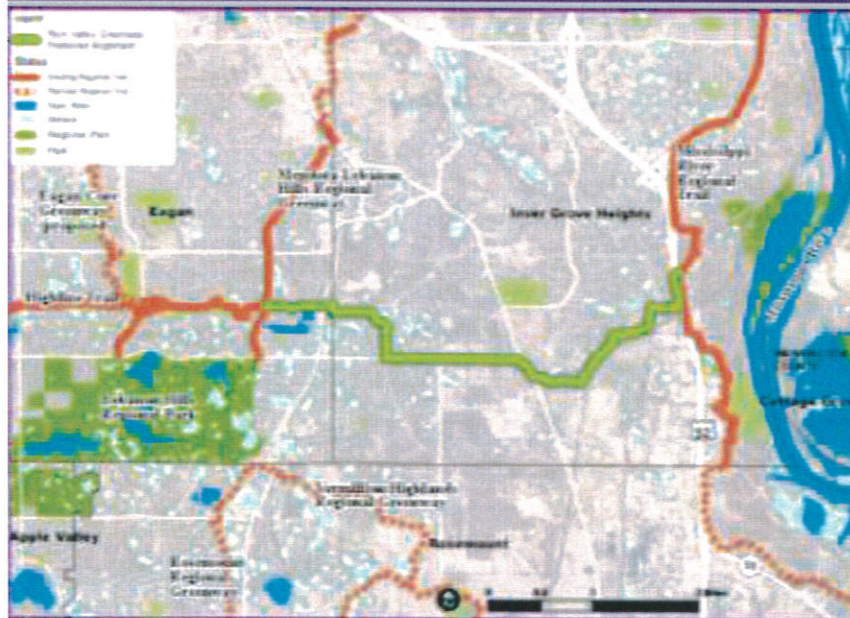


Project Process & Public Input

- Project Kick Off and Exploration of Alternatives – Fall 2015
- Technical Advisory Group meetings: Dec 2015, Jan 2016, April 2016
- Community Open House #1 to review alternatives – February 2016
- Community Open House #2 to review Draft Plan – May 2017
- Public Review of Draft Plan on website – May-June 2017



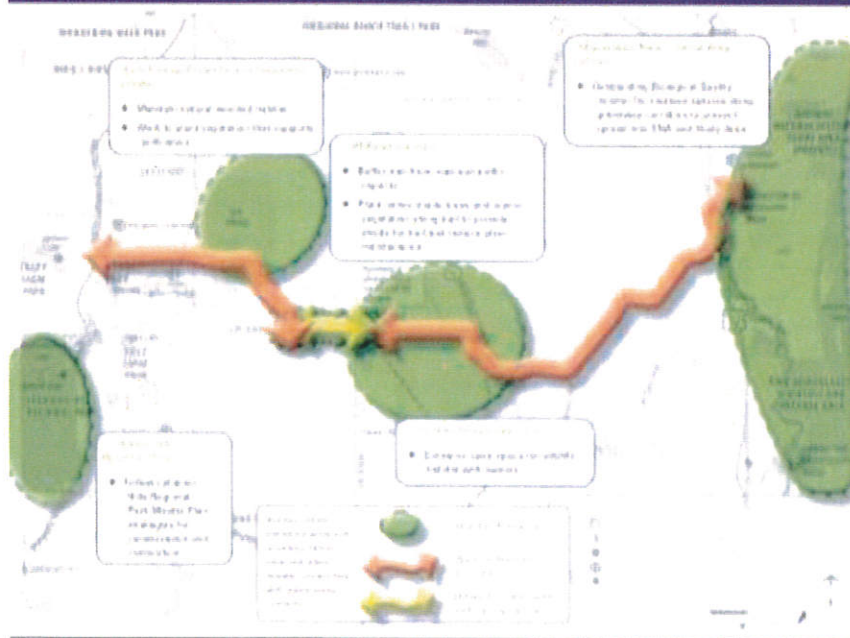
Regional Trail Connections



Rich Valley Greenway
MASTER PLAN



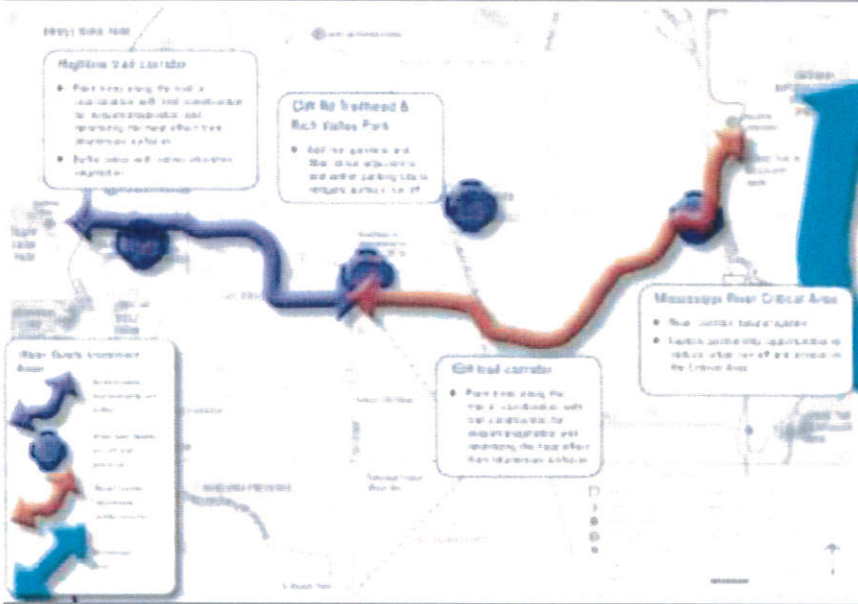
Natural Resources



Rich Valley Greenway
MASTER PLAN

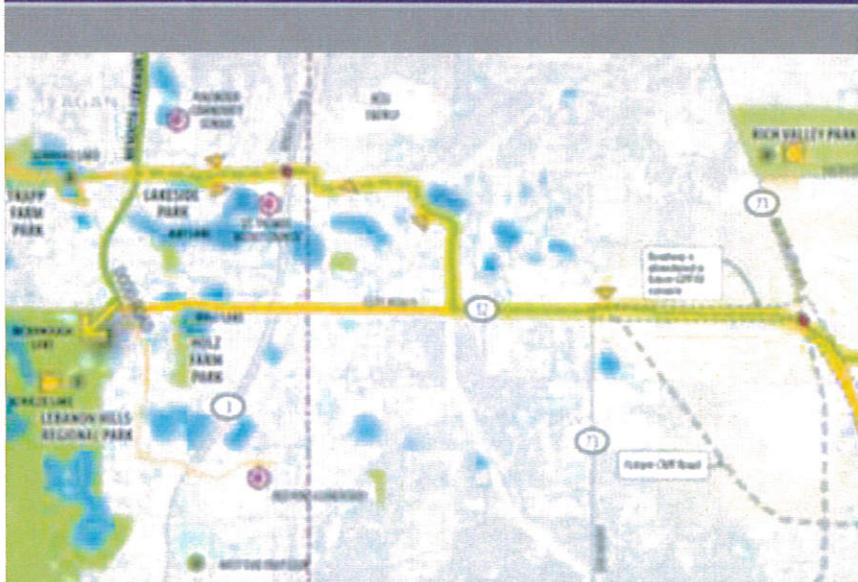


Water Quality



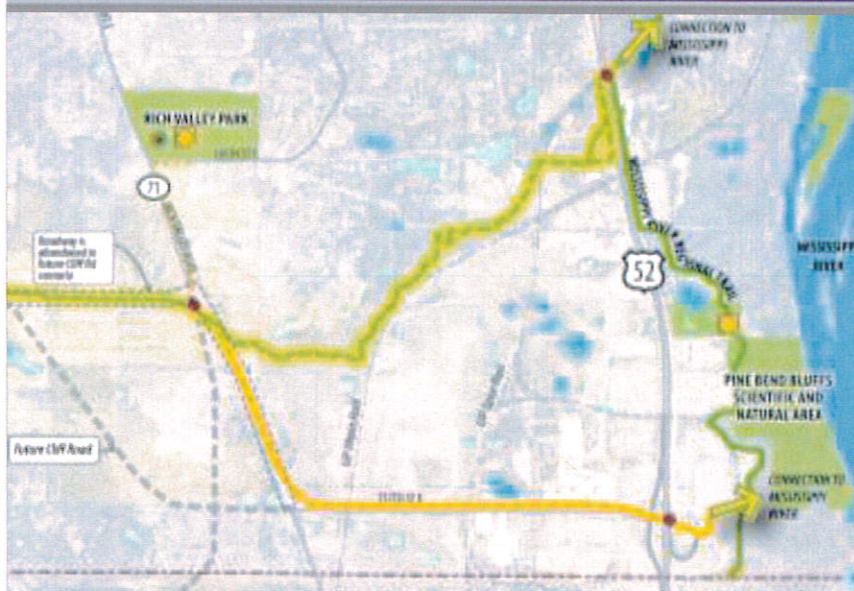
Rich Valley Greenway
MASTER PLAN

Rich Valley Greenway west



Rich Valley Greenway
MASTER PLAN

Rich Valley Greenway east



Rich Valley Greenway
MASTER PLAN



S. Robert Trail / Hwy 3 Crossing



Rich Valley Greenway
MASTER PLAN



Hwy 52 RR Underpass



Rich Valley Greenway
MASTER PLAN



Project Prioritization



Rich Valley Greenway
MASTER PLAN

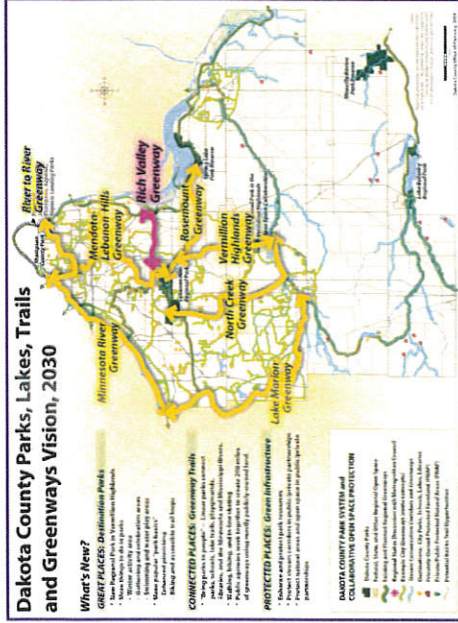


Next Steps

- **May-June 2017:**
 - Public Review of Draft Master Plan
- **July/August 2017:**
 - Adoption of Plan by County Board
- **August/September 2017:**
 - Submittal to Metropolitan Council

Dakota County Greenway Vision 2030

The Dakota County Greenway Vision 2030 proposes more than a trail system - it suggests enhanced open space corridors that perform multiple functions and provide multiple community benefits in the areas of water quality, habitat, recreation and non-motorized transportation.



Dakota County envisions its greenways to provide multiple layers of benefits in water quality, habitat enhancement, recreation and non-motorized transportation.

The Dakota County Greenway Vision 2030 proposes a visionary network of more than 200 miles of multi-functional corridors that provide for habitat, recreation, water quality and transportation.

GREENWAY TYPOLOGY

SYSTEM WIDE:

- ▶ Green signature
- ▶ Consistent look/feel
- ▶ Year-round interest
- ▶ Filter stormwater
- ▶ Grade-separated crossings

Dakota County
Greenway Collaborative

TYPICAL RURAL



TYPICAL SUBURBAN



TYPICAL URBAN



DAKOTA COUNTY GREENWAY Rich Valley Greenway Master Planning Process

The Dakota County Greenway Vision 2030 proposes a visionary network of multi-functional corridors that provide for habitat, recreation, water quality, and transportation. Currently, Dakota County is in the final stages of an effort to prepare a Master Plan for the Rich Valley Greenway. The greenway master plan will be a long-term policy guide to improvements, acquisitions, management, and operations.

The Rich Valley Greenway's proposed five-mile trail route travels through Egan and Inver Grove Heights, and will connect Lebanon Hills Regional Park and the Mississippi River Regional Trail. Other destinations include:

- Rich Valley Park
- Trapp Farm Park
- Mendota-Lebanon Hills Greenway
- Pine Bend Bluffs Scientific and Natural Area
- Neighborhood parks

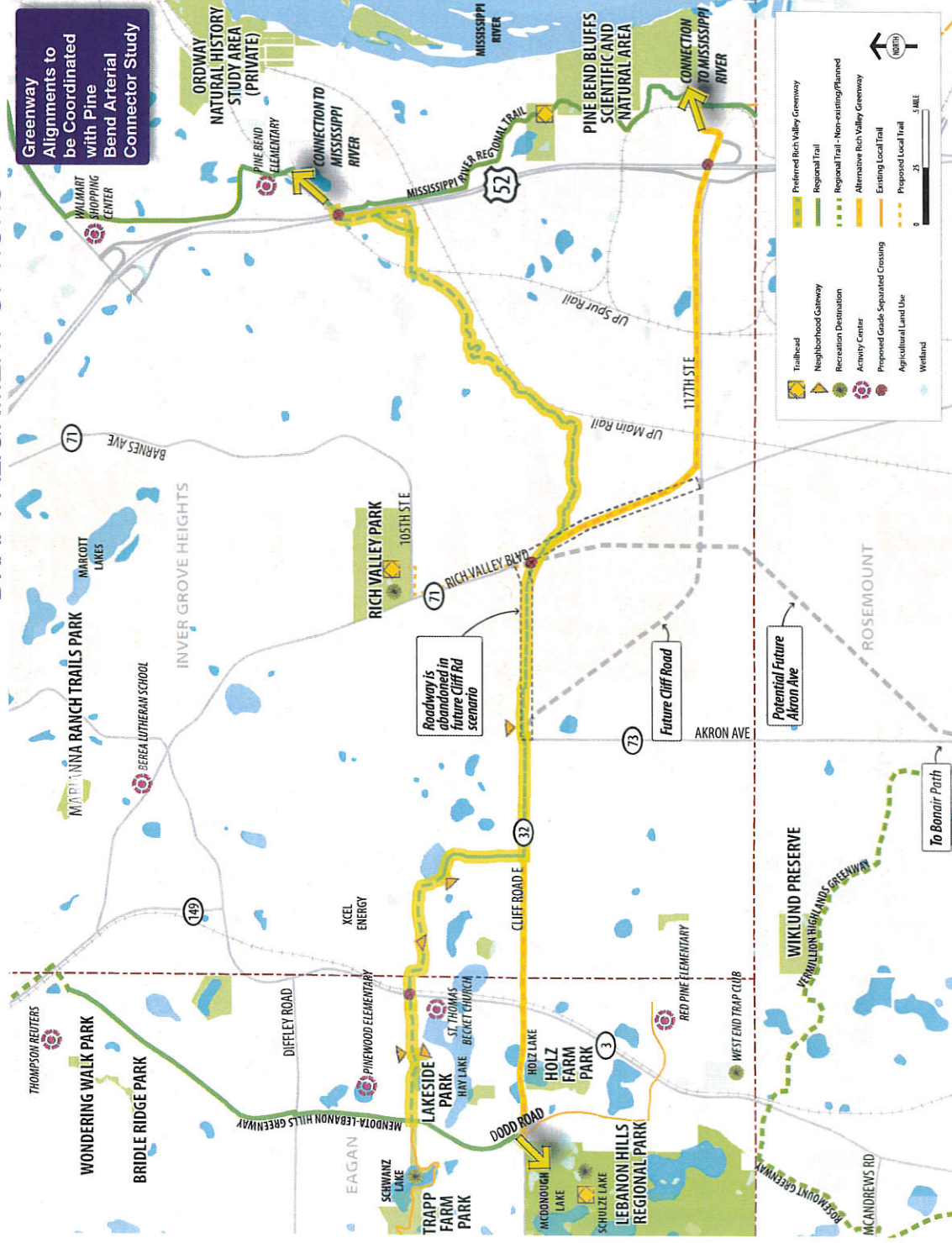
RICH VALLEY GREENWAY PLAN SCHEDULE 2015-2017

1. ORGANIZE THE EFFORT
November - December 2015
2. UNDERSTAND WHAT EXISTS
December 2015 - February 2016
3. EXPLORE ALTERNATIVES
February - April 2016
4. DRAFT MASTER PLAN
May 2016 - April 2017
5. FINAL MASTER PLAN AND APPROVALS
May - July 2017

FOR MORE INFORMATION VISIT WWW.HKGI.COM/PROJECTS/DAKOTA

Rich Valley Greenway

DRAFT ALIGNMENT OPTIONS



FOR MORE INFORMATION VISIT WWW.HKGI.COM/PROJECTS/DAKOTA

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 14, 2017
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

No action required. Item is for informational purposes and Commissioners are encouraged to ask appropriate questions.

SUMMARY

Items included:

- Department Happenings Report
- 2016 Annual Data Report
- Miscellaneous



Parks & Recreation Department Department Happenings



PARKS DIVISION

Heritage Village Park Property Acquisition

Staff has been busy meeting and having discussions with property owners on Doffing Ave.

- **Kramer Property** – We have re-contacted the Kramer Family, they have indicated that they wish to be contacted in mid-June. Staff will contact the family in mid-June.
- **Hay Property** – The appraisal on the property was completed and we are working on sharing the appraisal number with Ms. Hay (we do not share the actual document). Ms. Hay has the following options:
 - Do nothing
 - Accept the offer
 - Counter the offer
 - Seek her own appraisal
- **Walser Property** – We have shared a list of available properties in the SE metro for Walser to review. While they indicate a willingness to sell to the City, they want to find a location to move too first.
- **LSS Properties** – We are currently waiting for the City's initiated appraisal to be completed on the property. We have shared a list of available properties in the SE metro for Mr. Sanders to review. While he has indicated a willingness to sell to the City, they are looking of a location to move to.

Swing Bridge Park – Bridge Fire

There was no structural damage to the Swing Bridge and we will need to replace 15 deck boards and have some of the soot cleaned from the bridge. We have temporarily covered portions of the deck with plywood so there isn't a tripping hazard. We have turned in a report which includes the inspection performed by SEH Inc., the police report, and claim form to the League of MN Cities Insurance Trust for the boat fire this past Sunday. We will keep the Council informed of the outcome of the claim as it progresses.

NW Area Park Property

Evergreen is setting up meetings with Peltier, Glen Lin, and the Flemings to get on site to perform appraisals. We should see completed appraisals in the next 4-6 weeks.

Rich Valley Greenway

Dakota County has been working on a Regional Greenway Master Plan that is being called the Rich Valley Greenway. Generally the proposed greenway would connect Lebanon Hills Regional Park to the Mississippi River Regional Trail. Much like the Mendota/Lebanon Regional Greenway, the Council will be asked to support a resolution so the County can make the Master Plan a part of their overall system and then quality



Parks & Recreation Department Department Happenings



for regional funding. The Park Commission will be reviewing the plan on June 14th and the Council will review the plan on June 26th.

Babcock Trail Feasibility Study Update

We have scheduled a second open house to gain feedback from residents regarding a potential trail/sidewalk along Babcock Trail north of Upper 55th. The open house is scheduled for Tuesday, June 6th from 5:30 – 7:00 at Cross Roads Church. The open house is advertised on our website and social media sites.

Arbor Pointe Playground Replacement Update

This past Wednesday evening we hosted a neighborhood meeting at Arbor Pointe Park so residents could review the proposed playground equipment. There were approximately 30 neighbors in attendance and they were supportive of the playground equipment. Some residents also expressed an interest in other amenities for the park including basketball courts, volleyball courts, soccer goals, a backstop, etc.



Parks & Recreation Department Department Happenings



GOLF COURSE DIVISION

Inver Wood Update

Our contractor, Duininck, has completed all of their work on the “punch list” and everything is in working order. We continue to receive many positive comments about the improvements to the course and golfers are excited to begin using the new grass tee on the driving range. While we haven’t had to use the new irrigation system to much this spring because of the rain Mother Nature has been providing, we are very satisfied with the new system. We will be asking the Council to approve the final payment to Duininck in the near future.



Parks & Recreation Department Department Happenings



RECREATION DIVISION

NW Area Building Packets

Staff will be distributing prospective/new homeowner packets to some of the new developments in the NW Area. The packets include information on our department including a pass to the Community Center and an Inver Wood driving range token.

MN Twins Clinic

Rich Valley Athletic Complex will be hosting a free MN Twins Youth Clinic on Friday, June 16. The event is sponsored by the MN Twins Community Fund and provides kids ages 6 & up an opportunity to work on baseball and softball skills with the MN Twins Play Ball! Coaching staff.

Adult Tennis

In partnership with the United States Tennis Association Northern Section, staff is offering adult tennis lessons at North Valley Park. Staff continues to try new types of classes to engage our active adult population.

Walking/Hiking Club

As a part of our new active adult programming, staff is organizing a walking/hiking club. Interested participants are emailed walks for daytime, evening and weekend timeframes and meet at the site to walk/hike. Staff is working with Dakota County Public Health on training in some volunteers to act as walk/hike leaders.

Adult Softball

Our adult softball league numbers continue to drop fairly dramatically. While other communities are also seeing fewer teams as well, this is an area staff will need to re-evaluate in the coming year both from a revenue and programming standpoint.



Parks & Recreation Department Department Happenings



VMCC DIVISION

New Scoreboard/Timing System in Pool

A new timing system and scoreboard was installed in the lap pool for the Simley Swim and Dive teams. As part of the joint powers agreement with the School District, the district is responsible for operating, maintaining, repairing and replacing the equipment. The City does have the opportunity to utilize the system for events, etc.

Water Park Improvements

The water park improvements were approved by the City Council at their May 22 City Council meeting. The project will begin late August and conclude in Mid-October with a grand re-opening set for early November.

Welcome New Guest Services Supervisor!

The Department welcomes Lisa Lamey as the new Guest Services Supervisor! Lisa will be responsible for overseeing the Guest Services operations, memberships and childcare.

Summer Learn to Skate

Due to the east arena being down for the rink floor project, the summer Learn to Skate program will be held at the West St. Paul arena.

Summer Teen Workout Program

The fitness staff will once again be offering a teen workout program (CSI- Cardio & Strength Investigation) for kids ages 10-14 beginning June 12. All participants must attend an orientation.

City of Inver Grove Heights Parks and Recreation



2016 Annual Data Report

Internal Document

Acknowledgment

City Council

George Tourville - Mayor
 Tom Bartholomew - Councilmember
 Paul Hark - Councilmember
 Rosemary Piekarski-Krech - Councilmember
 Jim Mueller - Councilmember

 Joe Lynch - City Administrator

Parks and Recreation Advisory Commission

Al Eiden - Chair
 Mark Freer – Vice Chair
 Katie Bauer
 Joe Boehmer
 Pat Farley
 Kevin Sethre
 James Huffman
 Willy Krech
 Deb Tix

		Year Started	Years of Service
Veterans Memorial Community Center Guest Services			
Bethany Adams	Guest Service & Marketing Supervisor	2002	14
Dana Lindsey	Customer Service Specialist	2005	11
Liz Russell	Customer Service Specialist	2008	8
Julie Petersen	Customer Service Specialist	2014	2
Recreation/VMCC Programming			
Tracy Petersen	Recreation Superintendent	2001	15
Jen Graham	Recreation Coordinator	2001	15
Al Vandehoef	Recreation Coordinator	2003	13
Amy Crary	Fitness Coordinator	2004	12
Tammy Abrahamson	Aquatics Coordinator	2006	10
Parks Maintenance			
Brian Swoboda	Park Superintendent	1997	19
Joe Hawkins	Park Maintenance Coordinator	2002	14
TBD	Park Maintenance Worker	TBD	TBD
Tony Blackbird	Park Maintenance Worker	1998	18
Kyle Ravn	Park Maintenance Worker	2014	1
Michael Sperl	Park Maintenance Worker	2015	-
Joe Remackel	Park Maintenance Worker	2002	14
Veterans Memorial Community Center Maintenance			
Rick Roach	Maintenance Staff	2006	10
TBD	Maintenance Staff		
Wade Carlson	Operations Lead Worker	1999	17
Kyle Bodsberg	Operations Staff	2007	9
TBD	Operations Staff		
Stan Mankowski	Operations Staff	2015	-
Inver Wood Golf Course			
Joel Metz	Golf Course Superintendent	1995	21
Ken Felix	Assistant Golf Course Superintendent	1996	20
Aaron Cabnow	Golf Course Technician	2015	-
Matt Moynihan	Clubhouse Superintendent	2002	14
Leon Otness	Golf Operations Coordinator	2005	11
Tim Lage	Golf Course Mechanic	2007	9
Dennis Hogan	Golf Shop Cashier	2010	6
Matt Willig	Golf Shop Cashier	2016	-
Parks & Recreation Administration			
Eric Carlson	Parks & Recreation Director	2007	9
Teri O'Connor	Accounting Technician	2001	15
Judy Wonick	Customer Service Specialist	2008	8

Introduction

The following report is meant to be an internal staff document memorializing some of the key statistics from 2016. The numbers are not audited so there may be some discrepancies found in the reporting. The intentions of the report are to provide trending of some of the key indicators in the Park and Recreation Department. All managers of the department provided input into the collection of the data.

While the report focuses on “numbers” it is important to point out that behind all of the numbers are the dedicated staff that administer, program, maintain, supervise and manage all of the positive things the Parks & Recreation Department provides to the community. Without the hard work of our staff, the services we provide would not be possible. A sincere THANK YOU! to all of our staff for their professionalism, ideas, energy, commitment, dedication, and caring.

Park & Recreation Commission

The Advisory Commission appointments are authorized by ordinance and are made by the Council at the second regular City Council meeting in May. The term of each appointment is established and stated at the time of the appointment. The Commission is created to:

- Act in an advisory capacity to the Council in matters relating to a park and recreation program in the City.
- Prepare and recommend updates to the parks component of the comprehensive plan.
- Periodically examine the need for new park and open space with recommendations to be submitted to the Council.
- Review development applications for conformance to park dedication requirements of the comprehensive plan.

Commissioner	Consecutive Years of Service	Term Expires
Willy Krech	23	2016
Al Eiden	22	2017
Joe Boehmer	15	2018
Patrick Farley	1	2018
James Huffman	8	2016
Kevin Sethre	1	2018
Mark Freer	3	2017
Deb Tix	3	2016
Katie Bauer	2	2017

Awards, Recognitions & Appointments

- MRPA Award of Excellence: The Department received an Award of Excellence from the Minnesota Recreation and Parks Association for the Lawn of the Week Program. This program showcased outstanding lawns in Inver Grove Heights whose lawns exemplified creativity, neatness and beauty. The program also helped cultivate a sense of community amongst neighborhoods.

2016 Grants Awarded

The City of Inver Grove Heights actively pursues grants to help fund park land acquisition, park development, natural resource protection, and program implementation.

Grant Awarded	2013	2014	2015	2016
MN Twins Community Fund	\$5,000	\$3,000	\$7,000	\$2,500
USTA Northern Tennis Block Party Marketing Grant	\$250	\$200	\$75	0
MRPF New Initiatives Grant		\$1,500	\$1,500	\$2,000
Minnesota Youth Soccer Association	\$2,500			
NRPA Arthritis Grant		\$4,000		
Allina Health Neighborhood Connection Grant		\$5,150		
Metropolitan Council Grant (Swing Bridge)			\$2,000,000	
USA Pickleball Association				\$250
Total	\$7,750	\$13,850	\$2,008,575	\$4,750

Sponsorships Collected

The City of Inver Grove Heights has many citizens and groups that support the department's projects and programs through their cash/in-kind sponsorships.

Sponsorships Collected	2013	2014	2015	2016
Dick's Sporting Goods-Baseball/Softball	\$1,500	\$1,500	\$1,500	\$1,500
Dick's Sporting Goods-Certificates for Harmon Farms	\$640	\$640	\$640	\$640
River Heights Arts Alliance-Music in the Parks series	\$250		\$300	\$500
Cub Foods-various recreation programs	\$50	\$50	\$50	\$50
Heartland Credit Union-Egg Hunt	\$600	\$600	\$600	\$600
Various businesses-Youth Safety Camp	\$6,100	\$7,750	\$7,525	\$7,950
Various businesses-Holiday on Main Street	\$10,050	\$9,525	\$7,625	\$10,350
First Impressions –Harmon Farms brochure	\$750	\$750	\$750	\$750
Finn Sisu-Certificates for Harmon Farms		\$200		
Solomon- shoe certificates, misc running gear for Harmon Farms Race	\$1,000	\$800	\$400	\$600
Various businesses-IGH Days Disc Golf Tournament	\$50	\$100	\$250	\$150
Dakota Pediatrics – Entertainment Series/Programs	\$700	\$700		
Dr. Jennifer Orthodontics	\$500	\$700	\$700	\$400
Miller Orthodontics	\$200			
Dairy Queen-Various Recreation Programs	\$1,000	\$1,000	\$1,000	\$1,000
Childcare Supplies & toys	\$200	\$100	\$200	\$100
Willie Krech-Future of Our Parks Event		\$1,000		
CHS-IGH Days		\$1,000		\$1,000
Mauer Chev –Rich Valley Dugouts			\$5,500	
IGH Baseball Association – Rich Valley Dugout			\$10,000	\$10,000
IGH Softball Federation – Rich Valley Dugout			\$2,000	\$2,000
IGH Heat Soccer-Skyview Field Renovation		\$3,000	\$3,000	\$3,000
IGH Simley Youth Tackle Football-Skyview Field Renovation		\$1,000	\$1,000	\$1,000
Total	\$23,590	\$26,415	\$39,490	\$41,590

Volunteers

The City of Inver Grove Heights partners with volunteers to assist with various programs and activities. Volunteers add value to the department's programs and services while helping keep the cost of providing these services to a minimum.

Program	2013 Volunteer Hours	2014 Volunteer Hours	2015 Volunteer Hours	2016 Volunteer Hours
Youth Sports	1,956	2,106	2,158	1,888
Recreation Programs	177	100	125	171
Adopt-A-Park	70	70	70	70
Youth VIP (Volunteer Incentive Program)	150	150	75	50
Intern (paid position as of 2015)	500	500		
Total	2,853	2,926	2,428	2,179

Personnel Changes

Brian Swoboda was promoted to Park Superintendent in March of 2016

Joe Hawkins was promoted to Parks Maintenance Coordinator in March of 2016

Cory Onken left for an Assistant Arena Manager position with the City of Hastings

Bob Baltgalvis was promoted to VMCC Maintenance and later left for a Recreation Supervisor position with the City of Richfield

Jeremy Gill was hired as a VMCC Operations staff person

Dennis Hogan passed away after battling cancer in October of 2016

Matt Willig was hired to as a Golf Shop Cashier in March of 2016

ISD 199 / Community Education Use of VMCC

The VMCC is a facility built for the community to use and enjoy. The City does not charge the district for the above items. Table is meant to reflect the "value" the community receives from these amenities and services.

	Use	Cost	Value
Senior Program Use	2,500 hrs	\$55.20	\$138,000
Administrative Space	1,921 sq ft	\$7.46 per year	\$14,330
Clerical Support	10 hrs per week	\$29.42 per hour	\$15,298
HS Pool Usage (Practice)	501 hours	\$125 per hour	\$62,625
HS Pool Usage (Swim Meets)	108 hours	\$125 per hour	\$13,500
HS Boys Hockey Locker Room	645 sq ft	\$13.95 per year	\$8,997
HS Girls Hockey Locker Room	644 sq ft	\$13.95 per year	\$8,983
HS Boys/Girls Swim Locker Room	1,168	\$13.95 per year	\$16,293
HS Use of Turf	74 hours	\$70 per hour	\$5,550
Special Event Pool Usage (Leisure Pool)	0 hours	\$450per hour	\$0
Boosters Meeting Rooms (Swim, hockey, LAX & football)	90 hours	\$30per hour	\$2,700
Total			\$286,276

Park Land Acquired – Park Dedication Rates

In 2016, the department did not acquire any property for park, open space, or trail purposes.

	2013	2014	2015	2016
Single Family	\$4,011 per unit	\$2,850 per unit	\$2,850 per unit	\$2,850 per unit
Multiple Family	\$3,950 per unit	\$4,900 per unit	\$4,900 per unit	\$4,900 per unit
"P"	\$6,000 per acre	\$7,000 per acre	\$7,000 per acre	\$7,000 per acre
"B"	\$7,000 per acre	\$7,000 per acre	\$7,000 per acre	\$7,000 per acre
"BP"	\$5,500 per acre	\$7,000 per acre	\$7,000 per acre	\$7,000 per acre
"I-I" & "1-2"	\$5,500 per acre	\$5,000 per acre	\$5,000 per acre	\$5,000 per acre
"OP"	\$7,000 per acre	\$5,000 per acre	\$5,000 per acre	\$5,000 per acre

Park and Facility Inventory

	2013	2014	2015	2016
Community Parks (acres)	93	93	93	93
Community Athletic Complexes (acres)	69	69	69	69
Neighborhood Playfields (acres)	180	180	180	180
Neighborhood Parks (acres)	143	143	143	143
Conservancy Lands (acres)	106	106	106	106
Historic Site (acres)	1	1	1	1
Lineal Park/Greenways (acres)	4	4	4	4
Special Use Areas (acres)	248	248	248	248
Total Park Acres	608	608	608	608
Miles of bituminous trails (miles)	26	32	32	32
Miles of natural trails (miles)	8.9	8.9	8.9	8.9
Number of Parks	28	28	28	28

Park Dedication Activity

Developer	Case No	Park Dedication Amount
Eternity Homes	16-03S	\$65,500
Lennar Homes	15-28PUD	\$225,150
Langer Construction	BD2016-1416	\$2,850
Cuddigan Custom Builders	BD2016-1773	\$2,850
Lori Barr	16-27S	\$5,700
Calatlantic Homes	16-24PUD	\$144,000
MGT Developers	08-08PUD	\$20,655
Total		\$466,705

Parks Division Highlights

Budget Performance

	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Expenditures					
Personnel Services	\$822,802	\$854,244	\$912,906	\$776,602	\$955,400
Professional/Technical	\$31,065	\$34,741	\$33,691	\$40,687	\$29,700
Purchased Services	\$429,249	\$510,520	\$537,757	\$521,860	\$538,800
Other Services	\$91,580	\$116,072	\$115,015	\$104,030	\$98,600
Supplies	\$164,745	\$135,287	\$184,532	\$190,161	\$214,400
Other Expenses	\$28,382	\$27,000	\$29,077	\$30,690	\$31,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total	\$1,567,823	\$1,677,864	\$1,812,977	\$1,664,030	\$1,867,900

By the Numbers

	2013 FTE Actual	2014 FTE Actual	2015 FTE Actual	2016 FTE Actual
Park & Recreation Director	.75	.75	.75	.75
Parks Superintendent	1	1	.83	1
Park Lead Worker	1	1.18	1.04	1.04
Park Maintenance/Forester	1.01	1.01	1.01	0
Park Maintenance Worker	4.09	3.50	4.10	4.07
Accounting Technician	.33	.33	.33	.33
Customer Service Specialist	.50	.50	.50	.50
Seasonal Maintenance – Parks	2.86	2.63	3.57	3.08
Total FTE's	11.54	10.90	12.13	10.77

Description	2013	2014	2015	2016
Acres of turf maintained	260	266	266	270
Number of plowable snow events	50	49	34	20
Number of trees planted (container, bb, spaded)	80 trees spaded from nursery to various parks. 25 container trees planted	30 trees spaded from nursery to various parks. 25 container trees planted	30 trees spaded from nursery to various parks 25 container trees planted	35 container trees to various parks in spring and fall
Number of trees planted (seedlings)	0	0	60	0
Number of reported Oak Wilt cases	3	5 Removed 50+ Oak Wilt trees	7	4 25+ removed
Number of reported Elm disease cases	100+ Elm DED 25 Oak wilt	75+ Elm DED trees removed.	50+	50+ removed
Number of Ash trees removed	40+ from parks and blvds	75+ ROW 25+ Parks	60 ROW	50 ROW
Gallons of regular gasoline use by department vehicles/equipment	3,781	3,665	3,541	3,854
Gallons of diesel fuel used by department vehicles/equipment	8,186	7,184	8,672	8,783
Tons of certified organic compost applied to park property	182	100	150	120
Total KWh used (electricity) all park facilities	217,658	231,745	242,246	192,816
Total kBtu used (natural gas) all park facilities	570,753	595,507	456,504	450,093
Total gallons of water pumped at Rich Valley	26.3 million gallons	10.7 million gallons	9.4 million gallons	14.9 million gallons
Total gallons of water used all park facilities (less Rich Valley)	2.7 million gallons	1.4 million gallons	1.7 million gallons	2.62 million gallons
Acres of park maintained does not include Inver Wood Golf Course	844	844	844	844
Cost per acre to maintain parks (Professional, Purchased Services, Supplies, etc.)	\$2,574	\$2,755	\$2,976	\$1,051
Cost per acre to maintain parks (Personnel)	\$1,351	\$1,402	\$1,499	\$920
Total full time staff hours	14,768	13,915	12,791	12,702
Total seasonal staff hours	5,947	5,470	7,425	6,408
Total staff hours	20,488	20,716	19,385	19,110

Recreation Division Highlights

Budget Performance

Revenues	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Charges for Services	\$238,770	\$232,436	\$252,982	\$211,365	\$247,000
Miscellaneous	\$9,507	\$22,144	\$18,685	\$17,188	\$11,100
Other Sources	\$378,100	\$328,115	\$331,900	\$331,900	\$331,900
Total	\$627,377	\$582,695	\$603,567	\$560,452	\$590,000
Expenditures	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Personnel Services	\$378,826	\$391,561	\$414,740	\$392,653	\$438,200
Professional/Technical	\$39,666	\$36,652	\$48,047	\$42,564	\$35,000
Purchased Services	\$46,071	\$51,565	\$49,903	\$55,648	\$56,400
Other Services	\$27,533	\$28,223	\$19,873	\$21,551	\$31,300
Supplies	\$78,691	\$66,651	\$65,010	\$54,325	\$67,500
Other Expenses	\$7,467	\$5,298	\$7,236	\$7,601	\$5,600
Capital Outlay	\$0	\$0	\$9,440	\$0	\$0
Total	\$578,254	\$579,851	\$614,249	\$574,342	\$634,000
Cost Recovery	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Net Gain (Loss)	(\$379,100)	(\$328,256)	(\$339,283)	(\$342,889)	(\$373,000)
Percentage	34%	44%	44%	40%	41%

By the Numbers

	2013 FTE Actual	2014 FTE Actual	2015 FTE Actual	2016 FTE Actual
Parks & Recreation Director	.25	.25	.25	.25
Recreation Superintendent	.70	.70	.70	.70
Guest Services & Marketing Supervisor	.10	.08	.10	.10
Recreation Coordinator	1.58	1.58	1.58	1.58
Accounting Technician	.33	.33	.33	.33
Customer Service Specialist	.50	.50	.50	.50
Seasonal Recreation Staff	1.67	1.42	1.24	1.03
Total FTE's	5.13	4.86	4.70	4.49

Description	2013	2014	2015	2016
Number of registrations processed	9,918	8,972	8,942	7,113
Number of families participating in American Legion Post #424 Youth Recreation Scholarship Program	17	20	19	6
Number of picnic/shelter reservations processed	85	86	80	82
Number of users at staff Warming House rinks	3,404 (12/13)	3,063 (13/14)	3,902 (14/15)	2,358 (15/16)
Number of days open	50	51	43	49
Number of days closed	11	9	17	15
Number of adult teams registered for softball	49	45	36	31
Number of adult teams registered for volleyball	58	56	56	54
Number of adult teams registered for basketball	9	8	0	0
Number of youth sports leagues participants	785	898	727	582
Number of athletic field rentals (in hours) * does not include athletic association or in-house field usage	1,681	2,693	2,005	1,922
Number of youth athletic association field uses (in hours)	1,927	1,973	1,966	2,874
Number of participants registered for family events	1,068	1,714	2,053	1,547
Number of participants registered for youth summer camps	283	336	380	394
Number of participants in non-school day programs	156	105	58	53
Number of tournaments held at Rich Valley	10	11	13	11
Number of National Night Out sites visited	36	37	34	38
Number of North Valley Disc Golf users	3,438	3,200	2,654	2,456
Number of Community Garden Plots Sold	21	25	26	28
Number of Harmon Farms Run Participants	125	120	110	135

Veterans Memorial Community Center Division Highlights

Budget Performance

Revenues	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Administrative	\$39,000	\$39,000	\$39,000	\$40,000	\$40,000
Charges for Services	\$2,129,770	\$2,211,476	\$2,186,297	\$2,136,034	\$2,213,700
Miscellaneous	\$132,095	\$144,475	\$130,303	\$158,409	\$148,200
Other Sources	\$705,338	\$510,907	\$774,389	\$2,437	\$1,221,300
Total	\$3,006,203	\$2,905,858	\$3,154,025	\$2,336,880	\$2,401,900
Expenditures	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Personnel Services	\$1,532,746	\$1,562,614	\$1,625,176	\$1,645,620	\$1,733,900
Professional/Technical	\$91,529	\$14,719	\$23,073	\$14,387	\$19,900
Purchased Services	\$731,593	\$777,965	\$700,044	\$717,991	\$732,100
Other Services	\$94,527	\$110,188	\$90,791	\$87,639	\$95,900
Supplies	\$209,253	\$214,138	\$226,839	\$202,961	\$221,600
Other Expenses	\$25,126	\$32,198	\$32,407	\$47,542	\$27,100
Purchases	\$6,862	\$5,147	\$2,563	\$2,558	\$2,400
Capital Outlay	\$309,746	\$188,816	\$453,133	\$113,780	\$790,300
Transfers	\$1,096	\$0	\$0	\$0	\$0
Total	\$3,002,476	\$2,905,785	\$3,154,025	\$2,832,479	\$3,623,200
Cost Recovery	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Net Gain (Loss) (excluding capital)	(\$313,473)	(\$322,091)	(\$345,293)	(\$384,256)	(\$431,000)
Percentage (excluding capital)	89%	89%	87%	86%	85%

By the Numbers

	2013 FTE Actual	2014 FTE Actual	2015 FTE Actual	2016 FTE Actual
Recreation Superintendent	.30	.30	.30	.30
Guest Service & Marketing Supervisor	.65	.68	.90	1.18
Aquatics Coordinator	1	1.02	1	1
Recreation Coordinator	.42	.42	.42	.42
Fitness Coordinator	1	1.02	1.02	1.01
VMCC Full Time Maintenance	3.02	2.95	2.97	3.04
VMCC Full Time Custodian	3.04	3.07	2.90	3
Customer Service Specialist	1.83	1.66	1.83	1.50
Accounting Technician	.34	.34	.34	.34
Seasonal Guest Service	3.18	3.34	3.13	3.10
Seasonal Maintenance	1.45	1.40	1.58	1.50
Seasonal Fitness	5.60	6.23	6.67	6.49
Seasonal Aquatic	7.16	7.48	7.59	7.44
Seasonal Concessions	.09	.09	.08	.27
Kids ROCK	3.51	3.95	3.63	3.09
Seasonal Dance/LTS	.39	.38	.47	.46
Total FTE's	32.98	34.33	34.83	34.14

Description	2013	2014	2015	2016
Visitation				
General admissions	21,097	25,873	27,257	28,913
Member admissions	192,249	196,657	188,562	187,629
Open Skate/Hockey attendance	5,451	5,363	5,275	5,608
Open Gym attendance	747	652	508	397
Open Swim attendance	9,072	7,826	8,890	12,197
10-time Pass attendance	4,960	3,510	3,810	2,188
Childcare	7,474	8,099	7,766	6,864
Sales				
Total memberships (Dec 31 st)	2,136	2,497	1,845	2,063
Current members (Dec 31 st)	3,783	4,317	3,604	3,379
Memberships sold	1,594	1,999	1,343	1,909
Silver Sneakers sold	346	123	334	139
Senior memberships sold	193	130	148	336
Silver & Fit sold		657	152	667
Family memberships sold	366	401	238	518
Individual memberships sold	422	403	237	487
Single+One memberships sold	138	173	154	304
Annual memberships sold	101	121	105	156
Ice Sold	2,745	2,804	2,755	2,604
Ice Used	4,272	4,155	4,045	5,467
Skates rented	659	974	885	740
Pool hours rented	927	970	1,100	1,246
Meeting room hours rented	877	890	800	628
Meeting room hours used	9,406	8,200	9,583	10,175
National Guard Gym hours rented	240	200	200	200
National Guard Gym hours used	3,320	3,929	3,000	2,250
Indoor Turf hours rented	421	364	330	275

Indoor Turf hours total used	703	702	696	710
Community Event vendors	159	198	165	177
Farmers' Market Vendors	12	20	25	25
Programs				
Swim lesson participants	1,300	1,420	1,474	1,310
HS hockey games hosted	30	30	30	30
Learn to skate participants	336	346	447	477
Unpaid fitness classes offered	2,569	2,600	2,800	2,857
Paid fitness classes offered	149	157	193	164
Personal training sessions	592	1,195	1,205	1,467
Fitness Orientations Held				141
Birthday parties hosted	116	216	212	268
Swim meets hosted	14	13	11	13
Kids ROCK	145	165	155	145
Gym N' Swim	2,689	2,530	1,545	2,146
Operations				
Permanent staff hours	28,837	23,836	24,294	24,523
Temporary staff hours	44,346	47,569	48,152	46,488
Actual operating hours	5,720	5,720	5,720	5,720
VMCC - KWh used (electricity)	1,468,297 KWh	1,582,853 KWh	1,574,791 KWh	1,538,211 KWh
VMCC - kBtu used (natural gas)	4,723,988 kBtu	5,305,819 kBtu	4,346,771 kBtu	4,447,552 kBtu
Grove - KWh used (electricity)	1,909,871 KWh	2,016,615 KWh	1,878,859 KWh	1,837,919 KWh
Grove - kBtu used (natural gas)	13,589,274 kBtu	14,419,547 kBtu	12,699,576 kBtu	13,365,892 kBtu
Productivity				
Visitors per day (educated estimate)	1,250	1,388	1,388	1,388
Visitors per year (educated estimate)	450,000	500,000	500,000	500,000
Visitors per staff hour	6.15	6.99	6.90	7.04
Revenue per visitor	\$4.98	\$4.77	4.64	4.66
Cost per visitor	\$6.55	\$5.34	5.46	5.66
Revenue per staff hour	\$30.46	\$33.40	32.08	32.87
Revenue per square foot	\$15.99	\$16.57	16.14	16.21
Cost per square foot (sq ft 144,000)	\$18.69	\$18.52	18.94	19.66
On-line registrations	2,667	2,862	3,210	2,320

Inver Wood Golf Course Division Highlights

Budget Performance

Revenues	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Charges for Services	\$1,402,494	\$1,414,141	\$1,633,850	\$1,304,711	\$1,602,900
Miscellaneous	\$99,979	\$9,618	\$1,778	\$4,743	\$1,200
Other Sources	\$0	\$100,386	\$100,000	\$2,663	\$100,000
Total	\$1,502,473	\$1,524,145	\$1,735,628	\$1,312,116	\$1,704,100
Expenditures	2013 Actual	2014 Actual	2015 Actual	2016 Unaudited	2016 Adopted Budget
Personnel Services	\$888,599	\$780,056	\$818,006	\$790,845	\$865,900
Professional/Technical	\$2,568	\$1,970	\$1,187	\$3,557	\$800
Purchased Services	\$84,420	\$86,581	\$93,351	\$77,508	\$100,500
Other Services	\$91,506	\$77,002	\$46,826	\$46,243	\$49,700
Supplies	\$178,361	\$165,257	\$188,055	\$178,231	\$219,100
Other Expenses	\$303,256	\$313,750	\$300,075	\$497,541	\$266,300
Cost of Sales	\$103,266	\$109,5834	\$132,000	\$115,998	\$141,300
Capital Outlay	\$0	\$0	\$0	\$13,585	\$0
Debt Service	\$1,272	\$3,089	\$1,808	\$29,583	\$500
Transfers	\$0	\$0	\$0	\$0	\$0
Total	\$1,653,247	\$1,537,244	\$1,581,309	\$1,753,091	\$1,644,100

By the Numbers

	2013 FTE Actual	2014 FTE Actual	2015 FTE Actual	2016 FTE Actual
Golf Course Manager	1	-	0	0
Golf Course Superintendent	1	1	1.04	1
Assistant Superintendent	1	1	1.01	1
2 nd Assistant Superintendent	-	0	1	
Golf Course Mechanic	1	1.06	1.04	1.04
Golf Course Cashier	1.78	1.81	1.29	.91
Operations Coordinator	1	1	1	1
Club House Superintendent	.82	1	1	1
Golf Course Technician	0	0	.73	.73
Seasonal – Golf Operations	2.69	1.34	1.83	
Seasonal – Practice Center	.65	1.04	.50	1.40
Seasonal – Food & Beverage Concessions	1.58	1.50	2.66	2.53
Seasonal – Golf Carts Staff	.67	.72	.67	.96
Seasonal – Maintenance	3.00	4.17	4.08	3.08
Total FTE	16.19	15.64	16.85	14.66

By the Numbers

Description	2013	2014	2015	2016
CHAMPIONSHIP COURSE				
18-hole Rounds	7,801	7,385	8,504	4,744
9-hole Rounds	4,858	4,739	4,758	3,167
18-hole Rounds-Patron	1,148	1,143	1,126	559
9-Hole Rounds-Patron	827	1,136	1,047	686
18-hole Rounds-Senior/Junior	8,749	9,186	10,354	6,391
9-hole Rounds-Senior/Junior	3,245	3,354	3,768	2,245
Twilight Rounds	579	616	486	334
High School Teams	814	1,025	2,138	2,414
TOTAL CHAMP ROUNDS	28,081	28,584	32,181	20,540
April Tee Time Utilization	8%	12.5%	25%	25%
May Tee Time Utilization	52%	36%	34%	39%
June Tee Time Utilization	64%	41%	44%	44%
July Tee Time Utilization	68%	45%	44%	43%
August Tee Time Utilization	71%	41%	43%	34%
Sept. Tee Time Utilization	56%	29%	29%	17%
Oct. Tee Time Utilization	29%	32%	18%	9%
TOTAL CHAMP/EXEC. UTIL.	50%	34%	34%	30.1%
EXECUTIVE COURSE				
9-Hole Rounds	7,043	6,920	7,113	4,768
9-Hole Rounds-Patron	655	424	306	210
9-Hole Rounds-Senior/Junior	10,805	10,843	11,648	6,623
High School Teams	383	364	610	882
TOTAL EXEC ROUNDS	19,740	18,551	20,584	12,483
Patron Cards – Residents	104	108	92	79
Patron Cards – Non Res.	90	88	84	69
Revenue Per Round	\$29.33	\$29.97	\$31.09	32.70
Effective Weather Days	154	166	184	170
Gallons of water pumped	20,729,000	14,984,000	14,500,000	15,989,000
Tons of fertilizer applied	10.5	11.6	11.5	14
Gallons of regular gasoline used-Shop	5,570	2,281	1,843	2,566
Gallons of regular gasoline used-Carts		3,320	3,790	2,688
Gallons of diesel fuel used	2,245	2,260	1,595	2,639

Twin Cities Weather Statistics

	2013	2014	2015	2016
Precipitation Total	32.61	35.40	36.14	40.32
Average Temperature	45.1	43.3	48.0	49.7
Days Greater than 90 degrees	19	2	4	13
Cooling Degree Days	983	759	809	964
Heating Degree Days	7,708	8,597	7,528	6,283
Average Snowfall	67.7	69.8	32.4	36.7

Website http://www.dnr.state.mn.us/climate/twin_cities/listings.html



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CITY OF INVER GROVE HEIGHTS Parks Capital Improvement Plan

8150 Barbara Avenue, Inver Grove Heights, MN 55077

651-450-2500

www.invergroveheights.org

City Mission/Values

The City Mission:

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.

The City Values:

Ethical decisions by doing the right thing
Engaged people by delivering collaborative results
Excellence by setting high standards and exceeding expectations

Framing Decisions:

Ability to remain fiscally stable
Improve or stabilize operational efficiencies
Improve customer service
Staying attentive to our regulatory environment



Level of Service

- Guidelines to help the City benchmark our system and compare to our neighbors so Inver Grove Heights continues to be an attractive place to live, work, and play
- Rosemount, Andover, Roseville, Shakopee, Cottage Grove, S. St. Paul, Farmington, and West St. Paul (28,000 population)
- Apple Valley, Burnsville, Eagan, Lakeville (59,000 population)
- National Recreation & Park Association (NRPA) standards



Parks

						Future Build Out @ 50,000
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard	To meet our current ratio
Number of parks	28	31	60			
Per capita	1,214	901	977	1,901		
IGH need to meet ratio	28	37	35	18	NA	41

- NW Area Park Plan assumes we will add 5-6 parks in the NW area at full development.
- The City will have 34 – 35 parks at full development.



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Park Land

						Future Build Out @ 50,000
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard 24.75 per 1,000	In order to meet our current ratio
Acres of Parkland	608	583	1,272			
Acres per 1,000	17.88	20.87	21.69	9.6		
IGH need to meet ratio	608	709	737	326	1,237	894

- NW Area Park Plan assumes we will add 56-82 acres in the NW area at full development.
- The City will have 665-691 acres of park land at full development.



Bituminous Trails

						Future Build Out @ 50,000
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard .75 per 1,000	In order to meet our current ratio
Miles of trail	26	35	90			
Miles per 1,000	.76	1.25	1.55			
IGH need to meet ratio	26	42.5	52.7	NA	38	38

- NW Area Park Plan assumes we will add 10-15 miles in the NW area at full development.
- Closing the priority gaps in the trail gap study would add approximately 7 miles of trail
- The City will have 42 – 48 miles of trails at full development.



Picnic Shelters

							Future Build Out @ 50,000
	Inver Grove Heights						
	Current	Smaller Cities Average	Larger Cities Average		National Cities Average	National Standard	In order to meet our current ratio
Number of shelters	7	11	15				
Per capita	4,857	2,541	3,908				
To meet ratio	7	13	9	NA	10	10	10

- NW Area Park Plan assumes we will add 1 shelter in the NW area at full development
- Heritage Village Park Plan assumes we will add 2 shelters in the park once developed
- Seidel's Lake Master Plan assumes we will add 1 shelter in the park once developed
- Shelter at Oak Wood Park should not be replaced
- The City will have 10 shelters at full development



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Recreation Buildings

							Future Build Out @ 50,000
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:10,000	In order to meet our current ratio	
Number of shelters	6	3	11				
Per capita	6,800	8,283	5,583				
To meet ratio	6	4	6	NA	5	7	

- Recreation buildings at Groveland, Oakwood, and Skyview serve as warming houses in the winter months. Given the unpredictable winters and low usage (an average of 3,500 participants per season across the city not including use at unopened times). The resources dedicated to outdoor skating (personnel, operational and capital investments) should be closely monitored and consideration should be given to lowering this level of service in an effort to reduce our operational exposure and our future capital investments.
- A single location (Oakwood or Skyview) could serve the future winter skating needs
- Recreation building at South Valley Park should be evaluated as part of a Master Plan process for the park.
- Heritage Village Park Master Plan assumes we will add one building
- Recreation buildings at Rich Valley Park should remain
- The City would have 5 recreation buildings at full development (Skyview, South Valley, Rich Valley (2), Heritage Village Park)



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Tennis Courts

	Inver Grove Heights	Smaller Cities	Larger Cities	National Cities	National Standard	Future Build Out @ 50,000
	Current	Average	Average	Average	1:4,000	In order to meet our current ratio
Number of tennis courts	12	8	22			
Per capita	2,833	3,338	2,695	4,375		
To meet ratio	12	10	13	8	13	18

- To meet National Standards we would need to add one tennis court at future build out. The use of the existing courts will be monitored by our cameras to help us determine the popularity of this amenity. Further analysis is needed before a recommendation can be made.
- The growth of pickle ball is a trend that needs to be monitored...currently all existing courts are set up for tennis or pickle ball...changing some courts to pickle ball only may be advantageous



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Basketball Courts

	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:4,000	Future Build Out @ 50,000
Number of basketball courts	7	11	22			In order to meet our current ratio
Per capita	4,857	2,616	2,635	7,080		
To meet ratio	7	13	13	5	13	10

- NW Area Park Plan assumes we will add 3 courts in the NW area at full development
- Seidl's Lake Park Master Plan assumes we will add one basketball court
- The City will have 11 courts at full development



Playgrounds

							Future Build Out @ 50,000
	Inver Grove Heights	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard 1:2,000	In order to meet our current ratio	
Number of playgrounds	14	22	48				
Per capita	2,429	1,285	1,221	3,633			
To meet ratio	14	26	28	9	25	20	

- NW Area Park Plan assumes we will add 4 playgrounds in the NW area at full development
- The Heritage Village Park plan assumes we will add one playground once the park develops
- The City will have 19 playgrounds at full development



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Summarized Value of Park Systems Current Assets

	Life Span	Investment	Annual Investment
Athletic Lighting	25	\$522,000	\$20,880
Backstops	30	\$225,000	\$7,500
Basketball Courts	20	\$75,000	\$3,500
Bleachers	25	\$50,000	\$2,000
Disc Golf Equipment	20	\$30,000	\$1,500
Fishing Piers	25	\$50,000	\$2,000
Fountains	25	\$60,000	\$2,400
Irrigation Systems	25	\$350,000	\$14,000
Line Fencing	30	\$800,000	\$26,000
Maintenance Buildings	40	\$300,000	\$7,500
Outdoor Hockey Rinks	20	\$190,000	\$9,500
Parking Lot Lighting	25	\$200,000	\$8,000
Picnic Shelters	40	\$805,000	\$20,075
Playgrounds	20	\$1,250,000	\$62,500
Recreation Buildings	40	\$1,925,000	\$47,625
Septic Systems	25	\$50,000	\$2,000
Skate Park	20	\$150,000	\$7,500
Tennis Courts	20	\$540,000	\$27,000
Total (Rounded)		\$7,600,000	\$275,000

- Does not include parking lots (approximately 365,000 square feet = \$1,500,000/20 years = \$75,000/year)
- Does not include bituminous trails (approximately 26 miles = \$5,491,200/ 20 years = \$274,560/year)
- Does not include anything related to the VMCC/Grove
- Does not include anything related to Inver Wood Golf Course



Overall Development and Capital Replacement

	Funded by 402	Funded by 444	Annual Estimate
Existing Park Amenities		7,600,000	275,000
Existing Bituminous Trails			
Existing Bituminous Parking Lots			
Heritage Village Park Master Plan	7,800,000	3,900,000	143,000
Seidl's Lake Park Master Plan	600,000	440,000	18,000
Priority Trail Gaps	2,200,000		
NW Area Trail Land Acquisition	2,500,000	NA	NA
NW Area Trails	2,500,000		
NW Area Park Land Acquisition	5,000,000	NA	NA
NW Area Park Improvements	5,000,000	1,500,000	70,000
NW Area Underpasses	4,000,000	4,000,000	100,000
Estimated Total (Rounded)	30,000,000	14,000,000	600,000



Park Capital Fund Checkbook

	Current Funding (200,000)			Increased Funding (275,000)		
	Revenue	Expenses	Balance	Revenue	Expenses	Balance
Starting			1,100,000			1,100,000
2017-2022	1,000,000	1,915,000	185,000	1,375,000	1,915,000	560,000
2023-2028	1,000,000	1,885,000	(700,000)	1,375,000	1,885,000	50,000
2029-2034	1,000,000	602,000	(302,000)	1,375,000	602,000	823,000
2035-2040	1,000,000	1,000,000	(302,000)	1,375,000	1,000,000	1,198,000
Total	4,000,000	5,402,000	(302,000)	5,500,000	5,402,000	1,198,000

- Does not include inflation
- Host Community Fund transfer ends in 2020
- Capital Facilities Fund transfer ends in 2018
- Doesn't factor in new amenities



Summary

- Plans for additional parks in the NW Area, Heritage Village Park, and Seidel's Park
- Plans for the capital replacement cost of the existing system
- Plans for the repurposing of some park amenities
- Requires additional funding annually to cover existing shortfall, and loss of transfers from HC and CF
- Parks are important to enhancing the quality of life in our vibrant community



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review the Parks Capital Improvement Plan

Meeting Date: June 14, 2017
 Item Type: Work Study Session
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other

PURPOSE/ACTION REQUESTED

At the City Council Strategic Planning Session on February 25th with City Administrator Joe Lynch the Council developed the following strategic issue:

“Review the Parks Capital Improvement and determination of separation into three categories: 1) New, 2) Maintenance/replacement and 3) Re-Purpose – this will be brought forward at the June Council Work Session.”

SUMMARY

The Mission of the City of Inver Grove Heights is:

“The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community”

Certainly, the park system does a fantastic job of supporting the Mission of the City by providing residents and visitors with great places to recreate, be active, and enjoy the great outdoors. Continuing to provide parks, both new and existing, as the City continues to grow is very important to support property values, encourage new growth, and retain residents and businesses. Like much of the City’s infrastructure (roads, bridges, water/sewer, city buildings) it is very important that the City set aside adequate resources to continue to support a vibrant, well planned, properly maintained, and safe park system for generations to come.

The attached report provides the City Council with an outline of new park amenities, replaced park amenities and repurposed park amenities. Comparisons are made between surrounding cities that are somewhat smaller/larger than Inver Grove Heights along with National Standards put together by the National Recreation and Park Association (NRPA). This “benchmark” data can be/should be used as a guide in our future park planning. Generally speaking when reviewing the benchmark data, we are slightly behind most standards as compared to surrounding communities.

Funding for the existing system comes from:

- \$150,000 General Fund
- \$25,000 Host Community Fund (funding set to expire in 2020)
- \$25,000 Capital Facilities Fund (funding set to expire in 2018)

There will be a need for the City Council to establish \$125,000 of additional funding to meet the needs of the existing park system.

Funding for the NW Area park system comes from:

- \$19,000,000 Fund 402 – NW area development fees

As the NW area develops and park amenities are added, additional funding in the amount of \$170,000 annually will be needed to fund future replacement needs of those new amenities.

Funding for Heritage Village Park and Seidl's Lake Park comes from:

- Fund 402, grants, other sources yet to be identified

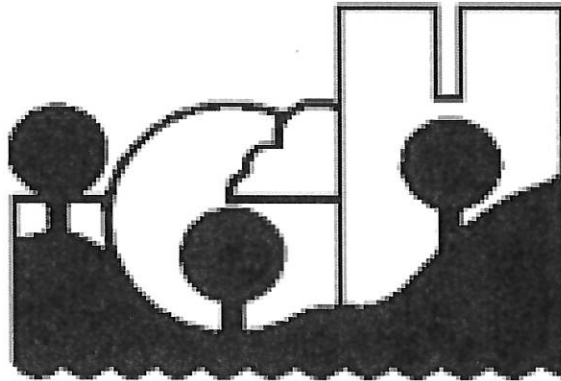
If and when these Master Plans are completed, additional funding in the amount of \$161,000 annually will be needed to fund future replacement needs of those new amenities.

A summary of the funding needs of the park system at complete build out is as follows:

	Funded by 402	Funded by 444	Annual Estimate
Existing Park Amenities		7,600,000	275,000
Existing Bituminous Trails		Pavement Management	Pavement Management
Existing Bituminous Parking Lots		Pavement Management	Pavement Management
Heritage Village Park Master Plan	7,800,000	3,900,000	143,000
Seidl's Lake Park Master Plan	600,000	440,000	18,000
Priority Trail Gaps	2,200,000	Pavement Management	Pavement Management
NW Area Trail Land Acquisition	2,500,000	NA	NA
NW Area Trails	2,500,000	Pavement Management	Pavement Management
NW Area Park Land Acquisition	5,000,000	NA	NA
NW Area Park Improvements	5,000,000	1,500,000	70,000
NW Area Underpasses	4,000,000	4,000,000	100,000
Estimated Total (Rounded)	30,000,000	14,000,000	600,000

The Council would like to establish a meeting with the Commission. Staff would suggest that this is the only topic the Council and Commission discuss.

**CITY OF INVER GROVE HEIGHTS
PARKS AND RECREATION SYSTEM**



LEVEL OF SERVICE COMPARISON

**PARK ACQUISITION FUND (402)
NEEDS ASSESSMENT**

**PARK CAPITAL REPLACEMENT FUND (444)
NEEDS ASSESSMENT**

Level of Service

The Level of Service (LOS) analysis produces guidelines that help the City make investment decisions related to parks, facilities, and other built amenities in our park and recreation system. LOS puts the City's inventory of parkland and facilities in terms of "units per population" and creates recommendations based upon multiple resources:

- Average of "smaller communities" (Rosemount, Andover, Roseville, Shakopee, Cottage Grove, S. St. Paul, Farmington and West St. Paul)
- Average of "larger communities" (Apple Valley, Burnsville, Eagan, Lakeville)
- National Standards collected by the National Recreation Park Association (NRPA)

These standards should be used as a guide and are to be coupled with conventional wisdom and judgment related to the particular situation and needs of the City of Inver Grove Heights. By applying these facility standards to the population of Inver Grove Heights, gaps and surpluses in park and facility/amenity types are revealed and funding decisions can be adjusted appropriately.

Assumptions: Average small city population 28,000
 City of Inver Grove Heights population 34,000
 Anticipated City of Inver Grove Heights full development population 50,000
 Average large city population 59,000

Prior to adding, repurposing, or removing park infrastructure, a strong effort to engage the impacted neighborhood community should be used to gain support and understanding. Understanding the initial capital investment, on-going operational investments, and future capital replacement investment should be a part of the discussion process when making these decisions.

City staff has deployed stationary cameras at the beginning of April at our 5 oldest playgrounds, all of our tennis courts, and basketball courts. We plan to monitor the use these amenities receive through the end of September to help determine how popular they are.

Parks

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard	To meet our current ratio
Number of parks	28	31	60			
Per capita	1,214	901	977	1,901		
IGH need to meet ratio	28	37	35	18	NA	41

- NW Area Park Plan assumes we will add 5-6 parks in the NW area at full development.
- The City will have 34 – 35 parks at full development.

Park Land

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard 24.75 per 1,000	In order to meet our current ratio
Acres of Parkland	608	583	1,272			
Acres per 1,000	17.88	20.87	21.69	9.6		
IGH need to meet ratio	608	709	737	326	1,237	894

- NW Area Park Plan assumes we will add 56-82 acres in the NW area at full development.
- The City will have 665-691 acres of park land at full development.

Bituminous Trails

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard .75 per 1,000	In order to meet our current ratio
Miles of trail	26	35	90			
Miles per 1,000	.76	1.25	1.55			
IGH need to meet ratio	26	42.5	52.7	NA	38	38

- NW Area Park Plan assumes we will add 10-15 miles in the NW area at full development.
- Closing the priority gaps in the trail gap study would add approximately 7 miles of trail
- The City will have 42 – 48 miles of trails at full development.

Picnic Shelters

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:5,000	In order to meet our current ratio
Number of shelters	7	11	15			
Per capita	4,857	2,541	3,908			
To meet ratio	7	13	9	NA	10	10

- NW Area Park Plan assumes we will add 1 shelter in the NW area at full development
- Heritage Village Park Plan assumes we will add 2 shelters in the park once developed
- Seidel's Lake Master Plan assumes we will add 1 shelter in the park once developed
- Shelter at Oak Wood Park should not be replaced
- The City will have 10 shelters at full development

Recreation Buildings

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:10,000	In order to meet our current ratio
Number of shelters	6	3	11			
Per capita	6,800	8,283	5,583			
To meet ratio	6	4	6	NA	5	7

- Recreation buildings at Groveland, Oakwood, and Skyview serve as warming houses in the winter months. Given the unpredictable winters and low usage (an average of 3,500 participants per season across the city not including use at unopened times). The resources dedicated to outdoor skating (personnel, operational and capital investments) should be closely monitored and consideration should be given to lowering this level of service in an effort to reduce our operational exposure and our future capital investments.
- A single location (Oakwood or Skyview) could serve the future winter skating needs
- Recreation building at South Valley Park should be evaluated as part of a Master Plan process for the park.
- Heritage Village Park Master Plan assumes we will add one building
- Recreation buildings at Rich Valley Park should remain
- The City would have 5 recreation buildings at full development (Skyview, South Valley, Rich Valley (2), Heritage Village Park)

Outdoor Hockey Rinks

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:2,500	In order to meet our current ratio
Number of hockey rinks	3	5	13			
Per capita	11,333	6,044	4,425	16,572		
To meet ratio	3	6	8	2	20	4

- Outdoor hockey rinks are located at Groveland, Oakwood, and Skyview. Given the unpredictable winters and low usage (an average of 3,500 participants per season across the city not including use at unopened times). The resources dedicated to outdoor skating (personnel, operational and capital investments) should be closely monitored and consideration should be given to lowering this level of service in an effort to reduce our operational exposure and our future capital investments.
- A single location with two hockey rinks (Oakwood or Skyview) could serve the future winter skating needs
- The City would have 2 outdoor hockey rinks at full development

Outdoor Pleasure Skating Rinks

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:2,500	In order to meet our current ratio
Number of hockey rinks	5	6	13			
Per capita	6,800	4,970	4,690	16,572		
To meet ratio	5	7	7	2	20	7

- Outdoor hockey rinks are located at Groveland, Oakwood, Skyview, South Valley, and Southern Lakes. Given the unpredictable winters and low usage (3,500 participants per season across the city not including use at unopened times). The resources dedicated to outdoor skating (personnel, operational and capital investments) should be closely monitored and consideration should be given to lowering this level of service in an effort to reduce our operational exposure and our future capital investments.
- A single location (Oakwood or Skyview) could serve the future winter skating needs
- The City would have 1 pleasure skating rink at full development

Baseball/Softball Fields

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:2,000	In order to meet our current ratio
Number of ball fields	19	17	51			
Per capita	1,789	2,171	1,150			
To meet ratio	19	16	30	NA	25	28

- Bat and ball sport participation has trended downward over the last few years. It is not anticipated that additional fields will need to be developed. Participation should continue to be monitored closely.

Rectangular Fields

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:1,750	In order to meet our current ratio
Number of rectangular fields	6	11	23			
Per capita	5,666	2,458	2,606			
To meet ratio	6	14	13	NA	28	9

- Rectangular field demand is currently being met but will need to be monitored closely. If needed an opportunity to increase the supply likely comes from repurposing existing bat/ball fields.

Tennis Courts

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:4,000	In order to meet our current ratio
Number of tennis courts	12	8	22			
Per capita	2,833	3,338	2,695	4,375		
To meet ratio	12	10	13	8	13	18

- To meet National Standards we would need to add one tennis court at future build out. The use of the existing courts will be monitored by our cameras to help us determine the popularity of this amenity. Further analysis is needed before a recommendation can be made.
- The growth of pickle ball is a trend that needs to be monitored...currently all existing courts are set up for tennis or pickle ball...changing some courts to pickle ball only may be advantageous

Basketball Courts

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities Average	National Standard 1:4,000	In order to meet our current ratio
Number of basketball courts	7	11	22			
Per capita	4,857	2,616	2,635	7,080		
To meet ratio	7	13	13	5	13	10

- NW Area Park Plan assumes we will add 3 courts in the NW area at full development
- Seidl's Lake Park Master Plan assumes we will add one basketball court
- The City will have 11 courts at full development

Playgrounds

					Future Build Out @ 50,000	
	Inver Grove Heights Current	Smaller Cities Average	Larger Cities Average	National Cities (20K – 50K) Average	National Standard 1:2,000	In order to meet our current ratio
Number of playgrounds	14	22	48			
Per capita	2,429	1,285	1,221	3,633		
To meet ratio	14	26	28	9	25	20

- NW Area Park Plan assumes we will add 4 playgrounds in the NW area at full development
- The Heritage Village Park plan assumes we will add one playground once the park develops
- The City will have 19 playgrounds at full development

Summarized Value of Park Systems Current Assets

	Life Span	Investment	Annual Investment
Athletic Lighting	25	\$522,000	\$20,880
Backstops	30	\$225,000	\$7,500
Basketball Courts	20	\$75,000	\$3,500
Bleachers	25	\$50,000	\$2,000
Disc Golf Equipment	20	\$30,000	\$1,500
Fishing Piers	25	\$50,000	\$2,000
Fountains	25	\$60,000	\$2,400
Irrigation Systems	25	\$350,000	\$14,000
Line Fencing	30	\$800,000	\$26,000
Maintenance Buildings	40	\$300,000	\$7,500
Outdoor Hockey Rinks	20	\$190,000	\$9,500
Parking Lot Lighting	25	\$200,000	\$8,000
Picnic Shelters	40	\$805,000	\$20,075
Playgrounds	20	\$1,250,000	\$62,500
Recreation Buildings	40	\$1,925,000	\$47,625
Septic Systems	25	\$50,000	\$2,000
Skate Park	20	\$150,000	\$7,500
Tennis Courts	20	\$540,000	\$27,000
Total (Rounded)		\$7,600,000	\$275,000

- Does not include parking lots (approximately 365,000 square feet = \$1,500,000/20 years = \$75,000/year)
- Does not include bituminous trails (approximately 26 miles = \$5,491,200/ 20 years = \$274,560/year)
- Does not include anything related to the VMCC/Grove
- Does not include anything related to Inver Wood Golf Course

Picnic Shelters

	Life Span	Last Replaced	Age	Investment	Annual Investment
South Valley	40	1980	37	\$150,000	\$3,700
Rich Valley	40	2006	11	\$75,000	\$1,875
Oakwood	40	2002	15	\$20,000	\$500
Lions	40	2002	15	\$30,000	\$750
Simley	40	2002	15	\$30,000	\$750
VMCC	40	2010	7	\$100,000	\$2,500
Swing Bridge	40	2015	2	\$400,000	\$10,000
Total Picnic Shelters	40			\$805,000	\$20,075

Recreation Buildings

	Life Span	Last Replaced	Age	Investment	Annual Investment
Groveland	40	1977	40	\$325,000	\$8,000
Oakwood	40	1975	42	\$325,000	\$8,000
Rich Valley Soccer	40	1997	20	\$225,000	\$5,625
Rich Valley Concessions	40	1997	20	\$400,000	\$10,000
Skyview	40	1976	41	\$325,000	\$8,000
South Valley	40	1980	37	\$325,000	\$8,000
Total Rec Buildings	40			\$1,925,000	\$47,625

Outdoor Hockey Rinks

	Life Span	Last Replaced	Age	Investment	Annual Investment
Groveland	20	2010	7	\$50,000	\$2,500
Oakwood	20	2006	11	\$50,000	\$2,500
Skyview	20	2002	15	\$90,000	\$4,500
Total Outdoor Hockey Rinks	20			\$190,000	\$9,500

Tennis Courts

	Life Span	Last Replaced	Age	Investment	Annual Investment
Groveland (1)	20	2001	16	\$45,000	\$2,250
North Valley (4)	20	1990	27	\$180,000	\$9,000
Oakwood (2)	20	2000	17	\$90,000	\$4,500
Rich Valley (1)	20	1992	25	\$45,000	\$2,250
Salem Hills (2)	20	1991	26	\$90,000	\$4,500
Skyview (2)	20	1999	18	\$90,000	\$4,500
Total Tennis Courts	20			\$540,000	\$27,000

Basketball Courts

	Life Span	Last Replaced	Age	Investment	Annual Investment
Sleepy Hollow (1/2)	20	1992	25	\$15,000	\$750
Ernster (1/2)	20	1997	20	\$15,000	\$750
Groveland (1/2)	20	2001	16	\$15,000	\$750
Salem Hills (Full)	20	1990	27	\$30,000	\$1,250
Oakwood	20	In Tennis Court			
Skyview	20	In Hockey Rink			
Rich Valley	20	In Parking Lot			
Total Basketball Courts	20			\$75,000	\$3,500

Playgrounds

	Life Span	Last Replaced	Age	2014 Age 5-12 served within ½ mile	Investment	Annual Investment
Seidls' Lake	20	1995	22	191	\$75,000	\$3,750
Arbor Pointe	20	1995	22	211	\$50,000	\$2,500
South Valley	20	1999	18	467	\$150,000	\$7,500
Southern Lakes	20	2001	16	202	\$75,000	\$3,750
Salem Hills	20	2001	16	243	\$75,000	\$3,750
Sleepy Hollow	20	2002	15	219	\$75,000	\$3,750
Lions	20	2002	15	70	\$75,000	\$3,750
VMCC	20	2003	14	77	\$150,000	\$7,500
Rich Valley	20	2005	12	30	\$150,000	\$7,500
Broadmoor	20	2006	11	152	\$75,000	\$3,750
Ernster	20	2006	11	310	\$75,000	\$3,750
Skyview	20	2012	5	240	\$75,000	\$3,750
Oakwood	20	2012	5	394	\$75,000	\$3,750
Groveland	20	2013	4	205	\$75,000	\$3,750
Total Playgrounds	20				\$1,250,000	\$62,500

Athletic Lighting Rinks, Tennis Courts, Fields

	Life Span	Last Replaced	Age	Investment	Annual Investment
Groveland	25	2007	10	\$30,000	\$1,200
Oakwood	25	2006	11	\$30,000	\$1,200
Skyview	25	2002	15	\$30,000	\$1,200
South Valley	25	1998	19	\$10,000	\$400
Southern Lakes	25	2010	7	\$2,000	\$80
Rich Valley	25	2002	15	\$160,000	\$6,400
Rich Valley	25	1998	19	\$160,000	\$6,400
Oakwood Tennis	25	2006	11	\$50,000	\$2,000
Skyview Tennis	25	2006	11	\$50,000	\$2,000
Athletic Lighting	25			\$522,000	\$20,880

Miscellaneous

	Life Span	Last Replaced	Age	Investment	Annual Investment
Backstops	30	Varies	Varies	\$225,000	\$7,500
Bleachers	25	Varies	Varies	\$50,000	\$2,000
Disc Golf Equipment	20	Varies	Varies	\$30,000	\$1,500
Fishing Piers	25	Varies	Varies	\$50,000	\$2,000
Fountains	25	Varies	Varies	\$60,000	\$2,400
Irrigation Systems	25	Varies	Varies	\$350,000	\$14,000
Line Fencing	30	Varies	Varies	\$800,000	\$26,000
Maintenance Buildings	40	2002	15	\$300,000	\$7,500
Parking Lot Lighting	25	Varies	Varies	\$200,000	\$8,000
Septic Systems	25	Varies	Varies	\$50,000	\$2,000
Skate Park	20	2003	14	\$150,000	\$7,500
				\$2,265,000	\$80,400

Inver Grove Heights Park and Recreation System Overall Development and Capital Replacement Assessment

	Funded by 402	Funded by 444	Annual Estimate
Existing Park Amenities		7,600,000	275,000
Existing Bituminous Trails		Pavement Management	Pavement Management
Existing Bituminous Parking Lots		Pavement Management	Pavement Management
Heritage Village Park Master Plan	7,800,000	3,900,000	143,000
Seidl's Lake Park Master Plan	600,000	440,000	18,000
Priority Trail Gaps	2,200,000	Pavement Management	Pavement Management
NW Area Trail Land Acquisition	2,500,000	NA	NA
NW Area Trails	2,500,000	Pavement Management	Pavement Management
NW Area Park Land Acquisition	5,000,000	NA	NA
NW Area Park Improvements	5,000,000	1,500,000	70,000
NW Area Underpasses	4,000,000	4,000,000	100,000
Estimated Total (Rounded)	30,000,000	14,000,000	600,000

- Assumes all first time capital costs to build the system will be funded by the Park Acquisition and Development Fund (Fund 402), grants, partnerships, donations, or other sources
 - Assumes we will collect approximately 19,000,000 in park dedication fees in the NW Area
 - Assumes we will spend approximately 19,000,000 in park development in the NW Area
 - Assumes a gap in funding of approximately 11,000,000 to fund all identified future plans
- Assumes all capital replacement costs to replace the system will be funded by the Park Capital Replacement Fund (Fund 444), grants, or other sources
 - Assumes assets at complete build out will have a value of approximately 14,000,000
 - Assumes current annual replacement need is 275,000 annually
 - Assumes current annual replacement funding of 200,000 leaving a gap of 75,000
 - Assumes at full maturity, the system will need 600,000 annually to sustain capital replacement projects on an annual basis (not including inflation)
- Assumes existing amenities which already are a part of our park system
- Assumes the Heritage Village Park Master Plan will be developed as proposed (see attached)
- Assumes Seidl's Lake Park Master Plan will be developed as proposed (see attached)
- Assumes priority gaps from the trail gap study will be constructed adding approximately 7 miles of trails
- Assumes the City will acquire approximately 24 acres of land for approximately 10 miles of trails in the NW Area
- Assumes the City will acquire approximately 48 acres of land for approximately 1 Community and 4 Neighborhood Parks in the NW Area
- Assumes no improvements to River Heights/Marianna Ranch/Marcott Woods/River Front/Dehrer/Old Town Hall parks
- Assumes the pavement management fund pays for future maintenance of all trails and parking lots

Park Capital Replacement Fund Checkbook (Fund 444)							
	Current Funding (200,000)				Increase Funding (275,000)		
	Revenue	Expense	Balance		Revenue	Expense	Balance
<u>Beginning Balance</u>							
2017 - 2022			\$1,100,000				\$1,100,000
Shelters		\$150,000	\$950,000			\$150,000	\$950,000
Recreation Buildings		\$650,000	\$300,000			\$650,000	\$300,000
Outdoor Hockey Rinks		\$90,000	\$210,000			\$90,000	\$210,000
Tennis Courts			\$210,000				\$210,000
Basketball Courts		\$75,000	\$135,000			\$75,000	\$135,000
Playgrounds		\$575,000	\$(440,000)			\$575,000	\$(440,000)
Lighting			\$(440,000)				\$(440,000)
Miscellaneous		\$375,000	\$(815,000)			\$375,000	\$(815,000)
5- Year Investment	\$1,000,000	\$1,915,000	\$185,000		\$1,375,000	\$1,915,000	\$560,000
2023 - 2028			\$185,000				\$560,000
Shelters			\$185,000				\$560,000
Recreation Buildings			\$185,000				\$560,000
Outdoor Hockey Rinks			\$185,000				\$560,000
Tennis Courts		\$540,000	\$(355,000)			\$540,000	\$20,000
Basketball Courts			\$(355,000)				\$20,000
Playgrounds		\$450,000	\$(805,000)			\$450,000	\$(430,000)
Lighting		\$520,000	\$(1,325,000)			\$520,000	\$(950,000)
Miscellaneous		\$375,000	\$(1,700,000)			\$375,000	\$(1,325,000)
5-Year Investment	\$1,000,000	\$1,885,000	\$(700,000)		\$1,375,000	\$1,885,000	\$50,000
2029 - 2034			\$(700,000)				\$50,000
Shelters			\$(700,000)				\$50,000
Recreation Buildings			\$(700,000)				\$50,000
Outdoor Hockey Rinks			\$(700,000)				\$50,000
Tennis Courts			\$(700,000)				\$50,000
Basketball Courts			\$(700,000)				\$50,000
Playgrounds		\$225,000	\$(925,000)			\$225,000	\$(175,000)
Lighting		\$2,000	\$(927,000)			\$2,000	\$(177,000)
Miscellaneous		\$375,000	\$(1,302,000)			\$375,000	\$(552,000)
5-Year Investment	\$1,000,000	\$602,000	\$(302,000)		\$1,375,000	\$602,000	\$823,000

Park Capital Replacement Fund Checkbook (Fund 444)						
	Current Funding (200,000)			Increase Funding (275,000)		
	Revenue	Expense	Balance	Revenue	Expense	Balance
2035 - 2040			\$(302,000)			\$823,000
Shelters			\$(302,000)			\$823,000
Recreation Buildings		\$625,000	\$(927,000)		\$625,000	\$198,000
Outdoor Hockey Rinks			\$(927,000)			\$198,000
Tennis Courts			\$(927,000)			\$198,000
Basketball Courts			\$(927,000)			\$198,000
Playgrounds			\$(927,000)			\$198,000
Lighting			\$(927,000)			\$198,000
Miscellaneous		\$375,000	\$(1,302,000)		\$375,000	\$(177,000)
5-Year Investment	\$1,000,000	\$1,000,000	\$(302,000)	\$1,375,000	\$1,000,000	\$1,198,000

- Current funding of \$150,000 annually from the General Fund
- Current funding of \$25,000 annually from the Host Community Fund
 - Current cash flow projection has Host Community Fund Transfer ending in 2020
- Current funding of \$25,000 annually from Capital Facilities Fund
 - Current cash flow projection has Capital Facilities Fund Transfer ending in 2018
- Does not include inflation
- Assumes no shelter at Oak Wood Park
- Assumes no building at Groveland, either Oakwood or Skyview
- Assumes no outdoor skating sites at Groveland, either Oakwood or Skyview, South Valley, and Southern Lakes
- Assumes no changes to tennis courts
- Assumes no changes to basketball courts
- Assumes no changes to playgrounds
- Does not factor in any new amenities added to the system (i.e. NW Area, HVP, etc) as they would not need to be replaced in the 20-year timeframe, however we should begin saving for their future replace when they are added to the system

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner's Handbook

Meeting Date: June 14, 2017
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Review the Commissioner's Handbook which outlines the roles and responsibilities Commissioners have while serving as Park and Recreation Commissioners. We also welcome re-appointed Commissioners:

Commissioner Al Eiden, Mark Freer, and Katie Bauer

We would like to extend a special welcome to newly appointed Commissioners:

Commissioner Mary Gerhardt who is serving the seat vacated by Commissioner Huffman

SUMMARY

In 2007, a Park and Recreation Commissioner's Handbook was created to help give guidance to Commissioners on their role and responsibility as Commissioners. The Handbook has useful information about being a Commissioner and has information specific to the Parks and Recreation Department. Commissioners are encouraged to review the information and ask questions.

Inver Grove Heights Parks & Recreation Advisory Commission Manual





City of Inver Grove Heights
Parks and Recreation Department
"Discover the Opportunities"

8055 Barbara Avenue • Inver Grove Heights, MN 55077 • Phone: 651-450-2585 • Fax: 651-450-2490 • www.invergroveheights.org

June 2017

To Inver Grove Heights Park & Recreation Commissioner:

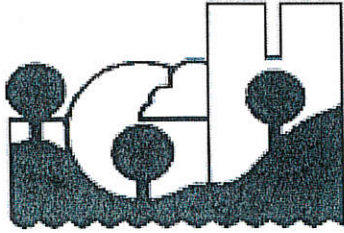
First, thanks for your support and participation as a member of the Inver Grove Heights Parks and Recreation Commission. On behalf of the Parks and Recreation staff, it is a pleasure having you serve in guiding the planning and leadership for a balanced program of recreation and leisure services and facilities to the residents of Inver Grove Heights.

To help provide an overview of the Parks and Recreation Department and to place Parks and Recreation in the broader context of City operations, a Commission Manual has been prepared for you. You will find sections on the organization of the department, budget, major policy documents, and other pertinent information.

I hope this manual will be a useful tool as you carry out your responsibilities. If you need more information or have questions, please don't hesitate to let me know. I look forward to working with you.

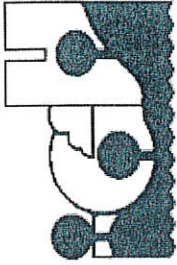
Sincerely,

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights



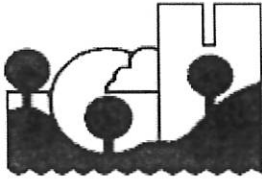
2017 Roster Inver Grove Heights Parks & Recreation Commission

Joseph Boehmer 9320 Barnes Ave E Inver Grove Heights MN 55076 Home: 651.450.0167 Work: 651.451.1384 Email: monjoeb@aol.com Term Began: June 2000 Term Expires: May 2018	Patrick Farley 7149 Ballard Trail Inver Grove Heights MN 55077 Home: 651.450.9140 Work: Email: farlsp56@yahoo.com Term Began: June 2015 Term Expires: May 2018
Kevin Sethre 3650 73 rd St E Inver Grove Heights MN 55076 Home: 651.552.0256 Work: 612.275.5328 Email: ksethrunok@yahoo.com Term Began: June 2015 Term Expires: May 2018	Mary Gerhardt 9935 Cloman Path Inver Grove Heights MN 55076 Home: 763-443-5147 Work: Email: marygerhardt@gmail.com Term Began: June 2017 Term Expires: May 2019
Wilfred Krech 9574 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.6861 Work: 651.451.1384 Email: mary@total-const.com Term Began: June 1992 Term Expires: May 2019	Deb Tix 8391 Corcoran Circle Inver Grove Heights MN 55076 Home: 651.451.3043 Work: 651.793.1231 Email: deborah.tix@metrostate.edu Term Began: June 2013 Term Expires: May 2019
Mark Freer 7561 Barbara Ave Inver Grove Heights MN 55076 Home: 651.451.2577 Work: Email: moony426@yahoo.com Term Began: March 2013 Term Expires: May 2020	Albert Eiden 7810 Boyd Ave Inver Grove Heights MN 55076 Home: 651.451.0436 Work: 651.355.5179 Cell: 651.324.5010 Email: atjaeiden@hotmail.com Term Began: June 1993 Term Expires: May 2020
Kathryn Bauer 6895 Cain Ave E Inver Grove Heights MN 55076 Home: 651.592.8796 Work: 651.431.2911 Email: mrsurbanbauer@hotmail.com Term Began: June 2014 Term Expires: May 2020	Eric Carlson (staff) 8055 Barbara Avenue Inver Grove Heights MN 55077 Work: 651.450.2587 Cell: 763.350.8850 Email: ecarlson@invergroveheights.org Employment Began: January 2007



2017 Inver Grove Heights Parks & Recreation Fact Sheet

<u>Park Facts</u>	<u>Park Dedication</u>	<u>Recreation Facts</u>
28 City Parks 844 acres of City parkland 26 miles of paved trails 4 warming houses \ recreation buildings 20 baseball \ softball fields 4 lighted 4 soccer \ football fields 0 lighted 5 basketball courts 8 picnic shelters 14 playground 3 outdoor hockey rinks 5 outdoor skating rinks 12 tennis courts 4 lighted 2 sand-volleyball courts	<u>Residential</u> Developers are required to pay \$2,850 per unit as a cash equivalent for single family and \$4,000 for multi-family. Or up to 30% land dedication <u>Commercial/Industrial</u> Developers are required to provide 4% - 30% of land or \$5,000 - \$7,000 per acre as a cash equivalent.	200+ programs annually 10,000 – 15,000+ participants annually <u>Employee Facts</u> <i>Parks and Recreation Department (Parks, Recreation, Inver Wood Golf Course, Veterans Memorial Community Center)</i> 32.6 benefitted (FTE's) 36.2 seasonal (FTE's) 68.8 total (FTE's) <u>Inver Wood Golf Course</u> 18-hole Championship Course 9-hole Executive Course 40-station practice facility 18-hole FootGolf Course Clubhouse, Pro Shop, & Maintenance 80,000visitors annually
<u>VMCC/Grove Facts</u> 2 NHL sheet of ice (200 x 85) Fitness Center Aquatic Center Gymnasium Senior Center Meeting Rooms Park & Recreation Administrative Office 500,000 visitors annually	<u>Operating Budget(s)</u> \$1,903,600 (Parks) \$637,900 (Recreation) \$233,600 (Recreation Program Revenue) \$1,488,200 (Inver Wood Golf Course) \$1,676,400 (Inver Wood Revenue) \$3,082,000 (VMCC/Grove) (\$206,300 Capital) \$2,571,600 (VMCC/Grove Revenue)	<u>Miscellaneous Facts</u> City is 28.7 square miles Water area covers 1.5 square miles Population is 34,000 City Web Sites: www.invergroveheights.org Inver Wood Web Site: www.inverwood.org VMCC Web Site: www.funatthegrove.com

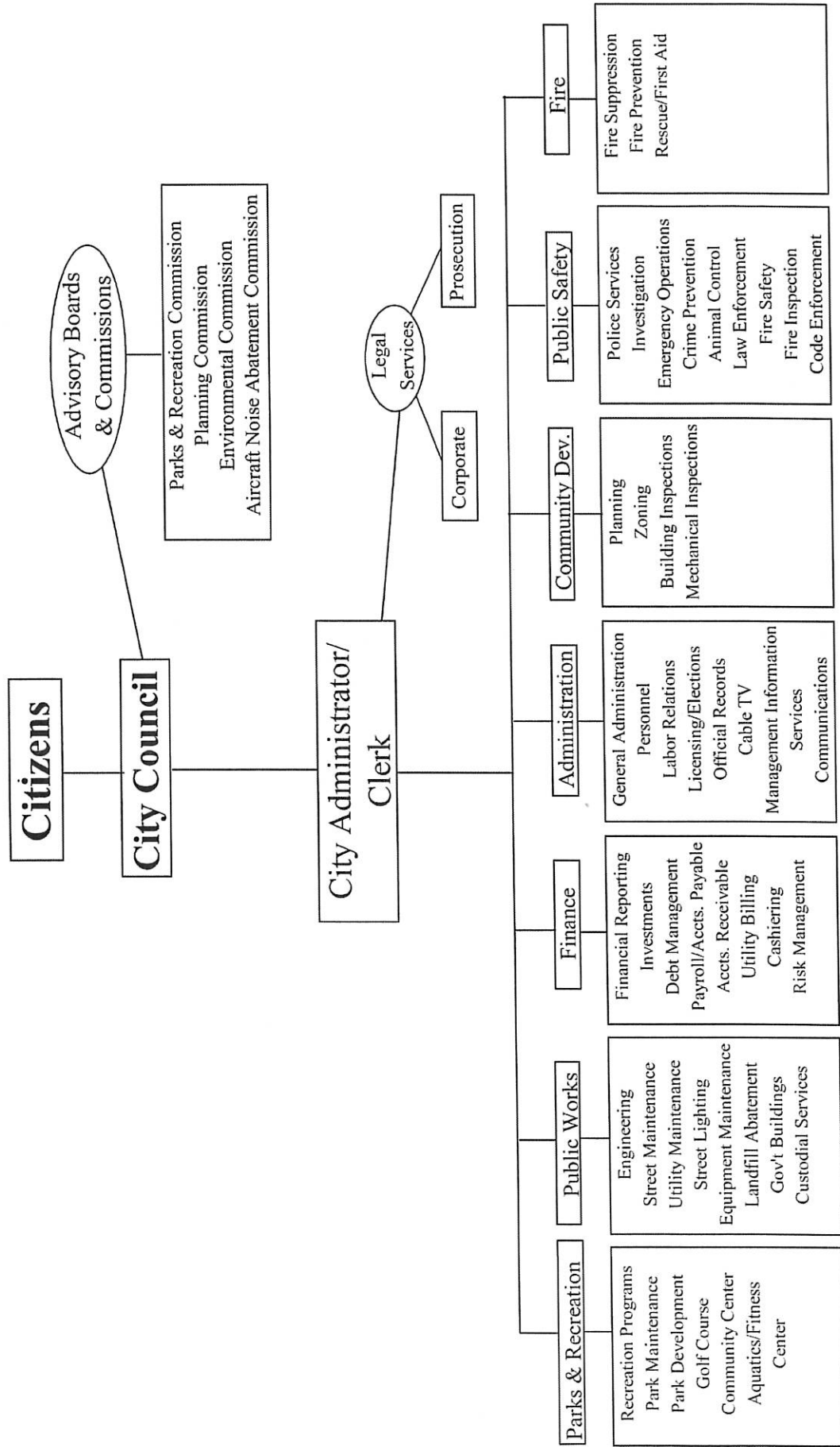


Parks and Recreation Commission Annual Planning Calendar

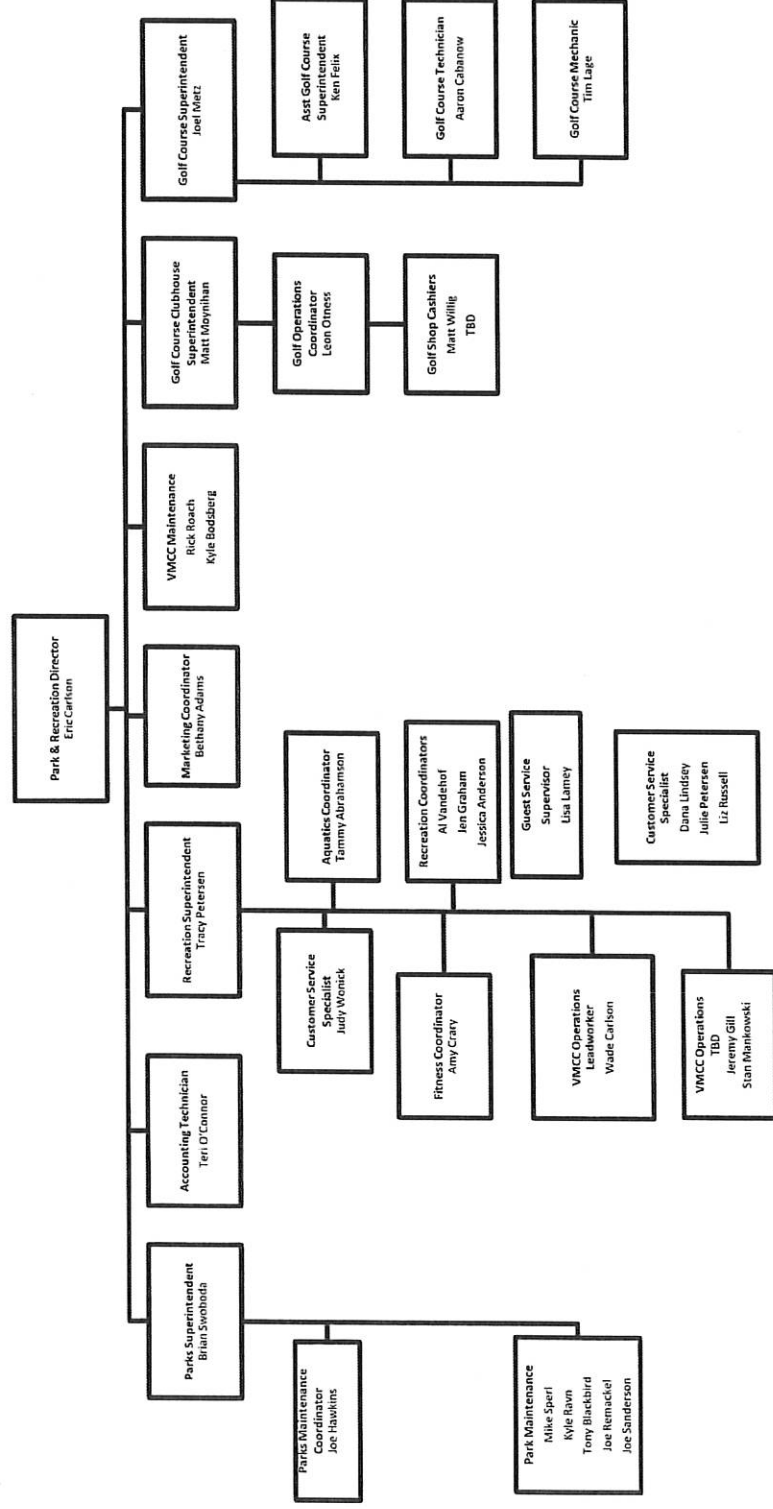
January • Work Session to Develop Goals\Work Plan for coming year • Grove Membership Update – Bethany	July • National Park & Recreation Month
February • Set Goals\Work Plan for the year • Preview Inver Wood Golf Course – Matt • Set VMCC Ice Rates	August • Open
March • Preview Spring\Summer Recreation Programs – Tracy, Al, Jen	September • Preview Fitness Programs – Amy • Recreation Overview – Tracy
April • Tour of Park System – TBD • Preview Aquatic Programs – Tammy	October • Preview VMCC Programs – Tracy/Bethany • Tour of Park System – TBD
May • Tour Golf Course – Matt • Review Marketing Efforts - Bethany	November • Preview Winter Recreation Programs – Tracy, Al, Jen
June • Welcome Reappointed\New Commissioners • Elect Chair & Vice Chair • Active Adults - Jessica	December • Review Operational and CIP Budgets • Review Park and Recreation Fees • Review Park Dedication Rates • Review Goals\Work Plan from the year

City of Inver Grove Heights, Minnesota

Functional Organization Chart



2017 Parks & Recreation Department Organization Chart



"Discover the Opportunities"

City Mission/Values

The City Mission:

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.

The City Values:

- Ethical decisions by doing the right thing
- Engaged people by delivering collaborative results
- Excellence by setting high standards and exceeding expectations

Framing Decisions:

- Ability to remain fiscally stable
- Improve or stabilize operational efficiencies
- Improve customer service
- Staying attentive to our regulatory environment

Inver Grove Heights Parks & Recreation Department

Mission Statement

We dedicate ourselves to providing quality programs, services, and facilities. We take pride in consistently adding value to the community and creating a positive experience for those we serve.

Values

ACCOUNTABILITY

Responsive to the community we serve by building public trust and confidence.

SAFETY

We owe every one of our customers and employees a safe environment in which to play and work. An emphasis on safety is a cornerstone of both excellent customer service and effective business management.

POSITIVE ATTITUDE

Talk positively about yourself, co-workers, the City; look at how things can be done, not why they can't be.

TEAMWORK

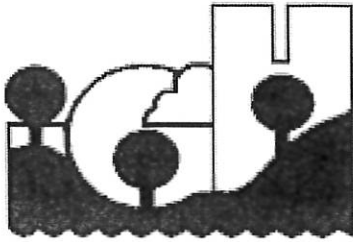
The ability to all work together toward a common vision or goal.

CUSTOMER SERVICE

Personable, direct attention that delivers customer satisfaction

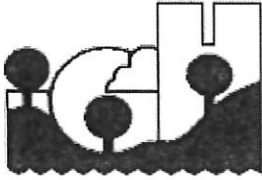
EXCELLENCE

Passion to do our best in each moment.



Parks and Recreation Commission Mission Statement

The Inver Grove Heights Park and Recreation Commission is an advisory body consisting of nine members appointed by the Mayor and City Council to serve three-year terms. The Inver Grove Heights Park and Recreation Commission will improve the quality of life in Inver Grove Heights by offering a diverse system of park facilities, programs, and services.



CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Date: June 2010

POSITION CLASSIFICATION:	Park & Recreation Commissioner
DEPARTMENT:	Parks and Recreation
ACCOUNTABLE TO:	City Council City Administrator Parks & Recreation Director Park & Recreation Commission Community
POSITION STATUS:	Community Volunteer (non-paid)

JOB SUMMARY

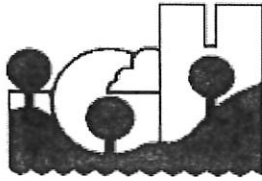
To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality, cost effective park and recreation system.

DUTIES & RESPONSIBILITIES

1. Participate actively at meetings and attend regularly.
2. Serve on committees.
3. Seek input from community contacts and report to the Parks and Recreation Commission.
4. Participate in workshops, conferences and seminars.
5. Work to meet objectives of the Parks and Recreation Commission.
6. Participate in planning Parks and Recreation programs.
7. Review budget allocations.
8. Become informed about Parks and Recreation programs and issues.
9. Participate in Parks and Recreation programs.
10. Become informed about projects in other communities.
11. Maintain atmosphere conducive to honest and free discussion at meetings.
12. Promote Parks and Recreation to the community.

QUALIFICATIONS

1. Resident of the City of Inver Grove Heights.
2. Willing to make appropriate time commitment.
3. Interested in the development and maintenance of Parks and Recreation programs and facilities.
4. Willing to work on projects and committees.
5. Willing to seek input from neighborhoods, organizations and individuals.



Commission Role and Responsibilities

Introduction

Certainly it is expected that each “new” Parks and Recreation Commission, as well as individual Commissioners, gives thought as to the role and responsibilities of the Commission as a whole, as well as individual members of the Commission. It has always seemed to staff that this type of thought is valuable in reflecting on the advisory nature of your responsibilities. In approaching this discussion, staff believes it is also important to really appreciate the fact that effectiveness as a Commission, or as Commission members, is an evolving process of planning, strategy development, problem solving and creative thinking.

Initial Thoughts on Commission’s Purpose

The following are some general thoughts as to purpose to help focus initial impressions of the Commission:

1. Assists the City Council in achieving its goals for the City.
2. Helps meld goals and objectives of individuals and groups.
3. Upholds the City’s integrity. Gives the Council the courage to take the policy route rather than the contingency or expectation route.
4. Asks all the questions that need to be asked.
5. Becomes a buffer, filter and detective to undercover matters prior to City Council review. Helps the Council to anticipate those issues that need to be uncovered including “pre-warning” matters and presenting alternatives and recommendations.
6. Pays attention to the City budget (specifically as relating to Parks and Recreation), Reviews Capital Projects as well as Operating Budgets.

Advisory Role of Commission

To “advise” is indeed a broad area. Staff’s interpretation of this advisory challenge is an overview responsibility of matters pertaining to Parks and Recreation in Inver Grove Heights. The Commission might view itself as a generator of public trust to enable the City Council to:

1. Establish and operate broad and diversified services;
2. Provide resources for leisure use that “sparkle” – accessible to all those we seek to serve;
3. Budget properly and oversee the expenditure of tax monies and other incomes in a cost-effective way; and
4. Offer assistance to organizations and volunteers to facilitate the development of services.

Some Specific Goals of the Commission

1. To oversee and promote the advancement of parks and recreation in Inver Grove Heights through development of individual and citizen participation.
2. To become acquainted with and offer oversight recommendations as to parks and recreation programs, activities and operational practices.
3. To promote the education of citizens and citizens' groups as to the needs, opportunities and potentials of recreation and park services throughout the City.
4. To work for proper recognition and financial support of parks and recreation services.
5. To advise in the establishment of policies and general guidelines in operational and special project matters.

What a Commissioner or Commission Needs and Should Expect from the City

1. Occasional opportunities to discuss matters with the City Council, either individually or collectively. Typically, these types of discussions have occurred in a joint meeting format with the Council.
2. Commissioners Manual that includes various policy matters, fee and pricing schedules, organizational structure and other reference materials.
3. Opportunity to meet City staff in an effort to help share ideas and concerns while also developing and understanding as to the scope of services and effectiveness of service delivery.

Some "Pitfalls" that May Occur

1. From a staff perspective, sometimes staff gets caught in the middle. Obviously, the Director of the Department works for the City Administrator and the Commission is advisory to the City Council. At times there may be different recommendations(s) coming from the Commission or staff. From staff's perspective, there is absolutely nothing wrong with this. The key ingredient is to represent all positions to the City Council. Obviously, these situations occur in varying ways, but mainly through Commission minutes of meetings and action or informational reports.
2. Commissioners getting "caught". Sometimes citizens may allege that staff either mishandled a situation or the service provided was less than desirable. Hopefully, a Commissioner in these situations would gather the facts and hold comments until all sides or issues unfold. Occasionally, a Commissioner may want to talk about an action(s) of a staff matter. These matters should be dealt directly and confidentially with the Director. If the matter involves the Director, certainly it would be appropriate that they inquiry and/or discussion be made directly to the City Administrator.

3. Meeting discussions. Sometimes meeting discussions may drift and simply not appear to be getting anywhere. It is crucial in these situations for the Commission to get a motion on the table. The discussion can get focused as to the issues.
4. Differing Commission information needs. Often times, Commission members have different informational needs. I submit the key in this regard is for the Commission to establish its own "ground rules" so that all Commissioners and staff are in unison as to informational expectations.

Concluding Remarks

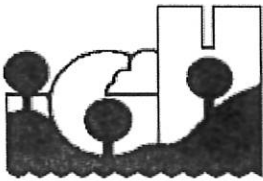
The following remarks are intended to provide thoughts for your discussion only. It is beneficial to regularly pause and take stock in an organization's planning, strategy development, and simply creative thinking.

Do

- Accept responsibility
- Learn job duties
- Learn role of Commission
- Participate at meetings
- Associate with other Commissions
- Become familiar with the entire Parks and Recreation program
- Visit facilities and programs
- Voice opinions
- Be fair, firm and factual
- Be an active representative
- Be enthusiastic about your civic responsibility

Don't

- Try to run the show
- Do staff's job
- Make decisions with political motivation
- Make promises you can't keep
- Break the chain of command
- Try to always get your own way at meetings
- Become a one-interest Commissioner



Some Common Commission Questions

What Do I Do If...

- **I want to get an item on the Commission's agenda?**

If this is something you wish to discuss at a meeting and are aware of it beforehand, it is preferable to have the item listed on the Commission agenda. This way other members can be prepared, staff can have information available and action may be taken. To place an item on the agenda, notify the Parks & Recreation Director. The Director will select the appropriate time to schedule the item.

- **I want to discuss a matter with the Director or other Commission members?**

Discussion with the Director and fellow Commissioners is always encouraged. However, it is helpful to have items on the agenda so they can be discussed in a more formal setting. You may find that all Commissioners are interested in joining in the discussion, and would welcome the opportunity to do so together.

- **I need to discuss a matter in the Commission meeting?**

Again, in order for action to be taken, the item needs to be on the agenda. There is, however, scheduled time during each meeting for Commissioner's comments, when you would be able to mention an item of interest to you and to check with other Commissioners to see if they would like to have it added to a future agenda for discussion.

- **I will not be able to make a Commission meeting, or will be late?**

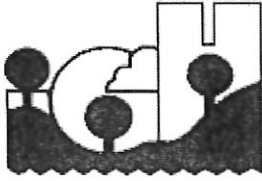
Please notify the Parks & Recreation Director. You may call (651) 450.2587.

- **I need to talk to City staff?**

Feel free to talk to City staff for information or clarification. However, if action needs to be taken, please take that matter up with the Director. The Commission is advisory to the City Council in matters pertaining to Parks and Recreation. The Commission does not have authority to direct the staff to take any action related to a program, activity or event, except in the form of recommendation to the City Council.

- **A citizen approaches me with a question or problem?**

Again, Commissioners are encouraged to have contact with and gather information from the community. However, you may wish to notify the Director when approached regarding a more complex or long range questions or problem. When issues arise, the best forum may well be the Commission meeting, where they can be discussed and handled as agenda items. Operational issues raised by citizens are best dealt with by talking directly to the Director. In your response, however, you will need to make it very clear whether you are responding from a personal point of view or on behalf of the Commission. One should not speak on the Commission's behalf unless the Commission grants that authority by past action(s) or policy direction.



Operating Procedures

Purpose

Serve in an advisory capacity to the City Council, City Administrator, Parks & Recreation Director, Park & Recreation Commission, and Community.

Terms

Appointed for three (3) year staggered terms and may be reappointed to additional three (3) year terms at the pleasure of the City Council.

Calendar

June – May

Meetings

1. Meetings of the Commission are held on the 2nd Wednesday of each month.
2. The meetings are normally held at Inver Grove Heights City Hall unless otherwise specified.
3. Meeting times are normally at 7:00pm unless otherwise specified.
4. The Chair or the Parks & Recreation Director may call Special Meetings whenever deemed necessary. In calling for Special Meeting, the subject matters for consideration must be specified in the notice.
5. 50% or more of the current Commission roster constitutes a quorum at any meeting.
6. The Parks & Recreation Director sends written notice of all meetings to each Commissioner through the mail or by messenger.

Officers

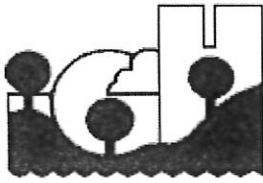
1. The Officers shall consist of a Chair and a Vice Chair, who shall be members of the Commission, and who shall be elected at the June meeting. The Parks & Recreation Director is an ex officio member of the Commission.
2. The Chair shall preside at all meetings of the Commission. The Chair represents the Commission at Council Meetings, Council Work Sessions and other public functions as necessary.
3. In the absence of the Chair, the Vice Chair performs the duties of the Chair.

Committees

Committees may be appointed by the Chair at any time, subject to the approval or direction of the Commission.

Meeting Procedures

Although generally informal, Roberts Rules of Order are used to guide Commission meetings.



Commission Meeting Procedure

Call to Order	The Chairperson says. "The meeting will please come to order"
Roll Call	Absences noted. Commission must vote whether the absence is to be excused or unexcused, based on established policy. The policy says, in effect, that the only absences to be excused are those involving a Commissioner on Commission business or a medical/family emergency.
Approval of Agenda	Commission or staff may request changes to the agenda. Ultimately the agenda is approved.
Approval of Minutes	Commission may request changes and/or vote to approve the minutes.
Announcements	Chair reads prepared announcements
Open Forum	Members of the Public may address the Commission on any matter not on the agenda. Staff will research the question if necessary and provide a report at the next scheduled meeting. The Commission cannot take any action.
Special Presentations	Section on agenda for members of the public or community groups to provide information to the Commission that does not require action.
Unfinished Business	Section on agenda for items that have been previously discussed that have not yet been resolved. Commission discusses and votes on agenda item.

New Business	Section on agenda for new items to be introduced. Commission discusses and votes on agenda item. • Chair calls for staff report • Staff gives brief report, and outlines action/decision needed. • Commission may ask questions of Staff regarding the report for clarification. It is not an opportunity for debate or opinion. • Chair opens the item for public comment. Each person may testify. Commissioners may ask questions of the individual testifying. • Chair closes the public comment and opens discussion up for Commission comments. • Chair calls for a motion which is made and seconded and then debate may continue if necessary. Generally the person making the motion is allowed to speak first, followed by the person who seconded the motion. • Amendments may be suggested and require a second. If an amendment is made and seconded, then debate occurs on the amendment, not the main motion. After any discussion, the Chair calls for a vote by repeating the motion. Alternatively, a member of the Commission may "call the question" to end debate. It requires a second and is immediately voted upon. If 2/3 majority agree, it goes to a vote on the motion, but no debate is allowed. • After all debate, the Chair calls the question and the Commission vote is taken.
Commission Presentations	Commission may make general comments, ask questions, and request an item be placed on the next agenda.
Administrative Presentations	Staff may make general comments, ask questions, and review happenings of the department.
Adjournment	The Chair entertains a motion to adjourn the meeting. A second is required, no debate and the motion is then voted upon.

Call to Order For Meeting

- 1) Call to Order the Inver Grove Heights Park and Recreation Commission meeting for *date*
- 2) Roll Call: Starting from my right and the viewers left.
- 3) Approval of the Agenda:
 - a) Is there any additions or deletions?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "Yes or I".
 - e) All against, say "No or Nay"
 - f) Motion "Passes" or "Fails"/ or "The Agenda is Approved"
- 4) Approval of the minutes of the last Meeting of "State date of last meeting".
 - a) Is there any corrections?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "I".
 - e) All against, say "No"
 - f) Motion "Passes" or "Fails" / or the minutes are approved.
- 5) Open Forum: Open the "Open Forum"
 - a) Read Purpose statement below: The purpose of the "open forum" is to give the resident the opportunity to bring forward any issues or concerns they may have regarding the Inver Grove Heights parks or recreation programs. Presentations should remain short. Although the Park and Recreation Commission will not take formal action tonight, city staff will research the issue or concern and report back to the commission at a future regularly scheduled meeting.
 - b) Note: If the issues/concern is on this agenda tonight, will be talked about when in the sequence of the approved agenda.
 - c) If no one is present, close the open forum.
- 6) Presentations from staff:
 - a) Item number 1 (etc.)
 - b) Staff will present.
 - c) Open to the public comment if present. (If a person speaks: Come to podium, state name & address for the record)
 - d) Open to Commission members for comment / questions.
 - e) Ask for Motion.
 - f) Ask for second to motion.
 - g) Ask for further discussion.
 - h) Call for Vote: Motion passes or fails
- 7) Adjournment: If there is no objection, this meeting is adjourned.

Parliamentary Procedure – At A Glance

To Do This	You Say This	Can you interrupt the speaker?	Do you need a second?	Is it Debatable?	Can it be amended?	What votes is needed?	Can it be reconsidered ?
Adjourn meeting	I move that we adjourn	No	Yes	No	No	Majority	No
Call an intermission	I move that we recess for	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc...	I rise to a question of privilege	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	I move to table the motion	No	Yes	No	No	Majority	No
End debate and amendments	I move the previous question	No	Yes	No	No	Two-Thirds	No
Postpone discussion for a certain time	I move to postpone the discussion until	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	I move to refer the matter to committee						
Amend a motion	I move to amend the motion by...						
Introduce business	I move that...						

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 14, 2017
 Item Type: Commission Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

No action required. Commissioners are encouraged to make appropriate comments.

SUMMARY

None.