

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, February 21, 2018
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
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; March 21, 2018 Regular Meeting 7:00pm (Change due to staff conflict)
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 January 10, 2018
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 Park Dedication for Industrial Equities LLP – Case NO 18-09PUD
 - B. Consider Approval for Design Services/Plans and Specification for the Replacement of Rich Valley Tennis Court
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. 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, January 10, 2018**

1. CALL TO ORDER:

Chair Sethre called the January 10th, 2018, Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

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

Absent: Commissioner Mary Gerhardt
Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

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: Wednesday, February 21, 2018. Regular Meeting 7:00 p.m. (Change due to Valentine's Day)

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of December 13, 2017

Motion by Commissioner Farley to approve the Consent Agenda. Second by Commissioner Freer.

Aye: 7

Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Approval Heritage Village Park – Phase I

Park and Recreation Director Eric Carlson stated this evening they are requesting that the Commission consider a contract with WSB Incorporated for the Phase I improvements to be made at Heritage Village Park.

Those items include:

- A parking lot off of 65th Street
- Entrance area into the future dog park
- Fencing around the dog park
- Lighting in the parking lot and within the dog park itself

Director Carlson stated there will be no City utility work or Regional Trail work being included at this time, but those would be considered in future phases. He stated when looking at the Master Plan in 2017 and the complete dog park, we are now taking a simple approach that the user group called The Friends of the Dog Park, want basics such as the parking lot, fenced area, and a place where they can bring their dogs to. Then the group will do things that will help support the dog park operationally as well as improvements in the future such as picnic benches, shelter, and other items of which they can raise money for and donate towards, to add to the viability of the dog park in the future.

Director Carlson stated in working with WSB they are looking at hiring them for an hourly amount not to exceed \$53,000. This is to help put together the plans and specifications and get the information out to bid so we can receive bids, and then review them. After that they hope to award a contract sometime this spring in hopes to making these improvements during the 2018 construction season.

Motion by Commissioner Krech to accept this proposal as presented and get this project started. Second by Vice Chair Bauer.

Dennis Madden, 8137 Cleadis Avenue East, Inver Grove Heights, stated he was upset when he found out the houses were tied to the dog park.

Chair Sethre responded the properties that they are trying to acquire are a separate issue from this.

Mr. Madden stated he would really like to see this move along and would appreciate any support this Commission can give because it's important to people. He commented that dog owners would like to have a dog park. He stated he appreciated all this Commission is doing to keep this going and thanked them.

Commissioner Krech agreed that they want to get this going.

Charlotte Svobodny, 7953 Conroy Way, stated that she wasn't sure the Commission was aware that Dakota Woods is going to be disappearing pretty soon because the compost site is running out of room and they own the Dakota Woods property. She commented that due to that, we need a park out here.

Chair Sethre stated he didn't recall any discussion of the Commission contemplating this. He suggested that maybe they should consider the other administrative parts of similar proposals for projects. He commented that there were a lot of people who assumed that Mark's original proposal seemed pretty reasonable, but that now they seem to be adding a little bit here and there and talking dollars.

Aye: 8

Nay: 0 Motion carried.

Director Carlson stated this will be on the Monday, January 22nd City Council Meeting Agenda for their review and approval.

Commissioner Krech stated this is primary work that has to be done before they go out for bids.

Chair Sethre commented that he wasn't questioning that, but felt that when he makes a proposal, he makes a cost proposal that includes everything right up front. He commented that he just wasn't accustomed to this but felt he needed to pay a little more attention to detail.

Director Carlson placed a diagram up for the Commission so they could see the cost estimate that WSB put together as part of the Master Plan process. He stated this was what they expected the project to cost. He went on to discuss cost estimates such as the fencing which would cost approximately \$127,000, the parking lot would be \$234,000. He stated if they moved ahead with burying the overhead utility lines, that would cost approximately \$100,000. There is also some site work that needs to take place at approximately \$150,000. All this totaled about \$610,000 worth of construction costs with a contingency of 10%, which is \$61,000. They have an estimate to do the engineering and the work at a cost of \$53,000 and have a project total that is funded by a Grant that doesn't require a match, and a Grant that does require a match. He stated that WSB wants to be in the middle of what the bids will come in as. Their hopes are that some of the bids will be higher and some will be lower, and when they are able to do that they feel they have done a good job of estimating the cost of the project.

Chair Sethre stated this item has been reviewed and passed. He commented that he appreciated the additional information.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Chair Sethre asked Director Carlson if there was any additional update on the west rink?

Director Carlson responded that he reviewed a draft copy of the agreement between the City of Inver Grove Heights and the City of Rosemount as prepared by the City Attorney's office. It is still being worked on and they hope to get it to the City of Rosemount soon so it can be approved by February 12th so we can stay on schedule.

Commissioner Farley commented that the Commission keeps hearing about this agreement the last couple of months or longer. He asked if there was a problem in the negotiation? He asked why it is taking so long to get an agreement?

Director Carlson responded that for a long period of time they spoke about the high-level concept of the deal and there had not been an agreement worked on. He stated the City of Rosemount and the Rosemount Hockey Association contemplated, asked questions, and wanted more time to think about it. They made a decision in November, and then we put an agreement together in December. He stated they hope to have something to share with the City of Rosemount in the next week or two.

Commissioner Farley asked if we would be hearing more about this at the next meeting?

Director Carlson responded he hoped so.

Commissioner Krech commented that he still has railroad equipment in the yard for Heritage Village Park. He stated he has a Caboose, as well as some railroad tracks, big gears, and rollers, that they hope to set up in the Park down there. He has heard that the County is going to come and look at the items in the Spring. He just wanted to remind everyone that he has those items.

Director Carlson stated as a part of a Grant we received from the State, the County is matching a portion of that to do some historical interpretation down at Swing Bridge Park. He commented that Commissioner Krech just

mentioned some artifacts that he and former Commissioner Huffman have that are sitting on some property that he owns. He stated the County is putting some plans together on how to use those items for interpretation purposes and will be coming to look at them once the snow melts.

Commissioner Krech stated the main entrance from the bridge was stored by him too and was then welded and put down there. He also believed one of the tour gears went down there too, but the rest of the items are still in his yard. He just didn't want them to forget that the items are still there to be used in the future.

10. COMMISSION COMMENTS:

Chair Sethre stated that the Cities semi-monthly newsletter called Insights, was recently published and contains a lot of useful information about the City.

He also wanted to remind everybody that Precinct Caucuses will take place on February 6th. Please get out and get involved.

11. ADJOURN

Motion by Commissioner Tix, second by Commissioner Freer to adjourn the meeting at 7:22 p.m.

Aye: 8

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Park Dedication Requirements for Industrial Inequities LLP _ Case NO 18-09 PUD

Meeting Date: February 21, 2018
 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

Approve park dedication and trail requirements as recommended.

SUMMARY

The applicant is proposing to develop the site with 95,250 square foot office warehouse building. The property is 8.31 acres.

Park Land

The adopted Comprehensive Park Plan and Development Guide does not identify a need for a park in this general area.

The Dakota County Mendota-Lebanon Regional Trail identifies trail along the west boundary of this site as one of the segments for the trail. Dakota County has provided comments regarding this site plan and how to integrate the future trail. A 30 foot wide easement will be required to be dedicate to provide area for the trail.

Cash Dedication

It is recommended that the developer be required to provide cash in the amount of the rates in effect at the time the final plat is approved. The current 2018 rate is as follows:

Industrial Property is \$5,000/acre x 8.31 = \$41,500.

Tree Preservation

The issue of tree preservation is a planning issue and not a PRAC issue. However, the Planning Commission and City Council should be encouraged to make sure the City's ordinance related to tree preservation is followed and if the developer isn't replacing trees on a caliper per caliper inch as outlined that they are required to provide the necessary cash payment that would be deposited in the Tree Fund and used in public parks and open spaces.

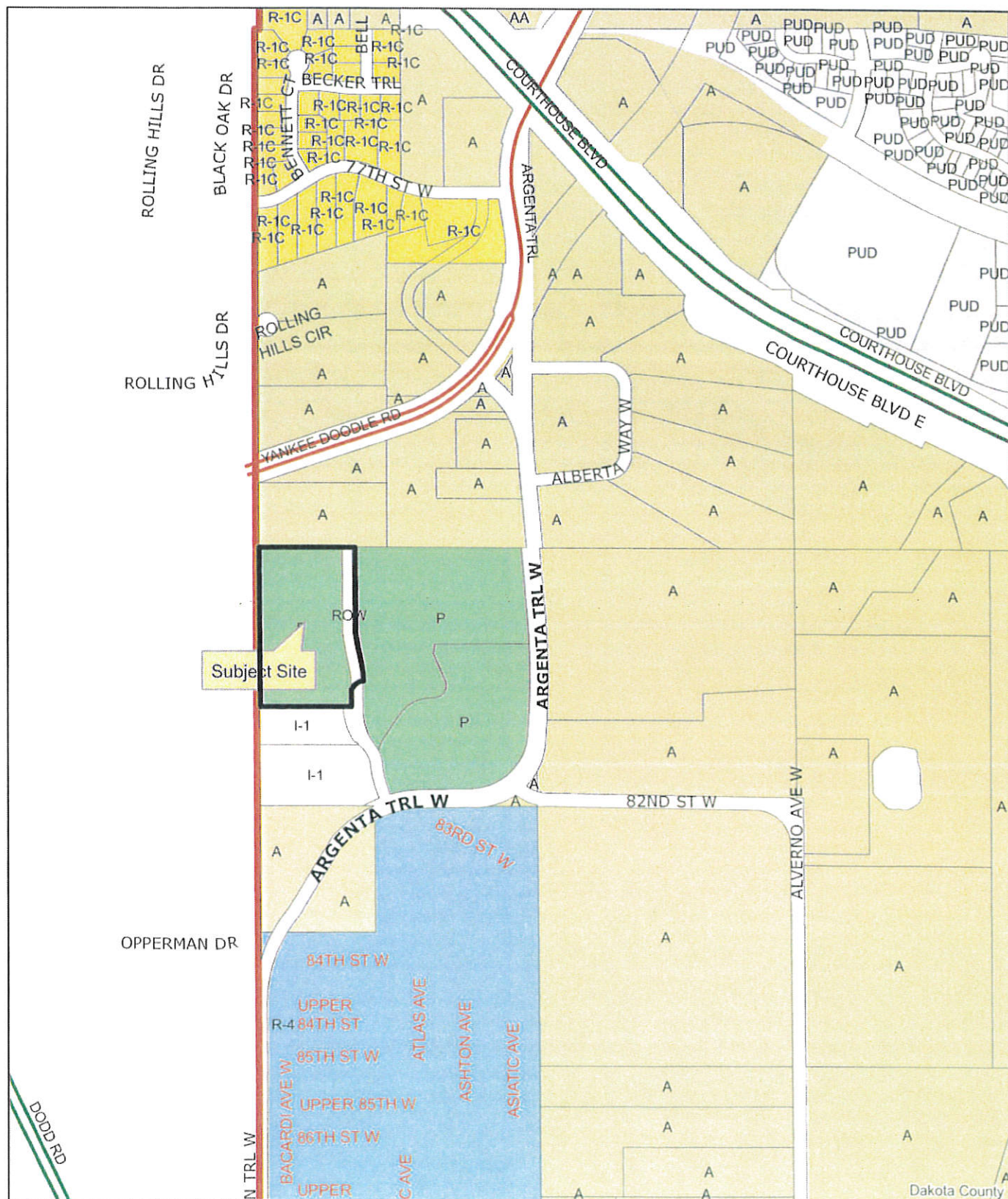
Landscaping

Given the Emerald Ash Borer (EAB) epidemic, ash trees should not be allowed to be planted and if any exist on the site they should be required to be removed.



Location Map

Case No. 18-09PUD



~of~ **INDUSTRIAL EQUITIES ADDITION**
 ~for~ **INDUSTRIAL EQUITIES GROUP, LLC**
 321 First Avenue North, Minneapolis, MN 55401
 Tel: (612) 279-2622

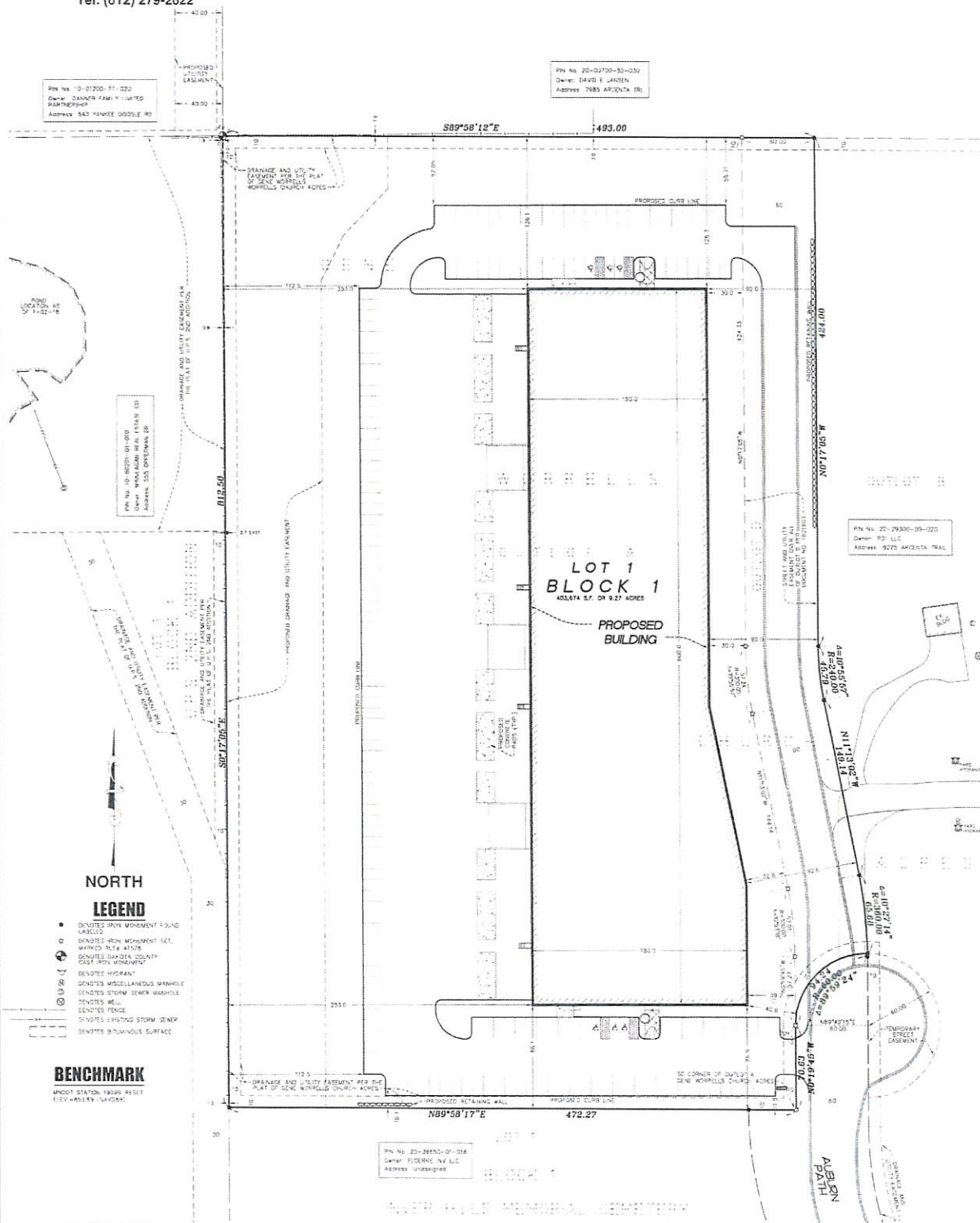
GRAPHIC SCALE



1 INCH = 40 FEET



E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-9200 Fax (651) 361-8701



PART OF SEC. 18, TWP. 27, RNG. 22



Outlet A and Outlet B, GENE NORPHELLS CREEK- 4295L, Dakota County, Minnesota

Total Site Area: 9.27 acres
 Proposed lots: 1

Current zoning is P - Public Institution
Proposed zoning is I-2 - General Industrial District

Building setbacks: Front = 40 Feet
Side = 30 Feet
Rear = 30 Feet

[illegible]

I hereby certify that this survey, plot, or report was prepared by the undersigned or under my direct supervision and that said said duly Registered Land Surveyor owns the land of the State of Minnesota.


 JAMES E. GALT
 Date 01/29/78 License No. 4157

DRAWN BY: JN		JOB NO: 1799-B		DATE: 2/19/75	
CHECK BY: JB		SCANNED ☐			
1					
2					
3					
NO	DATE	EXAMINER'S SIGNATURE		REMARKS	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Approval for Design Services/Plans and Specification for the Replacement of Rich Valley Tennis Court

Meeting Date: February 21, 2018
 Item Type: Consent 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 Design Services, Plans, Specifications, Construction Administration, Inspections and Geotechnical investigation for the replacement of the single tennis court located at Rich Valley Athletic Complex. (1841 105th St. E.) The Single Tennis Court at Rich Valley Park is approximately 30 years old and is past it's life expectancy and is no longer safe. It is recommended by staff to approve plans and specifications proposal submitted by Fred Kolkman Tennis & Sport Surfaces, LLC. The design services for the replacement of the single tennis court shall be funded by the Fund 444 and not to exceed \$12,000. The commission is asked to support the proposal to continue the process of replacing the tennis court at Rich Valley Park.

SUMMARY

During the Fall 2017, the tennis court at Rich Valley Athletic Complex was closed due to unsafe playability. The 30-year-old single tennis court has been resurfaced and cracked filled numerous times over the years and has gotten to the point of no return. The large cracks and slippery surface have been looked at by several Sport Court professionals and have been deemed beyond repair.

On January 10, 2018 Work Study Session, staff updated the Inver Grove Heights Park and Recreation Advisory Commission (PRAC) of the condition of the Rich Valley Park tennis court. Discussions indicated that given Rich Valley Athletic Complex is a highly used Park and that this single tennis court is the only court South of 80th that it should be considered for replacement. PRAC instructed Staff to bring back a proposal for Design Services and to further the discussion of replacing the tennis court.

Staff received two proposals and recommends hiring Fred Kolkman Tennis & Sport Surfaces, LLC. Fred Kolkman Tennis & Sport Surfaces specializes in sport courts replacement and assures quality construction and administration thru the whole project. If PRAC gives approval for design services, staff will share all details of bids and specifications outlining the Rich Valley Tennis Court replacement in a future meeting.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: February 21, 2018
 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



Parks & Recreation Department Department Happenings



PARKS DIVISION

Heritage Village Park Property Acquisition

The City owners of the Walser property have agreed to terms for the City to purchase the property with a closing sometime in July/August. Staff is still actively working with 3 other property owners to purchase their property.

NW Area Park Land

There has been no communication between the City and the Peltier's or Fleming's regarding property acquisition for park land purposes. We will need to continue to discuss the next step(s) so that we can begin to develop a park for the existing and future residents in the NW area. The Council is sure to hear from residents about the lack of parks during the Argenta Hills Apartment discussion that will be in front of the Council in the first quarter of 2018.

West Rink Project Update

Both Councils from Rosemount and Inver Grove Heights have approved a Joint Powers Agreement (JPA) for the West Rink improvement project. The project includes the replacement of the floor, dashboard system, and the purchase of a new Zamboni. The City of Rosemount will pay 90% of the project costs over a 10-year period and the Rosemount Area Hockey Association (RAHA) will receive 550 hours of ice time annually. The agreement benefits both cities.

GOLF COURSE DIVISION

Starter Building

The Starter Building at Inver Wood is getting a makeover. The small structure is being resided, re-roofed, and new windows installed.

Timber Steps

The timber steps from the Championship 5th-hole green to the 6th-hole tee box were replaced late last season. Golfers will appreciate the rebuilt steps as the old steps were very rotten. Steps on hole 12, 12 to 13 and 13 to 14 will be completed in the next year or two.

New Scorecards

Staff is working on updating the scorecard to reflect the changes in the golf course from our construction project. Now that the course has been evaluated and the slope rating updated, staff has been working to update the score card.



Parks & Recreation Department Department Happenings



RECREATION DIVISION

Summer Brochure

The summer brochure will hit homes the first week in March. Programs and events in this issue will cover April-August.

Explore MN

Explore MN will be doing some video shoots/photos of our sliding hill at South Valley Park as well as some of the trails at Swing Bridge Park for a new winter promo they are doing.

Spring Break (March 26-30)

We will have extended hours for the pools and have a couple of sports camps and arts camps going on for this week.

Child/Grandparent Classes

This winter we have offered some child/grandparent classes with some success. As we see more active adults in the Community Center for fitness and other programs, it is a demographic we continue to try and program for.

Preparing for Outdoor Athletic Fields

Staff is preparing and planning for outdoor field use this spring at our City-wide fields and at the Rich Valley Athletic Complex. Weather dependent, we typically have baseball use start in April and soccer in May.



Parks & Recreation Department Department Happenings



VMCC DIVISION

Arts & Crafts Fair

The Arts & Crafts Fair will be held on Saturday, February 24 from 9am-2pm. Local vendors will display and sell items for sale. The event is free and open to the public. The event continues to draw a good crowd of sellers and buyers.

Walk with Ease

The Walk with Ease program is back. Staff was able to receive an instructor grant which allowed us to again offer the program at an affordable cost. This is a great introductory program sponsored by the Arthritis Foundation that helps individuals set walking goals, get fit and get healthy. The cost is only \$10 for members and \$15 for non-members. Both daytime and evening sessions are being offered starting Feb. 26 & 27.

Indoor Triathlon

An indoor triathlon will be held on March 10 from 12-2p.m. This event involves swimming for 10 minutes, running on the treadmill for 20 minutes and cycling for 30 minutes. This is a great event that utilizes all aspects of our fitness facility.

Indoor Turf

The indoor turf at the Community Center will only be available March 9-end of the May this year due to the west rink project. Hopefully we can capture at least 50% of our revenue during the busiest months of March and April.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: February 21, 2018
 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.