



**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, December 13, 2017
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
 - A. Presentation on Recreation Programs – Tracy Petersen
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 @IGH Parks
 - D. Next Meeting; January 10, 2018 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 November 8, 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.
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Review 2018 Proposed Park & Recreation Budgets
 - B. Review 2018 Proposed Park & Recreation CIP
 - C. Department Happenings
10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
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, November 8, 2017**

1. CALL TO ORDER:

Chair Sethre called the November 8, 2017 Park and Recreation Advisory Commission Meeting to order at 7:30 p.m.

2. ROLL CALL:

Present: Chair Kevin Sethre; Vice Chair Kathryn Bauer; Commissioners: Al Eiden, Deb Tix, Mary Gerhardt, Patrick Farley, and Mark Freer

Parks and Recreation Director Eric Carlson

Absent: Commissioner Willie Krech and Commissioner Joe Boehmer

Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Presentation on Fitness Programs – Amy Crary

Amy Crary, Fitness Coordinator, gave the following update on fitness programs at The Grove Aquatic and Fitness Center.

This year we upgraded 20 pieces of fitness equipment.

We received:

- 2 Treadmills
- 2 Ellipticals
- 2 Stair Masters
- 2 Lifting Benches
- 2 Bikes
- 1 x-ride
- 1 new step

We also upgraded the sound system that we used to listen to the TV's in the fitness center. We used to have an FM Channel, and you could use your headset to dial into one of the three channels to watch/listen to programming. There was a lot of static in our building, so sometimes it was fuzzy. We upgraded to a 950-megahertz system that is also integrated into a number of our cardio machines. Our users can now plug in a set of headphones into most of the cardio machines and they can hear the TV and it's much clearer. If users are in the fitness center, they can download an App and listen on their mobile device. Along with that we also upgraded to a software called Group X Pro. This software has an interface and a free App you can download. You type in Inver Grove and it comes up, it shows you the software with all of our classes on it on your mobile device. The App is called The Grove, you can click on it, and it lists the date, and it shows all the programs and classes that are being offered. We have 50 free classes with membership listed and 30 specialty classes, as well as the Trainer's shifts. This makes it easier to keep track of things, and this helps her manage her work load. She can post notices about important things on Group X Pro instead of sending out emails. The instructors then log into their App, and they can see these notices on their Feed. For example, on a Monday, we probably have 20 classes running. That's a lot of people that would need a day off or call in sick. In the past they would have to call in, or email around to get a sub for classes. Now they can ask for a sub on here. Not only does someone respond, but it automatically updates that group class. That saves us a lot of steps. She is excited that due to this, she will now be able to spend more time mentoring our staff, as well as being out in the Community and working on Grants. This program also allows them to enter attendance on here, so it will tell her the cost per head for each class. For example, if a class has 20 participants in it, and the instructor gets paid \$20 per class, it helps us manage our budget as well. This also allows her to enter all their statistics, as well as how many times they have subbed out a class, their payment

data, licensing, etc. This is a nice efficient tool that we have. It is a much cleaner application. You can search for a type of class, or instructor, etc. If there is a change, it's instantaneous. It's a very neat feature that we have.

Chair Sethre asked if those Apps are available to those that do not have a membership?

Coordinator Crary responded yes, anyone can. Depending on the type of classes, you can drop in for \$8.00, you can buy a punch card, or you can be a member. Anyone can look on their mobile device as this App is free. The group one only costs \$1.99, and if you don't have a mobile phone, they can log into a computer.

Commissioner Gerhardt asked if there were plans for anything in the future on there such as being able to pay your trainer?

Coordinator Crary stated that would still need to be done through our registration software. We haven't explored that yet in Park and Recreation.

Coordinator Crary also wanted to talk about some new programs we have:

- XaBeat. It's kind of like a Zumba knock-off, but it's a hip hop dance program that is popular.

Specialty classes:

- We have a new Triathlon class that is really exciting. We have some that have completed Triathlons in the past, so we are offering two classes, one in the morning, and one in the evening. People come in, they get a weight program, they stationary bike, do some running, they swim, and can even have a nutritionist look at their diet if they would like. We plan to host our first indoor Triathlon in March of next year. We are really looking forward to that.

- We have a new program called Mind Body Makeover. It's geared for people who want to lose weight and are new to working out and want some motivation. The new trend in fitness is that we are no longer a fitness center, but we are also a wellness center. She has six wellness coaches on her staff. With this program you have a wellness piece, where they work on what prevents them from getting to the gym, and overcoming their barriers to working out. They also work on their nutrition. And then they are introduced to a variety of types of exercises. For example, one day they may do a Boot Camp workout, one day they can lift weights, one day they do Pilates, or Yoga. It's a sampler of sorts. We have six ladies doing this challenge right now. It's a 16-week class. We are excited to announce the results once completed.

- Yoga is really popular right now. We have offered some three-week Yoga seminars on the different aspects of Yoga.

We also have a number of events going on this month. They are as follows:

- Taking Care of You is our spa day taking place on the 18th. This is a good opportunity to relax before the Holidays. All participants will get a 20-minute massage. They will meet with a Holistic health coach and learn about probiotics and gut-health, which is a hot topic in the medical field right now. They will do restorative Yoga, which is a relaxing meditative type of Yoga. They will have a healthy breakfast and they can go to fitness classes. We bring in massage therapists from the area, which gives them the opportunity to gain some customers, which in turn is a win-win for everybody.

- We have Black Friday Boot Camp the following weekend with our trainer Claudia. There are team challenges and individual challenges and we will give away gift cards during that hour. It's designed to burn off calories that you may have put on during Thanksgiving.

- Holiday Challenge. People can weigh in the week before Thanksgiving. And then they weigh out the first week in January. If they maintain their weight, they receive a prize. She believes it may be earbuds so you can hook into our new cardio machines. The top three winners who lose the largest percentage of weight over the Holidays will get a Grove gift card as well.

- New this year the City has started up a Wellness Committee. They are doing a Wellness Bingo Challenge for the month of November. You receive tickets for each row of the Bingo that they complete. Then we will be drawing for gift cards at the holiday luncheon. One of the squares on the Bingo is that

you sign up for the Holiday Challenge as well. For the first time we are encouraging all of our City Staff to do the Holiday Challenge.

Commissioner Freer commented that everything sounded great. It's spread out to all age groups, and very active.

Coordinator Crary felt we have a gem in our Community that we can pop in to and do a variety of things.

Coordinator Farley asked how things have gone this year compared to last year. What kind of numbers are you running this year compared to last year.

Coordinator Crary responded they are down in personal training this year, it's more of an on the books type of thing, but we do this program at the end of the year on Cyber Monday, we encourage people to go in and buy their personal training online on that day. We have a really good deal that day. You have to buy 20 sessions to get this low price. Last year we didn't carry enough over. This year we will do a better job of accounting to keep track of that. It looks like we are behind. But we were over by like \$15,000 from last year, which is the most they have ever had since she has been here. That would have a negative effect that people didn't buy training until about March. It looks like we are behind, so they are going to make a correction. Fitness classes are running the same as last year. Drop-in memberships are up versus our regular memberships. The punch cards are very popular. There are a lot of boutique studios out there that offer a lot of different types of exercise options, but we are then seeing those people come to our facility to take the classes. People are shopping around and moving around, thus the big variety that we have in classes. We are continually looking at where the trends are and what type of classes we offer. We have a very large older adult population in the morning. 9:00 a.m. is busier than 7:00 p.m. which is a change for us. We hope the opening of the water park makes a difference, so that may change again. For November we have had close to 30 people join and we are not running any special. It's cold, people are coming in, we are doing great.

Chair Sethre asked if Cyber Monday was a big day for promotions?

Coordinator Crary responded yes, for personal training. It's something we invented last year. All retailers have Black Friday and Cyber Monday. We wanted to introduce people to the fact that they could buy their training online versus coming into the Grove. We offer this special price once a year.

Chair Sethre asked if you could do this over the new App?

Coordinator Crary responded no. Unfortunately, our App just shows the schedules. Our money is taken through our registration software. This App is more of a standalone App for the fitness area. It has much more appealing graphics and bells and whistles to the customers to be able to see the instructors, their background, and then connecting them to the Website. Once connected to our Website they can see our registration software and see our personal training.

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 @IGH Parks

D. Next Meeting: December 13, 2017. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of October 11, 2017

Motion to approve the Consent Agenda by Commissioner Farley, seconded by Commissioner Freer.

Aye: 7

Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Approval of 2018 Park and Recreation Fees

Parks and Recreation Director Eric Carlson stated as you know each year we ask the Commission to review the proposed fees for the coming year at the Community Center and Inver Wood. We have made adjustments to our fee schedule based on the market conditions and operating costs.

Chair Sethre asked if the fees take effect January 1st?

Director Carlson responded yes, the fees take effect on January 1st. Once the Commission makes a recommendation, it will be before the City Council on Monday November 27th for approval. Then we publish that and notify those that there is a fee change that is going to take place at the Community Center. Because 2018 is an even-numbered year, the fees that would change at the Community Center are the admission type fees. Not a membership fee, as we typically change those in odd-numbered years.

Chair Sethre asked how the communication is handled to the public?

Director Carlson responded they post the information on our Website and also send out information to the membership at the Grove through our monthly newsletter. It's also updated on our brochures, flyers, and pamphlets. At the Golf Course, that will be communicated when the Golf Course begins the opening process in the spring.

Commissioner Eiden stated they do a good job of maintaining the fee structure. It seems when there are increases they are very reasonable and regulated. There are a lot of things where that hasn't changed. We know things are getting more expensive as the years go on, but in years gone by we made changes that were substantial. He likes the idea of the modest increase on a regular basis. Is there a program that looks at that?

Director Carlson responded we look at all the fees every single year. We are on an even-year on our admission fees at the Community Center, so with all of our admission fees during even-year, we look at making adjustments to those. We don't make large increases, but rather smaller ones so there isn't a large impact. We believe by making adjustments on a regular timeframe it's easier to make small incremental adjustments along the way as opposed to waiting a number of years and making a big adjustment. That is a little harder for the general users to accept.

Chair Eiden wondered, under the schedule for the VMCC/Grove, if you look at the last line on there, is that correct that it went down slightly?

Director Carlson said that is correct. We made adjustments for some of our fees and in that case, it did go down in daily admission. That somewhat ties to some of the family rates we are changing as well. He believes how we defined a family got smaller. If you bring your family there, it is considered five in the family. If you have a 6th person, you pay the additional \$6.00 as opposed to \$8.00.

Commissioner Farley asked in regards to the ice. We have heard conversation with partnering with Eagan. Is there progress on that?

Director Carlson responded it is with the City of Rosemount and the Rosemount Area Hockey Association. They are talking, and we have given them a deadline of November 13th, to provide us with a yes or no answer about an agreement with the City of Inver Grove Heights on the west rink improvements. If they do not partner with us, then we will be talking with the Eagan Hockey Association. We expect to hear an answer one way or another sometime next week. This isn't fee related. It's a project and a partnership. They would still be required to pay an hourly rate in regards to ice time usage.

Motion by Commissioner Freer to approve the 2018 Park and Recreation Fees as presented. Seconded by Commissioner Eiden.

Aye: 7

Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson has nothing new to report.

Chair Sethre asked to get a briefing on the water park update.

Director Carlson responded we are hoping to open the water park for use this coming Friday. We are waiting for an inspection by the Minnesota Department of Health. Otherwise all the equipment has been installed, the stairs are in place, the slides have been re-gel coated, the pool is full of water and being balanced and heated. Pending an inspection approval, we should be open and operating on Friday as planned.

10. COMMISSION COMMENTS:

Vice Chair Bauer had no comment.

Commissioner Tix had no comment.

Commissioner Farley had no comment.

Commissioner Freer had no comment.

Commissioner Eiden stated we are into the Holiday season, you have heard some reports about things going on and there are a lot of good ways to find out what is going on. Please take advantage to what is going on in this City.

Commissioner Gerhardt had no comment.

Chair Sethre had no comment.

11. ADJOURN

Motion by Commissioner Farley, seconded by Vice Chair Bauer to adjourn the meeting at 8:04 p.m.

Aye: 7

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review 2018 Proposed Park and Recreation Operational Budget(s)

Meeting Date: December 13, 2017
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda
 Tracy Petersen/Lisa Lamey
 Matt Moyihan/Joel Metz

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

Information provided to the Commission is for review purposes only.

SUMMARY

Attached is a copy of the 2018 proposed budget for Recreation, Park Maintenance, Inver Wood Golf Course, and the Veterans Memorial Community Center. Highlights include:

PARKS

- Increase of 0.5 FTE Park Maintenance (\$39,000)
- Increase of \$40,000 to Park Capital Replacement Fund
-

RECREATION

- 20% of Older Adult position (\$46,575 from ISD 199)
- Minimum wages adjustments
- Beginning in 2018/19, no longer staff warming houses at Groveland/Oakwood saving \$5,000 annually
 - Average 3,200 skaters at three sites over the last 4 years
 - We will still provide ice when weather allows and a push button for the lights
- We annually receive \$40,000 in support/sponsorships from the community to provide programs that are not a part of the budget
- Budgeted cost recovery proposed budget (37%) same as 2017 budget
- Various program fee increases

VETERANS MEMORIAL COMMUNITY CENTER

- Use Agreement with ISD 199
 - \$250,000 Flat Fee
 - \$40,000 in pool time fees
 - \$90,000 in ice time fees
- \$14,000 from IGHHA....agreement expires in 2023, working with IGHHA to renegotiate amount along with the length of the agreement
- No membership fees increase in 2018 (odd year), we are increasing various daily admission fees
- Minimum wages adjustments
- 80% of Older Adult position (\$46,575 from ISD 199)

- Cost recovery projected at 86% (not including capital investments), 2017 was budgeted at 83%
- Continue to invest in improvements to the facility (Lap Pool Diamond Brite, Arena Scoreboards, etc.)
- VMCC Parking Lot \$480,000 70/30 split with National Guard...does not include Grove Parking Lot
- Working with Rosemount to fund the West Rink Floor and would plan for a May – August construction

INVER WOOD GOLF COURSE

- We plan a \$150,000 capital equipment purchase in 2018 and will make repayments of \$50,000 in 2018-2020...the Central Equipment Fund will provide an interest free loan
- No golf cart payment in 2018...likely begin again in 2019 (approximately \$30,000 annually for 5-6 years)...the Central Equipment Fund will provide an interest free loan
- Various rate increases
- 2016 Golf Course Improvement project payback starts in 2018, \$82,000 annually for the next 25-years
- \$50,000 to replace Comfort Station Roof, and timber staircases on course
- Parking Lot project \$303,000 funded by Pavement Management

City of Inver Grove Heights
Proposed 2018 Budget

Parks Summary

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Base Budget	2018 Department Requested Additions	2018 Council Directed Additions	2018 Preliminary Budget	2019 Preliminary Budget
Personnel		912,906	808,661	970,200	1,029,600	38,900	0	1,029,600	1,067,600
Prof/Tech Services		33,691	40,687	29,800	29,800	0	0	29,800	30,400
Purch Svcs - Prop/Equip		537,757	521,860	582,600	616,500	0	0	616,500	628,800
Other Purchased Services		115,015	103,746	104,500	50,100	0	0	50,100	51,100
Supplies		184,532	190,161	225,500	221,000	0	0	221,000	225,400
Other Expenses/Expenditures		29,077	30,690	31,000	31,000	0	0	31,000	31,600
Total Parks		1,812,977	1,695,806	1,943,600	1,978,000	38,900	0	1,978,000	2,034,900

City of Inver Grove Heights
Proposed 2018 Budget

Parks 101.44.6000.451

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Base Budget	2018 Department Requested Additions	2018 Council Directed Additions	2018 Preliminary Budget	2019 Preliminary Budget
10100	REGULAR FULL-TIME	530,681	483,739	605,900	630,200	25,700		630,200	
10300	TEMPORARY EMPLOYEES	102,495	96,698	92,400	95,200			95,200	
10400	OVERTIME	12,068	15,622	6,000	19,000			19,000	
20100	FLEX. COMP. SPENDING	34,078	32,198	40,900	40,900	2,300		40,900	
20300	EMPLOYER SOCIAL SECURITY	40,408	36,342	45,400	48,100	1,800		48,100	
20350	EMPLOYER MEDICARE	9,529	8,613	10,800	11,400	400		11,400	
20400	EMPLOYER PERA	41,124	38,063	52,800	55,800	2,000		55,800	
20600	MEDICAL INSURANCE	62,874	61,761	83,900	87,100	4,900		87,100	
20620	LIFE INSURANCE	675	643	900	900	0		900	
20630	LTD INSURANCE	1,712	1,627	3,100	3,200	100		3,200	
20750	WORKERS COMPENSATION	20,700	22,500	28,100	37,800	1,700		37,800	
20800	COMPENSATED ABSENCES	56,563	10,857	0	0			0	
Personnel		912,906	808,661	970,200	1,029,600	38,900	0	1,029,600	1,067,600
30420	CORPORATE	3,958	9,633	4,000	4,000			4,000	
30550	FLEX/COMP ACCOUNT FEE	762	617	800	800			800	
30700	OTHER PROFESSIONAL SERVICES	28,971	30,437	25,000	25,000			25,000	
Prof/Tech Services		33,691	40,687	29,800	29,800	0	0	29,800	30,400
40005	WATER UTILITY SERVICES	5,655	8,649	9,300	9,300			9,300	
40010	GAS UTILITY SERVICES	3,923	3,811	5,500	5,100			5,100	
40015	SEWER UTILITY SERVICES	378	383	400	400			400	
40020	ELECTRIC UTILITY SERVICES	47,201	44,242	52,000	52,000			52,000	
40025	REFUSE DISPOSAL	0	256	1,600	1,600			1,600	
40030	STORM WATER UTILITY SERVICE	6,791	6,730	0	7,000			7,000	
40040	REPAIR & MAINT - BUILDINGS	36,886	25,022	28,000	25,000			25,000	
40046	REPAIR & MAINT - ROAD	14,882	20,137	40,000	30,000			30,000	
40047	REPAIR & MAINT - OTHER STRUCTURES	55,004	42,323	62,000	50,000			50,000	
40050	RENTAL OF EQUIPMENT	1,950	2,531	3,000	3,000			3,000	
40065	OTHER RENTALS	13,686	14,577	13,500	15,000			15,000	
40070	CENTRAL EQUIP ALLOCATION	344,000	345,800	359,000	407,000			407,000	
40075	CITY FACILITIES ALLOCATION	7,400	7,400	8,300	11,100			11,100	
Purch Svcs - Prop/Equip		537,757	521,860	582,600	616,500	0	0	616,500	628,800

City of Inver Grove Heights

Proposed 2018 Budget

Parks 101.44.6000.451

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Base Budget	2018 Department Requested Additions	2018 Council Directed Additions	2018 Preliminary Budget	2019 Preliminary Budget
50019	INSURANCE ALLOCATION	93,100	85,100	84,600	27,600			27,600	
50020	TELEPHONE	10,578	9,149	10,500	11,000			11,000	
50025	ADVERTISING/PUBLISHED NOTICES	709	1,013	0	1,100			1,100	
50030	PRINTING & BINDING	1,136	470	800	800			800	
50055	ALARM SERVICES / SYSTEMS	1,676	801	1,500	1,500			1,500	
50065	TRAVEL	73	99	300	300			300	
50070	DUES, LICENSES & SUBSCRIPTIONS	1,945	2,336	1,800	2,300			2,300	
50075	MEALS AND LODGING	356	287	500	500			500	
50080	CONFERENCES AND SEMINARS	5,442	4,491	4,500	5,000			5,000	
Other Purchased Services		115,015	103,746	104,500	50,100	0	0	50,100	51,100
60011	SUPPLIES-JANITOR/CLEANING	3,059	982	3,300	3,300			3,300	
60012	SUPPLIES - SHOP	418	591	700	700			700	
60016	SUPPLIES - MAINTENANCE	43,658	50,227	45,000	47,000			47,000	
60030	FERTILIZERS	57,197	42,272	55,000	55,000			55,000	
60035	PESTICIDES	14,170	17,559	16,000	19,000			19,000	
60040	SM TOOLS & MISC EQUIPMENT	11,550	11,640	11,200	11,200			11,200	
60045	UNIFORMS & CLOTHING	7,461	7,878	8,000	8,500			8,500	
60065	SUPPLIES - OTHER	27,644	13,262	43,600	28,600			28,600	
60066	SUPPLIES-VANDALISM	4,022	6,649	5,100	5,100			5,100	
60070	CENTRAL STORES ALLOCATION	453	7,600	2,700	4,000			4,000	
60071	TECH ALLOCATION	14,900	31,500	34,900	38,600			38,600	
Supplies		184,532	190,161	225,500	221,000	0	0	221,000	225,400
70501	MISCELLANEOUS CONTRACTS	29,053	30,690	31,000	31,000			31,000	
70600	OTHER MISCELLANEOUS	24	0	0	0			0	
Other Expenses/Expenditures		29,077	30,690	31,000	31,000	0	0	31,000	31,600
Total Parks		1,812,977	1,695,806	1,943,600	1,978,000	38,900	0	1,978,000	2,034,900

City of Inver Grove Heights Proposed 2018 Budget

Recreation Summary

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
Intergovernmental	1,000	665	0	0	0	0
Charges For Services	252,982	211,365	223,000	220,600	0	225,000
Miscellaneous Revenues	17,685	14,493	10,600	14,700	0	15,000
Other Financing Sources	331,900	331,900	359,300	352,100	0	377,400
Total Revenue	603,567	558,422	592,900	587,400	0	617,400
Personnel	414,740	412,646	434,400	432,900	0	458,900
Prof/Tech Services	48,047	42,564	42,900	38,600	0	39,400
Purch Svcs - Prop/Equip	49,903	55,648	54,900	55,700	0	56,800
Other Purchased Services	19,873	21,512	23,200	23,800	0	24,300
Supplies	65,010	54,325	75,500	74,200	0	75,700
Other Expenses/Expenditures	7,236	7,601	7,000	7,200	0	7,300
Capital Outlay	9,440	0	0	0	0	0
Total Expense	614,249	594,296	637,900	632,400	0	662,400
Revenues Over (Under) Expenses			(45,000)	(45,000)	0	(45,000)
Increase (Decrease) In Cash			(45,000)	(45,000)	0	(45,000)

City of Inver Grove Heights
Proposed 2018 Budget

Recreation 204

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
3309000	GRANTS	1,000	665	0	0		
	Intergovernmental	1,000	665	0	0	0	0
3470000	RECREATION PROGRAM FEES	187,022	150,920	170,200	159,400		
3471000	FIELD RENTALS	65,959	60,444	52,800	61,200		
	Charges For Services	252,982	211,365	223,000	220,600	0	225,000
3610000	INVESTMENT EARNINGS	6,005	3,543	4,600	4,700		
3630000	CONTRIBUTIONS & DONATIONS	10,175	10,950	6,000	10,000		
3650000	OTHER REVENUES	1,505	0	0	0		
	Miscellaneous Revenues	17,685	14,493	10,600	14,700	0	15,000
3911000	OPERATING TRANSFERS IN	331,900	331,900	359,300	352,100	0	377,400
	Other Financing Sources	331,900	331,900	359,300	352,100	0	377,400
	Total Revenue	603,567	558,422	592,900	587,400	0	617,400

City of Inver Grove Heights **Proposed 2018 Budget**

Recreation 204

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
10100	REGULAR FULL-TIME	271,996	274,037	279,000	291,600		
10200	PART-TIME EMPLOYEES	1,199	5,665	5,800	6,000		
10300	TEMPORARY EMPLOYEES	37,419	26,167	35,000	17,100		
10400	OVERTIME	147	0	0	0		
20100	FLEX. COMP. SPENDING	15,660	15,575	16,500	16,500		
20300	EMPLOYER SOCIAL SECURITY	19,383	19,003	20,700	20,400		
20350	EMPLOYER MEDICARE	4,559	4,478	4,900	4,800		
20400	EMPLOYER PERA	20,397	20,841	24,000	23,600		
20600	MEDICAL INSURANCE	27,478	29,122	34,000	35,300		
20620	LIFE INSURANCE	365	379	400	400		
20630	LTD INSURANCE	943	979	1,300	1,300		
20700	UNEMPLOYMENT COMPENSATION	1,233	0	200	200		
20750	WORKERS COMPENSATION	9,200	10,000	12,600	15,700		
20800	COMPENSATED ABSENCES	4,760	6,401	0	0		
Personnel		414,740	412,646	434,400	432,900	0	458,900
30550	FLEX/COMP ACCOUNT FEE	204	194	300	200		
30700	OTHER PROFESSIONAL SERVICES	47,844	42,370	42,600	38,400		
Prof/Tech Services		48,047	42,564	42,900	38,600	0	39,400
40044	REPAIR & MAINT - OFFICE EQUIPMENT	0	5,640	5,700	5,700		
40050	RENTAL OF EQUIPMENT	0	171	200	200		
40065	OTHER RENTALS	603	1,138	700	600		
40070	CENTRAL EQUIP ALLOCATION	7,000	5,800	4,900	4,700		
40075	CITY FACILITIES ALLOCATION	3,300	2,900	3,400	4,500		
40076	COMMUNITY CTR. ALLOCATION	39,000	40,000	40,000	40,000		
Purch Svcs - Prop/Equip		49,903	55,648	54,900	55,700	0	56,800

City of Inver Grove Heights Proposed 2018 Budget

Recreation 204

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
50019	INSURANCE ALLOCATION	1,700	1,300	1,000	3,100		
50020	TELEPHONE	1,131	900	1,200	800		
50030	PRINTING & BINDING	11,503	12,482	12,500	12,500		
50035	POSTAGE/DELIVERY	2,824	3,715	3,500	3,500		
50065	TRAVEL	119	0	0	0		
50070	DUES, LICENSES & SUBSCRIPTIONS	1,950	1,965	3,400	2,200		
50080	CONFERENCES AND SEMINARS	606	1,150	1,600	1,700		
50090	RECREATION ENTRANCE FEES	40	0	0	0		
Other Purchased Services		19,873	21,512	23,200	23,800	0	24,300
60009	RECREATION	14,754	12,432	16,800	14,800		
60010	SUPPLIES - OFFICE	25	117	300	300		
60040	SM TOOLS & MISC EQUIPMENT	1,479	1,219	4,000	4,000		
60045	UNIFORMS & CLOTHING	13,603	10,556	12,100	10,400		
60065	SUPPLIES - OTHER	150	0	0	0		
60070	CENTRAL STORES ALLOCATION	4,000	5,600	8,600	6,200		
60071	TECH ALLOCATION	31,000	24,400	33,700	38,500		
Supplies		65,010	54,325	75,500	74,200	0	75,700
70440	BANK CHARGES / CREDIT CARD	6,897	7,652	7,000	7,200		
70450	CASH OVER/SHORT	(36)	(51)	0	0		
70600	OTHER MISCELLANEOUS	375	0	0	0		
Other Expenses/Expenditures		7,236	7,601	7,000	7,200	0	7,300
80620	COMPUTER SOFTWARE	9,440	0	0	0		
Capital Outlay		9,440	0	0	0	0	0
Total Expense		614,249	594,296	637,900	632,400	0	662,400
Revenues Over (Under) Expenses				(45,000)	(45,000)	0	(45,000)
Increase (Decrease) In Cash				(45,000)	(45,000)	0	(45,000)

City of Inver Grove Heights Proposed 2018 Budget

Community Center Summary

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
Intergovernmental		0	2,000	0	0	0	0
Charges For Services		2,237,733	2,234,997	2,336,400	2,355,900	0	2,403,000
Miscellaneous Revenues		141,904	145,336	235,200	315,700	0	322,000
Other Financing Sources		774,389	633,277	1,231,700	1,639,200	0	1,763,300
Total Revenue		3,154,025	3,015,611	3,803,300	4,310,800	0	4,488,300
Personnel		1,625,176	1,714,335	1,916,200	1,947,800	0	2,078,000
Prof/Tech Services		23,073	14,387	26,100	24,500	0	25,000
Purch Svcs - Prop/Equip		700,044	717,991	749,100	693,200	0	707,100
Other Purchased Services		90,791	86,639	102,000	145,100	0	148,000
Supplies		226,839	202,961	254,200	240,100	0	244,900
Other Expenses/Expenditures		32,320	47,542	33,100	40,600	0	41,400
Costs Of Sales		86	0	0	0	0	0
Purchases		2,563	2,558	1,300	0	0	0
Capital Outlay		453,133	113,780	721,300	1,219,500	0	1,243,900
Other		0	1,377,358	0	0	0	0
Total Expense		3,154,025	4,277,553	3,803,300	4,310,800	0	4,488,300
Revenues Over (Under) Expenses				0	0	0	0
Increase (Decrease) In Cash				0	0	0	0

City of Inver Grove Heights Proposed 2018 Budget

Community Center 205

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
3309000	GRANTS	0	2,000	0	0		
	Intergovernmental	0	2,000	0	0	0	0
3468100	RENTAL BY RECREATION FUND	39,000	40,000	40,000	40,000		
3490100	MEMBERSHIPS	927,017	931,651	970,000	970,000		
3490200	ADMISSIONS	148,878	176,965	170,000	190,000		
3490301	ADMISSIONS-MISCELLANEOUS	713	953	800	1,000		
3490400	MEMBERSHIPS MISCELLANEOUS	12,966	11,602	14,000	15,000		
3491500	SWIM MEETS	690	524	500	500		
3491800	DISTRICT 199 POOL RENTAL	0	0	0	39,700		
3492001	DISTRICT 199 ICE RENTAL	97,944	84,226	138,400	98,700		
3492200	ICE RENTALS	407,765	407,089	400,000	410,000		
3492300	TURF RENTALS	24,406	21,284	25,000	26,000		
3492500	ROOM RENTALS	44,963	43,091	40,100	51,400		
3492700	POOL RENTALS	20,473	29,071	22,000	12,000		
3492900	BIRTHDAY PARTIES	35,769	46,531	37,000	41,000		
3493501	LESSONS/TUITION	252,072	255,452	248,300	254,000		
3494202	MISC SUPPLIES & EQUIPMENT	661	722	0	700		
3494401	SKATE RENTAL	1,625	993	1,600	1,200		
3496000	KIDS CAMP	195,191	156,956	200,000	175,000		
3496501	CHILD CARE	2,121	2,023	1,500	1,500		
3497000	CONCESSIONS	13,043	11,690	9,600	9,600		
3497500	VENDING	10,732	14,126	10,000	12,000		
3497700	VENDING/COKE CONTRACT	0	0	1,500	1,500		
3498001	ADVERTISING	1,525	48	5,000	5,000		
3499500	CLOTHING SALES	180	0	1,100	100		
	Charges For Services	2,237,733	2,234,997	2,336,400	2,355,900	0	2,403,000

City of Inver Grove Heights
Proposed 2018 Budget

Community Center 205

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
3610000	INVESTMENT EARNINGS	487	69	0	0		
3630000	CONTRIBUTIONS & DONATIONS	115,000	143,000	189,000	268,000		
3650000	OTHER REVENUES	980	285	0	0		
3651000	ATM COMMISSIONS	1,886	1,982	1,200	1,200		
3660000	OTHER REIMBURSEMENTS	23,550	0	45,000	46,500		
Miscellaneous Revenues		141,904	145,267	235,200	315,700	0	322,000
3911000	OPERATING TRANSFERS IN	774,389	633,277	1,231,700	1,639,200	0	1,763,300
Other Financing Sources		774,389	633,277	1,231,700	1,639,200	0	1,763,300
Total Revenue		3,154,025	3,015,611	3,803,300	4,310,800	0	4,488,300

City of Inver Grove Heights

Proposed 2018 Budget

Community Center 205

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
10100	REGULAR FULL-TIME	601,281	605,239	669,900	712,700		
10200	PART-TIME EMPLOYEES	88,213	101,788	148,100	153,100		
10300	TEMPORARY EMPLOYEES	567,938	586,928	602,200	602,300		
10400	OVERTIME	12,998	14,925	10,000	5,000		
20100	FLEX. COMP. SPENDING	52,040	52,500	61,500	61,500		
20300	EMPLOYER SOCIAL SECURITY	77,510	80,674	92,500	95,200		
20350	EMPLOYER MEDICARE	18,128	18,867	21,600	22,300		
20400	EMPLOYER PERA	73,582	73,539	107,300	85,500		
20600	MEDICAL INSURANCE	116,963	120,075	137,900	145,700		
20620	LIFE INSURANCE	919	964	1,200	1,200		
20630	LTD INSURANCE	2,416	2,625	4,500	4,700		
20700	UNEMPLOYMENT COMPENSATION	0	0	0	0		
20750	WORKERS COMPENSATION	32,200	35,700	59,500	58,600		
20800	COMPENSATED ABSENCES	(19,012)	20,509	0	0		
Personnel		1,625,176	1,714,335	1,916,200	1,947,800	0	2,078,000
30420	CORPORATE	1,988	1,500	1,500	1,500		
30550	FLEX/COMP ACCOUNT FEE	1,068	1,024	900	900		
30700	OTHER PROFESSIONAL SERVICES	20,018	11,863	23,700	22,100		
Prof/Tech Services		23,073	14,387	26,100	24,500	0	25,000
40005	WATER UTILITY SERVICES	18,129	16,411	22,000	20,000		
40010	GAS UTILITY SERVICES	94,749	84,746	160,000	110,000		
40015	SEWER UTILITY SERVICES	20,358	17,841	22,000	20,000		
40020	ELECTRIC UTILITY SERVICES	270,563	299,067	280,000	280,000		
40025	REFUSE DISPOSAL	2,859	485	3,000	2,000		
40030	STORM WATER UTILITY SERVICE	1,159	1,174	1,200	1,200		
40040	REPAIR & MAINT - BUILDINGS	256,171	253,668	210,000	210,000		
40042	REPAIR & MAINT - EQUIPMENT	12,421	12,845	18,500	17,500		
40044	REPAIR & MAINT - OFFICE EQUIPMENT	0	8,460	8,500	8,900		
40050	RENTAL OF EQUIPMENT	606	475	1,200	900		
40065	OTHER RENTALS	330	119	0	0		
40070	CENTRAL EQUIP ALLOCATION	22,700	22,700	22,700	22,700		
Purch Svcs - Prop/Equip		700,044	717,991	749,100	693,200	0	707,100

**City of Inver Grove Heights
Proposed 2018 Budget**

Community Center 205

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
50019	INSURANCE ALLOCATION	28,000	25,500	25,000	55,300		
50020	TELEPHONE	4,906	3,439	4,700	3,900		
50025	ADVERTISING/PUBLISHED NOTICES	10,948	8,084	9,700	8,200		
50030	PRINTING & BINDING	21,135	21,005	26,300	28,000		
50035	POSTAGE/DELIVERY	2,828	3,735	6,700	4,400		
50055	ALARM SERVICES / SYSTEMS	4,621	1,908	3,000	3,000		
50065	TRAVEL	999	750	1,500	1,500		
50070	DUES, LICENSES & SUBSCRIPTIONS	10,138	10,391	10,600	11,800		
50075	MEALS AND LODGING	907	1,615	800	1,000		
50080	CONFERENCES AND SEMINARS	2,891	5,393	6,200	5,200		
50090	RECREATION ENTRANCE FEES	3,418	3,819	7,500	22,800		
Other Purchased Services		90,791	86,639	102,000	145,100	0	148,000
60011	SUPPLIES-JANITOR/CLEANING	27,394	33,094	26,400	30,000		
60012	SUPPLIES - SHOP	368	582	1,000	1,000		
60016	SUPPLIES - MAINTENANCE	20,174	19,490	40,000	33,900		
60018	SUPPLIES-TRAINING	942	2,408	1,800	5,000		
60024	POOL CHEMICALS	35,654	31,142	40,000	35,000		
60040	SM TOOLS & MISC EQUIPMENT	28,794	20,289	33,200	28,700		
60045	UNIFORMS & CLOTHING	4,862	5,160	3,600	3,900		
60065	SUPPLIES - OTHER	19,252	18,697	25,600	21,200		
60070	CENTRAL STORES ALLOCATION	23,900	21,500	21,900	19,900		
60071	TECH ALLOCATION	65,500	50,600	60,700	61,500		
Supplies		226,839	202,961	254,200	240,100	0	244,900
70310	LEASE OF ARMORY	0	5,500	0	5,500		
70440	BANK CHARGES / CREDIT CARD	27,386	36,023	28,000	30,000		
70450	CASH OVER/SHORT	130	(130)	100	100		
70600	OTHER MISCELLANEOUS	1,839	3,914	1,000	1,000		
70610	TRANSPORTATION	2,964	2,235	4,000	4,000		
Other Expenses/Expenditures		32,320	47,542	33,100	40,600	0	41,400
75050	FOOD INVENTORY	86	0	0	0		
Costs Of Sales		86	0	0	0	0	0

City of Inver Grove Heights **Proposed 2018 Budget**

Golf 503 Summary

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
Charges For Services	1,633,850	1,303,498	1,676,400	1,680,200	0	1,713,800
Miscellaneous Revenues	1,778	7,824	0	2,800	0	2,900
Other Financing Sources	100,000	100,000	100,000	0	0	0
Total Revenue	1,735,628	1,411,322	1,776,400	1,683,000	0	1,716,700
Personnel	818,006	818,934	909,600	933,900	0	928,900
Prof/Tech Services	1,187	3,557	800	800	0	800
Purch Svcs - Prop/Equip	93,351	77,508	104,000	107,200	0	109,300
Other Purchased Services	46,826	44,922	50,000	50,600	0	51,600
Supplies	188,055	178,231	241,600	233,000	0	237,700
Other Expenses/Expenditures	302,771	272,423	366,200	312,400	0	318,600
Costs Of Sales	128,875	115,651	141,000	138,600	0	141,400
Purchases	429	(2,516)	0	0	0	16,300
Debt Service	1,808	463	0	0	0	0
Other	0	2,179,528	0	0	0	0
Total Expense	1,581,309	3,688,701	1,813,200	1,776,500	0	1,804,600
Revenues Over (Under) Expenses			(36,800)	(99,500)	0	(87,900)
Additional Cash Receipts:						
INTERFUND LOAN RECEIPT			0	150,000	0	180,000
Additional Cash Outlays						
CAPITAL OUTLAY			150,000	150,000	0	180,000
INTERFUND LOAN REPAYMENT			30,800	162,800	0	162,000
Increase (Decrease) In Cash			107,800	10,500	0	22,900

**City of Inver Grove Heights
Proposed 2018 Budget**

Golf 503

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
3481000	18 HOLE GREEN FEES-REG.	906,504	702,028	891,000	886,900	0	
3481100	FOOT GOLF	8,863	4,825	12,000	6,600	0	
3482800	OTHER REVENUES-OPERATIONS	0	0	0	0	0	
3483200	HANDICAP SERVICES	7,186	6,784	6,900	7,700	0	
3483400	CLUB RENTALS	5,700	4,838	5,000	5,000	0	
3483700	SEASON PASSES	10,642	15,403	22,000	19,500	0	
3483800	PLAYER CARDS	15,011	12,341	18,700	15,000	0	
3484000	PRAC CEN-RANGE BALLS	118,722	82,325	126,000	147,000	0	
3484200	PRAC CEN-INSTR. INCOME	9,360	8,415	11,000	11,100	0	
3485000	GOLF SHOP-APPAREL	22,459	20,375	24,600	24,600	0	
3485200	GOLF SHOP-CLUBS	4,237	4,378	5,000	5,000	0	
3485400	GOLF SHOP-BALLS	15,498	13,608	14,100	13,000	0	
3485600	GOLF SHOP-GLOVES	7,685	7,023	6,800	6,800	0	
3485800	GOLF SHOP-BAGS	2,149	4,592	3,000	3,000	0	
3486000	GOLF SHOP-ACCESSORIES	5,580	8,217	4,100	4,100	0	
3486400	FOOD & BEV/FOOD-CLUBHOUSE	37,551	29,204	40,000	39,000	0	
3486800	FOOD & BEV/BEV-CLUBHOUSE	28,379	27,700	31,300	31,000	0	
3487200	BEER/ALCOHOL	71,004	64,494	100,000	100,000	0	
3487400	FOOD & BEV/VENDING MACH	2,975	1,322	4,900	4,900	0	
3487600	GOLF CARS-18 HOLE RENTALS	354,343	285,627	350,000	350,000	0	
Charges For Services		1,633,850	1,303,498	1,676,400	1,680,200	0	1,713,800
3000000	PERA PENSION OTHER REVENUE	0	2,204	0	0	0	
3610000	INVESTMENT EARNINGS	1,400	2,957	0	2,800	0	
3650000	OTHER REVENUES	378	0	0	0	0	
3660000	OTHER REIMBURSEMENTS	0	2,663	0	0	0	
Miscellaneous Revenues		1,778	7,824	0	2,800	0	2,900
3911000	OPERATING TRANSFERS IN	100,000	100,000	100,000	0	0	
Other Financing Sources		100,000	100,000	100,000	0	0	0
Total Revenue		1,735,628	1,411,322	1,776,400	1,683,000	0	1,716,700

City of Inver Grove Heights Proposed 2018 Budget

Golf 503

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
10100	REGULAR FULL-TIME	400,351	405,642	372,600	390,200	0	
10200	PART-TIME EMPLOYEES	0	0	74,700	75,900	0	
10300	TEMPORARY EMPLOYEES	211,020	186,001	212,000	214,000	0	
10400	OVERTIME	2,009	1,056	600	600	0	
20100	FLEX. COMP. SPENDING	29,874	30,408	32,800	32,800	0	
20300	EMPLOYER SOCIAL SECURITY	35,798	34,673	43,000	44,300	0	
20350	EMPLOYER MEDICARE	8,372	8,109	10,100	10,300	0	
20400	EMPLOYER PERA	35,845	32,734	49,500	41,100	0	
20550	PENSION EXPENSE	(20,347)	0	0	0	0	
20600	MEDICAL INSURANCE	60,317	64,783	67,300	69,900	0	
20620	LIFE INSURANCE	481	492	600	700	0	
20630	LTD INSURANCE	1,125	1,303	2,100	2,200	0	
20700	UNEMPLOYMENT COMPENSATION	19,369	20,771	19,300	20,700	0	
20750	WORKERS COMPENSATION	16,400	16,700	22,300	18,700	0	
20800	COMPENSATED ABSENCES	14,806	14,198	0	0	0	
20850	OPEB	2,588	2,066	2,700	2,500	0	
Personnel		818,006	818,934	909,600	923,900	0	928,900
30420	CORPORATE	434	2,904	0	0	0	
30550	FLEX/COMP ACCOUNT FEE	753	653	800	800	0	
Prof/Tech Services		1,187	3,557	800	800	0	800
40005	WATER UTILITY SERVICES	146	182	200	200	0	
40010	GAS UTILITY SERVICES	3,626	2,411	5,500	5,600	0	
40015	SEWER UTILITY SERVICES	400	0	1,000	1,000	0	
40020	ELECTRIC UTILITY SERVICES	30,573	29,055	35,000	35,500	0	
40030	STORM WATER UTILITY SERVICE	486	510	300	300	0	
40040	REPAIR & MAINT - BUILDINGS	19,041	14,065	18,500	19,000	0	
40041	REPAIR & MAINT - VEHICLES	2,722	2,254	2,000	2,000	0	
40042	REPAIR & MAINT - EQUIPMENT	29,607	27,059	33,000	38,000	0	
40045	REPAIR & MAINT - FENCE	0	0	1,000	300	0	
40047	REPAIR & MAINT - OTHER STRUCTURES	91	0	2,000	0	0	
40050	RENTAL OF EQUIPMENT	2,227	109	2,000	2,000	0	
40055	RENTAL CLUBS	0	0	1,000	800	0	
40065	OTHER RENTALS	4,432	1,863	2,500	2,500	0	
Purch Svcs - Prop/Equip		93,351	77,508	104,000	107,200	0	109,300

City of Inver Grove Heights

Proposed 2018 Budget

Golf 503

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
50014	LIQUOR (DRAM SHOP)	2,397	1,768	2,600	2,500	0	
50019	INSURANCE ALLOCATION	14,300	13,600	12,500	11,200	0	
50020	TELEPHONE	6,079	5,641	6,000	5,000	0	
50025	ADVERTISING/PUBLISHED NOTICES	6,043	4,917	7,000	8,000	0	
50030	PRINTING & BINDING	5,389	5,968	7,000	8,700	0	
50035	POSTAGE/DELIVERY	15	18	200	100	0	
50045	OUTSIDE LABOR	3,017	4,155	2,000	2,500	0	
50050	SIGNAGE	0	82	0	0	0	
50055	ALARM SERVICES / SYSTEMS	1,562	2,039	3,500	3,500	0	
50065	TRAVEL	0	258	200	100	0	
50070	DUES, LICENSES & SUBSCRIPTIONS	6,509	7,261	8,000	8,000	0	
50080	CONFERENCES AND SEMINARS	1,515	(784)	1,000	1,000	0	
Other Purchased Services		46,825	44,922	50,000	50,600	0	51,600
60008	IRRIGATION SUPPLIES	10,576	8,074	8,000	6,000	0	
60010	SUPPLIES - OFFICE	2,820	1,812	2,000	1,900	0	
60012	SUPPLIES - SHOP	3,512	3,103	1,000	1,000	0	
60014	SUPPLIES - TIRES	1,052	735	1,500	1,500	0	
60015	SUPPLIES - EQUIPMENT	6,276	944	500	800	0	
60017	SUPPLIES - PRICING	0	18	100	100	0	
60018	SUPPLIES-TRAINING	636	0	600	600	0	
60020	SUPPLIES - GOLF COURSE	10,789	16,248	14,000	14,000	0	
60021	FUELS	23,242	20,497	35,000	35,000	0	
60022	LUBRICANTS	1,919	3,401	4,000	4,000	0	
60030	FERTILIZERS	25,361	39,131	33,000	34,000	0	
60035	PESTICIDES	46,889	27,566	41,000	41,000	0	
60040	SM TOOLS & MISC EQUIPMENT	5,827	1,795	4,000	4,500	0	
60042	MISC-COMPUTER SOFTWARE	0	0	3,500	3,400	0	
60045	UNIFORMS & CLOTHING	5,761	4,979	5,300	5,300	0	
60050	GOLF COURSE ACCESSORIES	3,712	4,416	3,000	3,000	0	
60060	GOLF BALLS-RANGE	3,187	3,507	4,000	4,000	0	
60065	SUPPLIES - OTHER	2,798	4,406	18,500	18,300	0	
60071	TECH ALLOCATION	33,700	37,600	62,600	54,600	0	
Supplies		188,055	178,231	241,600	233,000	0	237,700

City of Inver Grove Heights

Proposed 2018 Budget

Golf 503

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
70100	DEPRECIATION EXPENSE	262,553	235,176	325,400	272,800	0	
70250	HANDICAPS	6,036	5,728	5,500	5,500	0	
70400	GOLF SHOP FIXTURES	12	0	100	100	0	
70440	BANK CHARGES / CREDIT CARD	31,971	26,040	34,000	33,000	0	
70450	CASH OVER/SHORT	(497)	213	700	500	0	
70600	OTHER MISCELLANEOUS	2,696	2,881	500	500	0	
70800	LOSS DISPOSAL FIXED ASSET	0	2,385	0	0	0	
Other Expenses/Expenditures		302,771	272,423	366,200	312,400	0	318,600
75050	FOOD INVENTORY	36,265	28,703	35,000	35,000	0	
75100	BEVERAGES	17,636	20,298	16,000	16,000	0	
75150	BEER AND WINE	20,808	16,747	40,000	40,000	0	
75200	GOLF COURSE RESALE-APPAREL	24,904	19,634	24,000	22,500	0	
75250	GOLF COURSE RESALE-CLUBS	3,360	5,790	4,000	3,500	0	
75300	GOLF COURSE RESALE-GLOVES	4,065	5,395	4,700	4,600	0	
75350	GOLF COURSE RESALE-BAGS	1,552	7,685	2,800	2,500	0	
75400	GOLF COURSE RESALE-ACCESS	3,493	2,600	3,000	3,000	0	
75450	GOLF COURSE RESALE-BALLS	16,792	8,800	11,500	11,500	0	
Costs Of Sales		128,875	115,651	141,000	138,600	0	141,400
76050	FOOD	0	0	0	0	0	
76100	BEVERAGES	0	(1,295)	0	16,000	0	
76150	BEER	0	0	0	0	0	
76200	APPAREL	196	0	0	0	0	
76250	CLUBS	233	0	0	0	0	
76300	GLOVES	0	0	0	0	0	
76350	BAGS	0	0	0	0	0	
76400	ACCESSORIES	0	0	0	0	0	
76450	BALLS	0	(1,221)	0	0	0	
Purchases		429	(2,516)	0	16,000	0	16,300

**City of Inver Grove Heights
Proposed 2018 Budget**

Golf 503

Acct Number	Account Description	2015 Actual	2016 Actual	2017 Amended Budget	2018 Department Request	2018 Preliminary Budget	2019 Preliminary Budget
90200	INTEREST	1,808	463	0	0	0	
	Debt Service	1,808	463	0	0	0	0
91100	OPERATING TRANSFERS OUT	0	2,179,528	0	0	0	
	Other	0	2,179,528	0	0	0	0
Total Expense		1,581,309	3,688,701	1,813,200	1,782,500	0	1,804,600
Revenues Over (Under) Expenses				(36,800)	(99,500)	0	(87,900)
Additional Cash Receipts:							
	INTERFUND LOAN RECEIPT			0	150,000		180,000
Additional Cash Outlays							
	FUTURE CAPITAL OUTLAY			100,000	0		0
	IMPROVEMENTS (NON-BLDG)			50,000	0		0
	HEAVY MACHINERY & EQUIPMENT			0	150,000		180,000
	INTERFUND LOAN REPAYMENT			30,800	162,800		162,000
Increase (Decrease) In Cash				107,800	10,500	0	22,900

Inver Wood Golf Course

Debt

As of October 2017

2011 Golf Cart Purchases

In January 2011, Inver Wood purchased a new fleet of golf carts for a total of \$177,200. The purchase was financed through Wells Fargo and Inver Wood has made annual payments of \$29,600 in 2011 – 2015. Inver Wood made the final payment of \$29,600 in 2016 at which time the financing was successfully retired.

We expect to purchase a new fleet of golf carts in 2019, and when purchased, the new fleet of golf carts will be internally financed from the Central Equipment Fund with annual payments back to the Central Equipment Fund using Golf Course revenues.

2013 Operating Deficit

At the end of the 2013 operating year, Inver Wood Golf Course had a cash deficit of \$78,000. The City Council approved an internal loan (Central Equipment Fund/Host Community Fund) to cover the deficit with the expectation the loan would be paid back over a 3-year period. Inver Wood has successfully made annual installments of \$26,000 in 2014, 2015, and 2016. The operating debt has been successfully retired.

2015 Capital Equipment Purchases

In February 2015, Inver Wood purchased 3 pieces of capital equipment for the golf course for a total of \$92,300. One piece was paid for with cash from the golf course fund while the remaining two (2) pieces were internally financed with a loan from the Central Equipment Fund. Inver Wood successfully made the annual installment of \$29,600 in 2015 and 2016. Inver Wood will make the final payment of \$29,600 in 2017 at which time the loan will be successfully retired.

It is expected that Inver Wood will purchase additional equipment in 2018 and will use a similar internal financing plan and 3-year repayment schedule.

2016 Golf Course Improvements

In March of 2016, the City Council approved the driving range, bunker(s), and irrigation improvement project at Inver Wood for a total of \$2,183,023. The project was financed with \$135,023 of cash from Inver Wood operations and an internal loan from the Central Equipment Fund of \$2,048,000 which will be paid back using golf course revenue over a 25-year period beginning in 2018. Annual payments will be \$82,000.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Proposed 2018-2022 Capital Improvement Budget(s)

Meeting Date: December 13, 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

Information provided to the Commission is for review purposes only.

SUMMARY

Attached are copies of the 2018-2022 Capital Improvement Budgets for the Park and Recreation Department. Highlights of the individual budgets include:

Park Acquisition Fund (Fund 402)

- Heritage Village Park Improvements
- Acquisition of 5-10 acres of land in the NW Area and Park Development
- Trail along Babcock
- Upper 55th Trail

Park Capital Replacement Fund (Fund 444)

- Tennis court at Rich Valley
- Fencing and Netting

Inver Wood Golf Course (Fund 503)

- Timber Steps

Veterans Memorial Community Center (Fund 205)

- HVAC equipment
- Fitness equipment
- VMCC Parking Lot
- VMCC West Rink
- VMCC Bathrooms
- Lap Pool Shell

November 2017

Financing Plan for the 2018 – 2022 Capital Improvement Plan

City of Inver Grove Heights,
Minnesota



Prepared By:

City Staff

And

Ehlers

**City of Inver Grove Heights
Park Acquisition and Development Fund 402 - Exhibit B**

Inflation for capital items	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2016	2017	2018	2019	2020	2021	2022
Beginning Fund Balance	1,668,560	2,390,922	2,744,831	1,077,655	690,431	756,935	644,559
Sources of Funds							
Charges for services	718,805	330,000	330,000	330,000	330,000	330,000	330,000
State bonding grant			1,500,000				
Other			455,647				
Transfer in			537,750				
Interest	12,792	23,909	27,448	10,777	6,904	7,569	6,446
Total Sources of Funds	731,597	353,909	2,850,845	340,777	336,904	337,569	336,446
Expenditures							
Current							
Future projects							
Capital outlay	8,911						
Heritage Village Park			3,475,022				
NWA park acquisition			400,000	300,000		400,000	
NWA park development			400,000		200,000		
NWA trail development			50,000		50,000		100,000
NWA grade separated crossing							700,000
VMCC Babcock Trail			68,000				
Update Seidl's master plan				100,000			
North Valley/South Valley master plan				300,000			
Arbor Pointe basketball court							
Upper 55th Trail			125,000				
Transfer out	324						
Transfer to Salem Shelter							
Total Expenditures	9,235	0	4,518,022	700,000	250,000	400,000	800,000
Inflation-capital only	9,235	0	4,518,022	728,000	270,400	449,946	935,887
Ending Fund Balance	2,390,922	2,744,831	1,077,655	690,431	756,935	644,559	45,118

**City of Inver Grove Heights
Park Capital Replacement Fund 444 - Exhibit C**

Inflation for capital items	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2016	2017	2018	2019	2020	2021	2022
Beginning Fund Balance	1,012,375	1,084,752	1,295,600	1,453,556	967,891	1,149,002	1,265,514
Sources of Funds							
Franchise fees							
Transfer from General Fund	150,000	150,000	285,000	285,000	285,000	285,000	285,000
Transfer from Capital Facilities	25,000	25,000	0	0	0	0	0
Transfer from Host Community	25,000	25,000	0	0	0	0	0
Interest	6,345	10,848	12,956	14,536	9,679	11,490	12,655
Total Sources of Funds	206,345	210,848	297,956	299,536	294,679	296,490	297,655
Expenditures							
Current	61,191						
Capital outlay	72,777						
Playground equipment				100,000	75,000	150,000	75,000
North Valley/South Valley picnic shelter				500,000			
Tennis court/basketball repair			50,000	50,000	20,000		
Rich Valley well-backstop hoods			80,000				
Fishing pier				50,000			
Rich Valley tennis courts				45,000			
Streetscapes			10,000	10,000	10,000	10,000	10,000
Transfer out							
Total Expenditures	133,968	0	140,000	755,000	105,000	160,000	85,000
Inflation-capital only	133,968	0	140,000	785,200	113,568	179,978	99,438
Ending Fund Balance	1,084,752	1,295,600	1,453,556	967,891	1,149,002	1,265,514	1,463,731

**City of Inver Grove Heights
Golf Course Enterprise Fund 503- Exhibit I**

Inflation for capital items	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	2016	2017	2018	2019	2020	2021	2022
Beginning Cash Balance	449,563	283,368	394,002	388,242	348,870	310,580	273,411
Sources of Funds							
Transfer from Host Community	100,000	100,000	0	0	0	0	0
Operations	1,301,627	1,676,400	1,680,200	1,713,804	1,748,080	1,783,042	1,818,703
Other							
Interfund loan	2,047,700				-	-	-
Interest	2,586	2,834	3,940	3,882	3,489	3,106	2,734
Total Sources of Funds	3,451,913	1,779,234	1,684,140	1,717,686	1,751,569	1,786,147	1,821,437
Expenditures							
Operations	1,342,168	1,487,800	1,505,900	1,536,018	1,566,738	1,598,073	1,630,035
Future capital improvements		50,000	50,000	50,000	50,000	50,000	50,000
Capital Equipment & Capital Outlay	2,190,727	100,000	50,000	50,000	50,000	50,000	60,000
Interfund loan repayment	55,629	30,800	82,000	82,000	82,000	82,000	82,000
Golf carts	29,584			35,000	35,000	35,000	35,000
Total Expenditures	3,618,108	1,668,600	1,687,900	1,753,018	1,783,738	1,815,073	1,857,035
Inflation-capital only	2,190,727	150,000	102,000	104,040	106,121	108,243	121,449
Ending Cash	283,368	394,002	388,242	348,870	310,580	273,411	226,364

**City of Inver Grove Heights
Community Center Special Revenue Fund 205- Exhibit K**

Inflation for capital items	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2016	2017	2018	2019	2020	2021	2022
Beginning Fund Balance	149,247	(1,112,695)	(1,112,695)	(1,040,815)	(967,035)	(955,567)	(1,010,813)
Sources of Funds							
Transfer from Host Community Fund for Operations	404,081	511,700	419,700	519,400	529,788	540,384	556,600
Transfer from Host Community Fund for Capital	0	205,000	1,219,500	428,700	274,800	2,182,300	445,000
Transfer from Host Community Fund for Rink Project			73,780	73,780	73,780	73,780	73,780
Transfer from Community Projects	0	0	0	0	0	0	0
Transfer from Capital Facilities	229,196	515,000	0	0	0	0	0
Transfer in							
Central Equipment IFL							
Operations							
Charges	2,234,997	2,336,400	2,355,900	2,403,000	2,451,060	2,500,081	2,550,083
Miscellaneous	147,267	235,200	315,700	322,000	328,440	335,009	341,709
Interest	69						
Total Sources of Funds	3,015,610	3,803,300	4,384,580	3,746,880	3,657,868	5,631,554	3,967,172
Expenditures							
Operations	2,786,413	3,082,000	3,093,200	3,244,400	3,371,600	3,504,500	3,643,300
Capital Outlay							
CIP	1,491,139	721,300	1,219,500	428,700	274,800	2,182,300	445,000
Transfer out							
Total Expenditures	4,277,552	3,803,300	4,312,700	3,673,100	3,646,400	5,686,800	4,088,300
Ending Fund Balance	(1,112,695)	(1,112,695)	(1,040,815)	(967,035)	(955,567)	(1,010,813)	(1,131,941)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: December 13, 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
- Miscellaneous

Veterans Day Celebration

Over the course of the last several years the Veterans Memorial Community Center has been the host site for the State of Minnesota's Official Veterans Day Recognition Program and this year was no exception as we hosted the event on Saturday, November 11, 2017. The day began with a free community breakfast and concludes with speakers and appreciation of our military veterans. The VMCC was very busy with swim lessons, a IGHHA Hockey Tournament, and the Veterans Day celebration. We worked with the Inver Hills Assembly of God Church on overflow parking and Veterans Affairs provided a free shuttle bus service.

East Rink ADA Seating

We heard from a patron that they had understood we were installing an elevator in the East Rink as a part of the project we just completed. The patron was looking forward to the elevator being installed so they could view games from the top side of the bleachers and sit close to other parents and spectators. Unfortunately, we didn't/don't have plans to install an elevator. We are not required by ADA to have an elevator because we have accessible seating for the East Rink just inside the rink doors and will provide chair(s) to people who want to sit with someone who may be in a wheelchair while watching an event in the accessible seating area. We explained the situation to the patron as politely as possible and they were disappointed with the response.

National Guard Doors

The staff at the National Guard has let us know that the doors on the far end of the building (National Guard Main Entrance) will need to be locked 24/7/365 due to a new antiterrorism force protection measure. When the public comes to use the building for our programs and events, they will have to use the "Link Doors". We will be communicating this change to all our users as best we can. Some of the events and building users will find this to be an inconvenience and we may hear from some of those visitors.

NW Area Park Update

The City has made an offer to purchase approximately 7 acres of the Fleming property for the appraised value. Ms. Fleming has countered the offer and at Council direction Staff has responded to the Flemings counteroffer with the message that our original offer of the appraised value still stands.

We have been contacted by a resident in the NW Area seeking information on our progress regarding park land acquisition and have responded that we have been working to purchase land but have been unsuccessful in negotiating a purchase for a reasonable price.

West Rink Update

The City of Rosemount has confirmed that they along with the Rosemount Area Hockey Association are agreeable to the following terms related to the replacement of the West Rink Floor:

- City of Inver Grove Heights and City of Rosemount enter into a 10-year agreement with Rosemount repaying Inver Grove Heights in equal payments interest free

- City of Rosemount responsible for 90% of actual project costs to include: engineering, construction, new ice resurfacer
- Inver Grove Heights provides the Rosemount Area Hockey Association (RAHA) with +/- 550 hours of ice between November 1st and February 28th annually at the VMCC
- RAHA would be responsible to purchase +/- 550 hours annually at established rates
- As future ice becomes available, RAHA would have first right of refusal for the ice time
- City of Rosemount has no operational investment for the maintenance and operations of the VMCC/Grove Community Center
- City of Rosemount has no additional capital investment requirements at the VMCC/Grove Community Center
- City of Inver Grove Heights to establish the ice rates and retains 100% of all revenue

The City attorney is currently working on the development of an agreement that will outline the terms and conditions between the City of Rosemount and Inver Grove Heights. This will be brought to the CC for approval shortly after the first of the year. The City will need to hire Stevens Engineering in early January to begin the plans and specifications, so the project can be constructed between June and October 2018. The City will also be purchasing a second ice resurfacer as a part of this agreement which has a 5-6-month lead time.

Minneapolis Super Bowl Committee Events

The Minneapolis Super Bowl Committee (MSBC) has expressed interest in potentially hosting an event for Military Veterans at the VMCC. The MSBC is planning an event on Saturday, February 3rd that would include games, food, and fun and are touring potential sites. Details of the event are unknown at this time, but we will keep the Council posted should the MSBC plan to use the VMCC.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: December13, 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.