

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 13, 2018
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
 - A. Introduction of our Parks & Recreation Intern – Rachel Mikel
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 11, 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 May 9, 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. Appointment of a Chair and Vice-Chair of the Parks and Recreation Commission
 - B. Consider Approval of Plans and Specifications for the Heritage Village Dog Park
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Review Park and Recreation Commissioner's Handbook
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, May 9, 2018**

1. CALL TO ORDER:

Chair Sethre called the May 9, 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, Joe Boehmer, Mark Freer, Deb Tix, Patrick Farley, and Mary Gerhardt

Parks and Recreation Director Eric Carlson and Parks Superintendent Brian Swoboda

Absent: Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

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www.invergroveheights.org

B. Find us on Facebook at Inver Grove Heights Parks & Recreation

C. Follow us on Twitter at @IGHParks

D. Next Meeting: Wednesday, June 13, 2018. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of April 11, 2018

Motion by Commissioner Farley, second by Commissioner Tix, to approve the Consent Agenda.

Ayes: 9

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

There were no public comments.

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Park Dedication Requirements for Center City Housing Corp. – Case NO 18-19SZP

Parks and Recreation Director Eric Carlson stated that the developer, in cooperation with the Church, is proposing a 40-unit family apartment building on a 5.3-acre site adjacent to River Heights Vineyard Church.

There are no plans for additional park space in the area. They are recommending that the developer pay the Cash Dedication at a rate of \$4,900.00 per unit for a total of \$196,000.

Motion by Commissioner Krech, second by Commissioner Freer, to approve Park Dedication Requirements for Center City Housing Corp. – Case NO 18-19SZP in the amount of \$196,000.

Ayes: 9

Nays: 0 Motion carried.

B. Establish a Joint Meeting with the Planning Commission

Chair Sethre stated that the joint meeting with the Planning Commission is scheduled to take place on Tuesday, June 5th at 6:00 p.m.

Motion by Commissioner Eiden, second by Commissioner Farley, to establish a joint meeting with the Planning Commission to take place on Tuesday, June 5th at 6:00 p.m.

Ayes: 9

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson commented that he didn't have anything new to highlight but would stand by for questions.

Commissioner Tix asked how successful the Inver Woods membership drive was.

Director Carlson responded that it was successful as they sold a number of memberships. Their goal was to generate between 15,000 to 20,000 rounds of golf for the golf season and they believe they would be able to accomplish that. The end of the golf season will determine the overall success.

Chair Sethre asked how things were progressing with the West Rink.

Director Carlson responded that they opened up bids for the West Rink last week and that the low bid was for approximately \$540,000. The project includes the Consultant, the west rink floor, the dasher board system, and the new ice resurfer, for a total just under \$900,000. He stated that the City of Rosemount's City Council will be considering this at their City Council meeting next Tuesday. Once approved, construction will begin after June 1st. He stated that the City of Rosemount is paying 90% of the overall cost of the project over a ten-year period.

Commissioner Farley asked if we will be having two Zamboni's.

Director Carlson responded that they will have two Zamboni's. This will take them from a 15-minute resurface time to a 10-minute resurface time, so there would be more ice available to sell. They will be making approximately \$20,000 every year due to the decrease in ice refinishing time.

Chair Sethre asked for an update on Heritage Village Park and the contamination that was on that site.

Director Carlson stated that the site was a former railroad site, and due to that, there was contamination. The City did a Response Action Plan to prepare the site for public park use. He stated that they placed two to four feet of fill over the entire site with the approval of the MPCA. He commented that with the possibility of

putting in a parking lot, electrical lines, and water lines, all of which requires digging down into the site, doing so requires rules and processes in order for that to happen. He stated that it has taken longer than expected, but that it is a process they have to go through.

Chair Sethre asked how this worked with the billing hours with Braun if they keep running into red tape.

Director Carlson stated that Braun is scheduled to do the soil borings next Tuesday and that will give them the first indication of what additional obstacles they may face, if any.

Commissioner Krech asked if they will have to haul away anything that was contaminated.

Director Carlson responded that if there is contamination found in the soil it will have to be containerized and hauled out. This will slow things down and add to costs.

B. Update on Rich Valley Tennis Court Project

Parks Superintendent Brian Swoboda stated that the City Council approved to work with Fred Kolkman Tennis and Sport Surfaces to provide design services that include specifications of the designs, construction administration, site survey, inspections, and geotechnical investigations for the Rich Valley Tennis Court project. He stated they have completed the survey and inspections and that Staff was provided with four potential rebuild options as follows:

1. Traditional method. Includes repaving and repainting.
2. A tile system. Similar to what is used in sport courts in backyards. Includes the placement of square tiles on top of the blacktop.
3. A system consisting of a thinner membrane that is placed over the top of the blacktop.
4. A "Pro-Bounce" system. This consists of a thicker membrane, similar to artificial turf, that is filled in with sand and then they add a resin. The coloring system is placed over the top. This method is becoming very popular.

He stated that Staff recommends getting quotes for the Pro-Bounce system based on many factors including geotechnical results, court conditions, warranties of the four systems, and future maintenance costs. Quotes have to be back by May 16th. It will go before the City Council on May 29th for approval. He stated that the possible start date would be June 4th with a finish date of September 1st. Once the project begins it will take about four weeks to complete. This project includes new fencing, gates, net, posts, etc.

Commissioner Freer asked if these could be used as pickleball courts.

Superintendent Swoboda responded that they will also be painting pickleball lines. He stated that since pickleball nets are lower, they will be placing clips underneath the net so people can lower and raise the net themselves to the height needed.

Chair Sethre asked if there were any other courts in the area that have this installed.

Superintendent Swoboda responded that he visited Plymouth Parks, and that Bass Lake has four tennis courts made with Pro-Bounce. He spoke with their Superintendent and was told they get a lot of use and that players are happy with it. He has heard that tennis players do not prefer the tile system.

Superintendent Swoboda passed around a sample of the Pro-Bounce system to the Commissioner's.

Director Carlson displayed a diagram of the single court at Rich Valley with the improvements shown. He stated they would have ten-foot fencing just at the ends, and four-foot fencing at the middle of the court in part to save costs. He stated they are also quoting out black vinyl versus galvanized fencing.

Superintendent Swoboda stated that the estimate for the traditional option was \$64,000 and the Pro-Bounce system was \$72,000. Over a 20-year maintenance period, the traditional method would come out to be approximately \$107,000 compared to the Pro-Bounce at \$90,000.

10. COMMISSION COMMENTS:

Vice Chair Bauer had no comment.

Commissioner Tix had no comment.

Commissioner Krech had no comment.

Chair Sethre stated that Commissions are currently seeking Applicants.

Commissioner Boehmer had no comment.

Commissioner Farley stated that he will not be accepting another term. He thanked the Commission for an amazing experience in the last three years. He commented that it has been great working with all of them. He thanked both Commissioner's Eiden and Freer for their experience over the years.

He thanked Director Carlson for his leadership in the conducting of the meetings and the department. He stated that Director Carlson does a wonderful job and works hard, he brings a lot of things forward that need to be looked at. The information he provides is timely and useful.

He thanked Tracy Petersen for doing a great job and stated that her leadership in programs speaks well to the Community.

Commissioner Freer thanked Commissioner Farley for all his work, especially the work he did with the Golf Course.

Commissioner Eiden thanked Commissioner Farley for being on this Commission.

Commissioner Gerhardt had no comment.

11. ADJOURN

Motion by Commissioner Farley, second by Commissioner Freer, to adjourn the meeting at 7:33 p.m.

Ayes: 9

Nays: 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 13, 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

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 Sethre has served as Chair and Commissioner Tix 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 the Plans and Specifications for the Heritage Village Dog Park

Meeting Date: June 13, 2018
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda
 Tracy Petersen

☐	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 Commission is asked to approve the plans and specifications for the Phase I development at Heritage Village Park for improvements related to a future dog park. The recommendation includes:

- Phase I improvements include: parking lot, fencing, lighting, overhead powerline burial for a future dog park
- No Regional Trail work is included at this time but will be considered in future phases of development
- No site amenities are included at this time
- Funding of the proposed improvements is recommended as follows:

State of MN Grant SG 2010-049 - No Match Required	\$331,000
State of MN Grant SG-04273 - Match Required 1:1	\$334,500
City 1:1 Match for Dog Park Work (402 Fund)	\$334,500
	<u>\$1,000,000</u>

SUMMARY

A dog park is an amenity that residents have asked for over the last several years with the first discussion about an off-leash dog park at a Park and Recreation Commission meeting in 2009. The Census Bureau and the American Veterinary Medical Association estimates that there are 8,000 dogs in Inver Grove Heights. The term "dog park" is generally used where the purpose and design of the park is such as to invite dogs, often in an unleashed environment. Dogs are popular and people want a safe place to socialize and exercise their dogs.

Off-leash parks offer substantial benefits as a way for dog and owner to get exercise and meet new friends. Dog parks are relatively inexpensive to maintain, have no significant history of claims and have generally been thought to be successful where they have been created. Dog parks are created for both dogs and their owners and are comparable to a family going to the park to have their children play on the playground equipment and having an opportunity for the adults visiting the park to get to know one another in a social setting.

There is an active group of residents called “Friends of the IGH Dog Park” which was formed to help the City pursue a dog park for the community. This group intends on being involved with operations, policies and procedures, and funding. The groups number one goal is to work with the City and have the City build a basic dog park. The group plans to make improvements to the park over time using fundraising and donations.

Probable Construction Costs

Xcel Energy – Bury Overhead Utility Lines (not yet confirmed by Xcel)	\$100,000
Base Construction – Parking, storm water, fencing, lighting, etc.	\$672,000
Construction – Add/Alternates	\$207,000

Probable Project Costs

WSB – Preparation of Plans & Specifications	\$55,000
Xcel Energy – Bury Overhead Utility Lines	\$100,000
Braun Intertec – Environmental	\$10,000
Base Construction – Parking, storm water, fencing, lighting, etc.	\$672,000
Construction – Add/Alternates (additional lights, drinking fountain, etc.)	\$207,000
WSB – Construction Observation and Administration	TBD

At this point we have inflated the construction estimates due to the timing of our bidding process and based on the fact that contractors got a late start this spring because of the April snowfall. If bids do not come back favorably we will consider our options. As a note, State Grant SG 2010-049 expires on December 31, 2018 and cannot be extended.

Other issues associated with a potential dog park include:

Insurance

Staff has made contact with the League of MN Cities Insurance Trust and they indicated that our insurance premiums will not be impacted should we add a dog park.

Permit Application

Dog owners wanting to use the dog park would need to fill out an application (Attachment C) on an annual basis. During the application process City staff would check to make sure the dog is licensed and vaccinated.

Rules

Working with the “Friends Group”, the City would establish rules for use of the dog park and they would need to be adopted by the City Council. A draft set of rules are attached as Attachment D.

It is important to point out that if/when a dog park is added, the “new” amenities will create a need to add more funding for the Park Capital Replacement Fund (Fund 444) of approximately \$10,000 - \$15,000 per year.

Probable Operational Expenses

Activity	Description	Probable Cost
Mowing	26 weeks x 2 hours x \$28.00	\$1,500
Trash Removal (summer)	32 weeks x 4 hours x \$17.00	\$2,200
Trash Removal (winter)	20 weeks x 3 hours x \$39.00	\$2,400
Miscellaneous staff time	52 weeks x 2 hour per week x \$28.00	\$2,900
Miscellaneous	Fence, bench, trash can, tables, parking lot, signage, lighting etc.	\$2,000
Portable Toilet	12 months x \$54/month	\$1,000
Total		\$12,000

Probable Operational Revenue

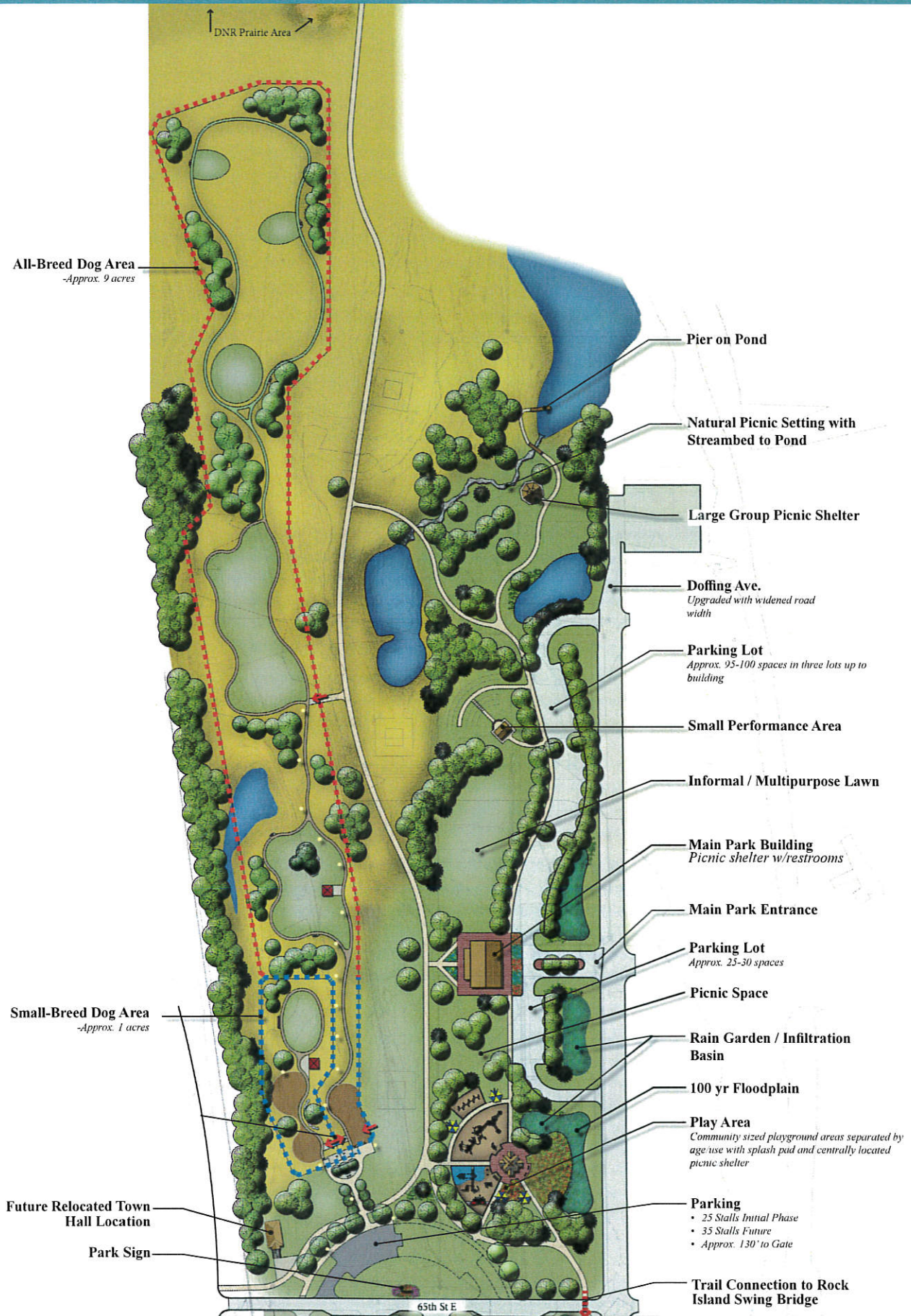
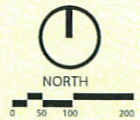
Category	Description	Probable Revenue
Annual Passes	300 x \$20	\$6,000
Daily Passes	100 x \$5	\$500
Donations		\$1,500
Total		\$8,000

Attachment A

Heritage Village Park Proposed Dog Park



Heritage Village Park ON THE MISSISSIPPI RIVER



Preliminary Master Plan

WSB Project 010132-000
February 14, 2018

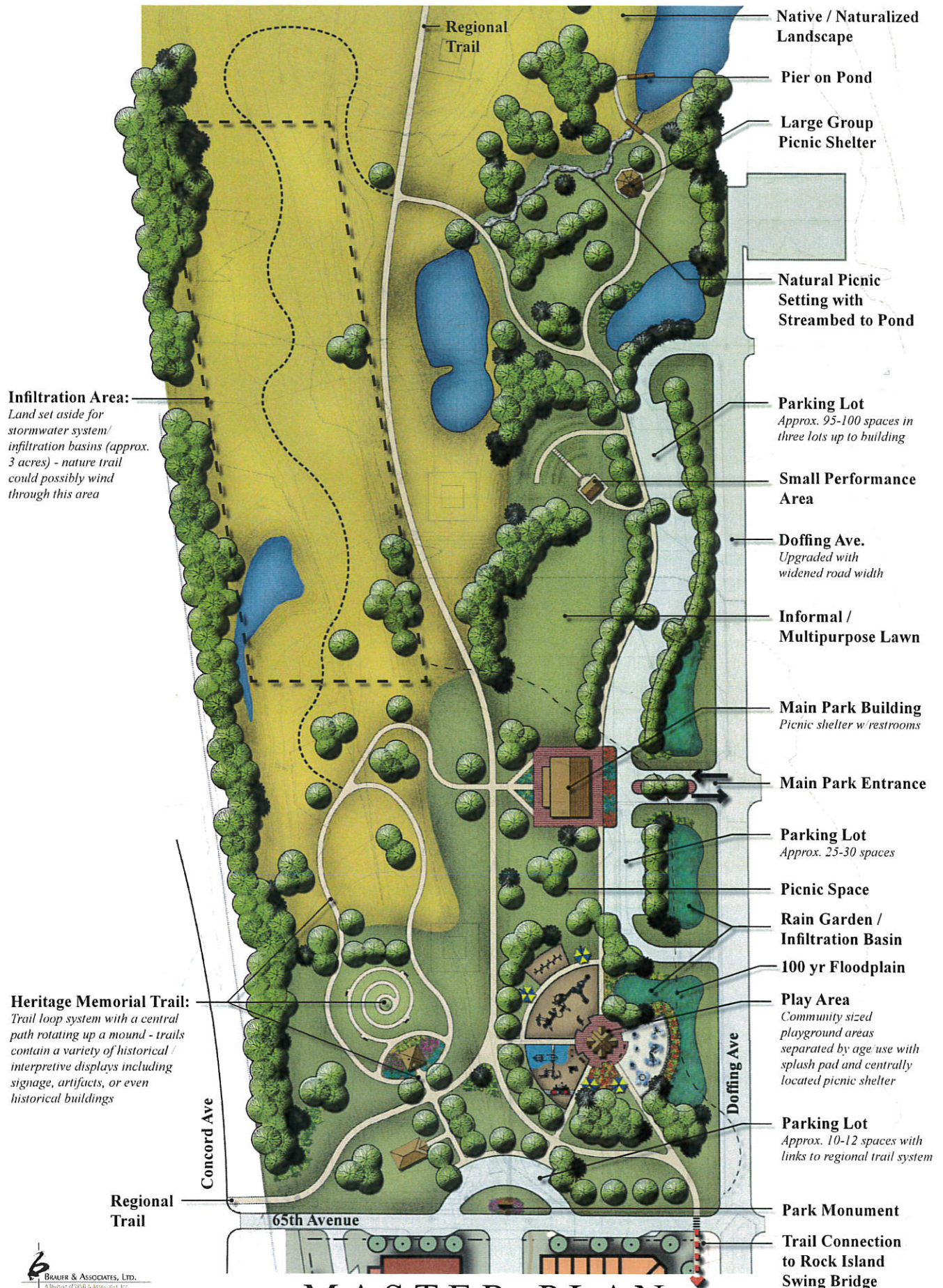
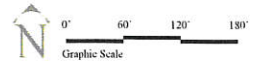


Attachment B

Heritage Village Park Master Plan



Heritage Village Park ON THE MISSISSIPPI RIVER



Attachment C

Example Dog Park Permit

City of Inver Grove Heights
Parks & Recreation Department
8055 Barbara Ave
Inver Grove Heights MN 55077

Off Leash Dog Area Permit Application

Permit Expires on December 31st

Resident Status		Resident	I understand that as a resident of Inver Grove Heights my dog(s) must have a current City of Inver Grove Heights dog license to use the Off-Leash Dog Area.			
		Non-Resident	I am a resident of another city purchasing an Off-Leash Dog Area permit.			
Dogs registered as Dangerous or Potentially Dangerous in any jurisdiction are NOT ALLOWED. By applying for this permit I certify that this dog(s) is not registered as Dangerous or Potentially Dangerous						
Dog Owner's Information:	Name		Home Phone			
	Address		Cell Phone			
	City, State, Zip		Email			
Dog 1 Information	Dog Name		Breed		Coat Color	
	Gender	License	Required: Residents Only By checking YES I certify my dog(s) is/are currently with their rabies vaccinations.		Yes	No
	Required: Non-Residents ONLY I have attached a copy of my dog(s) current rabies vaccination				Yes	No
Dog 2 Information	Dog Name		Breed		Coat Color	
	Gender	License	Required: Residents Only By checking YES I certify my dog(s) is/are currently with their rabies vaccinations.		Yes	No
	Required: Non-Residents ONLY I have attached a copy of my dog(s) current rabies vaccination				Yes	No

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

Acceptance of the terms and conditions of this release and adherence to Off leash Dog Area rules are conditions of permit approval, retention, and renewal. Permits may be revoked for noncompliance.

I hereby acknowledge that I voluntarily have applied to participate and use with my dog(s), the Off Leash Dog Area designated by the City of Inver Grove Heights. I understand that the acts of unleashing my dog(s) or being physically present inside the Off Leash Dog Area necessarily involves risk of injury to me, other people, my dog(s), and other dog(s) including by not limited to, risks resulting from aggressive or dangerous dog(s) unpredictable behavior, lack of training, and lack of vaccination. I expressly assume these risks and responsibility for the actions of my dog(s) and myself. I understand that no agents or employee of the City of Inver Grove Heights will supervise the xxx Off Leash Dog Area at any time. I further understand and agree that the City of Inver Grove Heights is not liable for any loss, damage, or injury of any kind sustained by any human or dog while using the Off Leash Dog Area. I therefore expressly assume all risks associated with using the Off Leash Dog Area as well as any fixtures or equipment located therein.

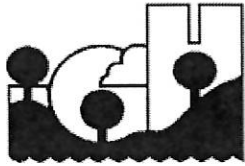
By signing this release of liability and using the Off Leash Dog Area, I hereby fully and forever release and discharge the City of Inver Grove Heights, their employees and agents from any and all claims, demands, damages, or causes of action present or future, whether the same be known and unknown, anticipated or unanticipated, resulting from or arising out of my intended use of said Off Leash Dog Area premises, facilities, or equipment.

Signature

Date

Attachment D

Example Dog Park Rules



City of Inver Grove Heights Off Leash Dog Area Rules & Regulations

1. Use of the Off-Leash Dog Area is at the discretion of the handler. The Off-Leash Dog Area is not staffed. The City makes no guarantees nor assumes any liability for the physical condition of the grounds or the behavior or vaccination history of any dog. The handler/owner assumes liability for injury or damages caused by their dog.
2. A current, annual permit must be displayed by all dog owners while in the Off-Leash Dog Area; permits may not be transferred to other dogs. The City reserves the right to revoke or reject a permit or application at any time.
3. Dog owners are required to provide proof (License #) of City dog licensure.
4. Dogs must be properly vaccinated; handlers must provide proof of vaccination (vets certification or tag) with application.
5. No more than two dogs per handler are allowed in an area at one time. A handler must be at least 16 years of age.
6. Dogs that have been declared dangerous or potentially dangerous in any community or that have a known history of aggressive behavior are not allowed in the Off-Leash Dog Area. Any dog that exhibits aggressive behaviors must be removed immediately by the handler.
7. Dogs must be under visual contact and voice control of the handler at all times. A dog is considered under voice control if it will come when called. Dogs are never to be left unattended. Permission must be granted by each handler for dogs to play or interact with another dog.
8. Dogs must be leashed prior to entering and upon leaving the Off-Leash Dog Area. A dog may not be leashed within the Off-Leash Dog Area except for immediate removal. The handler must keep the leash on their person at all times.
9. The handler must clean up after their dog in all areas of the Off-Leash Dog Area including the tall grass areas and woodlands. All waste, including trash, is to be disposed of only in a designated waste container. Use a provided bag or a comparable bag for dog waste. Do not leave empty or full bags in the mesh of the fence.
10. Children under the age of 16 are not allowed in the Off-Leash Dog Area without a supervising adult.
11. Puppies under four months of age or female dogs in heat are not allowed in the Off-Leash Dog Area.
12. No food other than pocketed dog training treats is allowed in the Off-Leash Dog Area.
13. For the protection of the natural environment and the safety of other users and dogs, no smoking is allowed in the Off-Leash Dog Area. No alcohol of any type is allowed.
14. No bicycles, strollers, or wheeled or motorized vehicles, except wheel chairs or other assistive equipment used by people with disabilities are allowed. The surface may be uneven and steep.
15. All City park rules and ordinances apply to Off-Leash Dog Area users. Off-Leash Dog Area hours are from 6 a.m. to 10 p.m. or as otherwise posted.

Attachment E

Plans & Specifications

HVP DOG PARK DEVELOPMENT PROJECT

Inver Grove Heights, Minnesota - Dakota County

City Improvement Project No. 1707
WSB & Associates, Inc. Project No. 011626-000
Issue Date June 8, 2018



SCALE: AS SHOWN
DESIGN BY: CA
CHECK BY: CA
PLAN BY: EK

REVISIONS	
NO.	DESCRIPTION

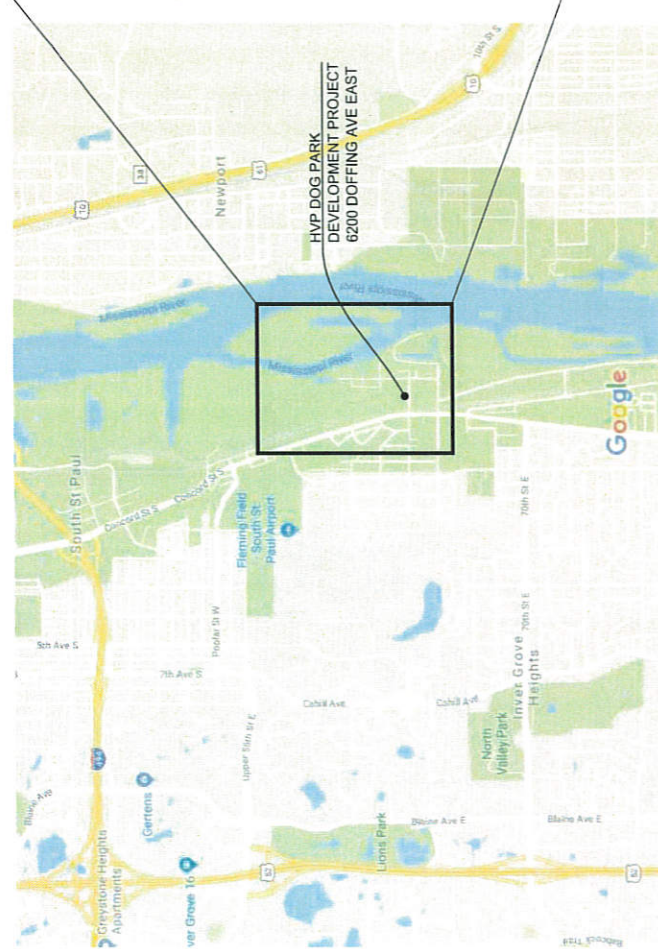
DATE: 6/08/2018
L.C. NO. 40048
CAYDACE C. AMERGO
LAWYER CERTIFY THAT THIS PLAN SPECIFICATION
ON BEHALF OF THE STATE OF MINNESOTA
DIRECT SUPERVISOR AND ARCHITECT UNDER THE
LAWYER CERTIFY THAT THIS PLAN SPECIFICATION
ON BEHALF OF THE STATE OF MINNESOTA

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

TITLE SHEET

C.P. SHEET
1707 L1.0

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
L1.0	TITLE SHEET
L1.1	GENERAL NOTES
L2.0	SWPPP
L2.1	SWPPP
L2.2	SWPPP
L3.0	OVERALL EXISTING CONDITIONS AND REMOVALS PLAN
L3.1	EXISTING CONDITIONS AND REMOVALS PLAN A
L3.2	EXISTING CONDITIONS AND REMOVALS PLAN B
L3.3	EXISTING CONDITIONS AND REMOVALS PLAN C
L3.4	EXISTING CONDITIONS AND REMOVALS PLAN D
L3.5	EXISTING CONDITIONS AND REMOVALS PLAN E
L4.0	OVERALL SITE PLAN
L4.1	SITE PLAN ENLARGEMENT AREA A
L4.2	SITE PLAN ENLARGEMENT AREA B
L4.3	SITE PLAN ENLARGEMENT AREA C
L4.4	SITE PLAN ENLARGEMENT AREA D
L4.5	SITE PLAN ENLARGEMENT AREA E
L4.6	ENLARGEMENT PLANS
L4.7	ENLARGEMENT PLANS
L5.0	OVERALL GRADING PLAN
L5.1	GRADING PLAN ENLARGEMENT A
L5.2	GRADING PLAN ENLARGEMENT B
L5.3	GRADING PLAN ENLARGEMENT C
L5.4	GRADING PLAN ENLARGEMENT D
L5.5	GRADING PLAN ENLARGEMENT E
L6.0	OVERALL LANDSCAPE PLAN
L6.1	LANDSCAPE PLAN ENLARGEMENT A
L6.2	LANDSCAPE PLAN ENLARGEMENT B
L6.3	LANDSCAPE PLAN ENLARGEMENT C
L7.0	DETAILS
L7.1	DETAILS
L7.2	DETAILS
L7.3	DETAILS
L7.4	DETAILS
L7.5	DETAILS
C1.0	UTILITY PLAN
C2.0	UTILITY DETAILS
C3.0	UTILITY DETAILS
E1.0	ELECTRICAL SITE PLAN



THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE UTILITIES HAS BEEN DESIGNATED UTILITY QUALITY LEVEL D. THESE UTILITY LEVELS WERE DETERMINED BY THE CONTRACTOR'S FIELD INVESTIGATION AND IDENTIFIED "NEARBY" ADJACENT TO THE PROJECT SITE. THE CONTRACTOR IS TO DETERMINE THE EXISTING SUBSURFACE DATA. THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERE TO.

THIS PLAN SET HAS BEEN PREPARED FOR:
INVER GROVE HEIGHTS
8055 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2500

PROJECT LOCATION MAP
1.0 SCALE: NOT TO SCALE



STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

PROJECT LOCATION/DESCRIPTION: HERITAGE VILLAGE DOG PARK
PROJECT NUMBER: MBP-01624-000
CITY/TOWNSHIP: INVER GROVE HEIGHTS
COUNTY: DAKOTA
STREET: 4211 45TH STREET EAST
STATE: MINNESOTA
ZIP: 55076
PROJECT LOCATION: LATITUDE/LONGITUDE: 44.8557/-93.0187

CONTACT INFORMATION/RESPONSIBLE PARTIES:
THE CITY OF INVER GROVE HEIGHTS, ADJACENT ROADS, AND EASEMENT AREAS ASSOCIATED WITH THE PROJECT. THE CITY OF INVER GROVE HEIGHTS IS THE OWNER PERMITTEE APPLYING FOR PERMIT COVERAGE AND WILL BE RESPONSIBLE FOR DEVELOPING THIS PLAN AND THE LONG-TERM MAINTENANCE PLAN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM FOR THIS PROJECT (IF APPLICABLE). THE OWNER WILL ENSURE THAT THE DESCRIBED WORK IN THE SWPPP IS BEING COMPLETED BY THE OPERATOR PERMITTEE.

OWNER/PERMITTEE:
CITY OF INVER GROVE HEIGHTS (ERIC CARLSON, PARKS AND RECREATION DIRECTOR)
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077
651-450-2547/ERIC@INVERGROVEHEIGHTS.ORG

THE PRIMARY CONTRACTOR WILL ENTER INTO A CONTRACT WITH THE CITY OF INVER GROVE HEIGHTS TO COMPLETE THE REQUIRED WORK. THE CONTRACTOR WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND COORDINATING WITH THE OPERATOR PERMITTEE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND COORDINATING WITH THE OPERATOR PERMITTEE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND COORDINATING WITH THE OPERATOR PERMITTEE.

THE OPERATOR WILL INSURE THAT INDIVIDUALS OBTAINING OR IMPLEMENTING THE SWPPP HAVE BEEN PROPERLY TRAINED AND THAT CERTIFICATIONS WILL BE MADE AVAILABLE UPON REQUEST. THIS INCLUDES ANY SUB-CONTRACTORS THAT THE OPERATOR EMPLOYS UNDER SEPARATE CONTRACT. THE EROSION CONTROL SUPERVISOR SHALL HAVE AUTHORITY OVER ALL OPERATIONS WHICH INFLUENCE NPDES PERMIT COMPLIANCE, INCLUDING GRADING, EXCAVATION, BRIDGE CONSTRUCTION, CULVERT INSTALLATION, UTILITY WORK, CLEARING/GRUBBING, DEMOLITION, AND ANY OTHER OPERATION THAT INCREASES THE EROSION POTENTIAL ON THE PROJECT.

THE OPERATOR WILL IMPLEMENT AND MAINTAIN BMPs FOR THE DURATION OF CONSTRUCTION PROJECT. THE OPERATOR WILL COMPLETE THE REQUIRED SITE INSPECTIONS, AND IS RESPONSIBLE FOR NPDES PERMIT REQUIREMENTS PART II.B, II.C, III.B-F, IV, V, AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C TO REMAIN IN COMPLIANCE WITH NPDES PERMIT.

OPERATOR/PERMITTEE: (TO BE DETERMINED THROUGH TRANSFER OF NPDES-CSN PERMIT)
THIS SWPPP WAS PREPARED BY AN INDIVIDUAL THAT HAS BEEN PROPERLY TRAINED IN ACCORDANCE TO PART III.F OF THE NPDES PERMIT. WSB & ASSOCIATES WILL OFFER GUIDANCE FOR COMPLIANCE WITH THE NPDES PERMIT BEFORE, DURING, AND AFTER CONSTRUCTION OF THE PROJECT.

SWPPP DEVELOPER:
KORY BONNELL
701 XENIA AVE. SOUTH, SUITE 300
MINNEAPOLIS, MN 55416
763-743-2866/KORNBONNELL@GMAIL.COM

WATER RESOURCE ENGINEER:
WATER ASSOCIATES, INC. (BILL ALME)
701 XENIA AVE. SOUTH, SUITE 300
MINNEAPOLIS, MN 55416
763-231-4445/ALME@WSA-ENG.COM

UNIVERSITY OF MINNESOTA
Kory Bonnell
Construction Manager (May 31, 2020)
Design of Construction (Bryant) (July 31, 2020)

Erosion and Stormwater Management
The owner of this plan has been trained and is qualified to implement the plan. The owner will ensure that the plan is followed and that the plan is updated as needed.

APPLICABLE FEDERAL, TRIBAL, STATE OR LOCAL PROGRAMS, THE MORE STRINGENT OF LOCAL VS. STATE VS. FEDERAL RULES SHALL APPLY WHERE THEY CONFLICT. THE OPERATOR IS RESPONSIBLE TO COMPLY WITH ALL APPLICABLE PERMITS, MINNEDOT SPECIAL PROVISION, MINNEDOT SPEC BOOK (2016 EDITION), AND MINNEDOT SPECIFICATIONS 1717.

AGENCY	CONTACTS	PERMIT	NAME	PHONE NUMBER (A-M)
NECA (EPOCH-1)	PERMIT	1	BRUCE DUTY OFFICER	612-232-0078
NECA (EPOCH-1)	PERMIT	1	BRIAN GREEN	507-206-2261/BRIAN.GREEN@STATE.MN.US
INVER GROVE HEIGHTS	PERMIT	1	ASHLEY GALLAGHER	651-480-7791/ASHLEY.GALLAGHER@CO.DAKOTA.MN.US

PROJECT DESCRIPTION & SCHEDULE
THE PROJECT INCLUDES IMPROVEMENTS TO HERITAGE VILLAGE DOG PARK LOCATED IN INVER GROVE HEIGHTS, MINNESOTA. DOG PARK IMPROVEMENTS INCLUDE CONSTRUCTION OF A FENCING LOT, FENCING AND INSTALLATION OF SECURITY LIGHTS.

TEMPERATURE CONSTRUCTION SCHEDULE (OPERATOR SHOULD PROVIDE ESTIMATED DATES OF SOIL DISTURBANCE ACTIVITIES)	ESTIMATED DATES OF SOIL DISTURBANCE ACTIVITIES
CLEARING AND GRUBBING OPERATIONS, GRADING, TEMPORARY EROSION CONTROL MEASURES	JULY - AUGUST 2018
CONSTRUCTION OF FENCING LOT, FENCING, AND INSTALLATION OF SECURITY LIGHTS	AUGUST - SEPTEMBER 2018
CONSTRUCTION OF FENCING LOT, FENCING, AND INSTALLATION OF SECURITY LIGHTS	SEPTEMBER - OCTOBER 2018
CONSTRUCTION OF FENCING LOT, FENCING, AND INSTALLATION OF SECURITY LIGHTS	NOVEMBER 2018

PRE-CONSTRUCTION IMPERVIOUS SURFACE AND DISTURBED AREA CALCULATIONS
TOTAL AREA TO BE DISTURBED = 3.0 ACRES
IMPERVIOUS AREA: PRE-CONSTRUCTION = 0.07 ACRES/POST-CONSTRUCTION = 0.5 ACRES
NET INCREASE OF IMPERVIOUS AREA = 0.43 ACRES

PERMANENT STORMWATER MANAGEMENT SYSTEMS
THE SWPPP WILL BE REVIEWED BY A QUALIFICATION BASIN SOUTH OF THE PARKING LOT WITH AN OUTLET TO THE EAST. HYDROLOGIC AND WATER QUALITY MODELING DATA IS AVAILABLE UPON REQUEST.

LOCATION	DESCRIPTION	TITLE	LOCATION
SWPPP NARRATIVE	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
SITE CONDITIONS	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
CONSTRUCTION PHASES/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
DIRECTION OF FLOW (PRE-/POST-CONSTRUCTION)	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
IMPERVIOUS SURFACES	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
TEMPORARY EROSION AND SEDIMENT CONTROL	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
POST-STATE SLOPES (3:1:1)	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
TEMPORARY EROSION CONTROL BMPs	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
STORM SEWER	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
GRADING	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
ESTIMATED BMP QUANTITIES	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
BMP DETAILS/SPECIFICATIONS	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET
HYDROLOGIC/WATER QUALITY MODELING	SWPPP NARRATIVE	SWPPP NARRATIVE	PLAN SET

EXISTING SITE CONDITIONS, SOILS, & WATER RESOURCES
SWPPP WILL BE REVIEWED BY A QUALIFICATION BASIN SOUTH OF THE PARKING LOT WITH AN OUTLET TO THE EAST. HYDROLOGIC AND WATER QUALITY MODELING DATA IS AVAILABLE UPON REQUEST.

USDA-NRCS MAPS	PERCENTAGE OF PROJECT AREA	APPROXIMATE PARTICLE SIZE RANGE (MM)	CLAY
1037- UPRIGHTS, NET	58.3%	(0.05-2.00)	N/A
100A- COMASTER, 0-24 SLOPES	40.5%	24-52%	48-76%
498- FAKON SILTY CLAY LOAM	0.6%	0-20%	80-100%

DESCRIPTION OF EXISTING MATERIALS LOCATED WITHIN 1-MILE: STORMWATER FROM THIS PROJECT WILL BE CONVEYED INTO A BIORETENTION BASIN LOCATED SOUTH OF THE CONSTRUCTED PARKING LOT WITH AN OUTLET TO THE EAST. STORMWATER WILL ULTIMATELY DISCHARGE TO THE MISSISSIPPI RIVER.

DESCRIPTION OF IMPAIRED WATERS OR WATER SUBJECT TO INDEBT: A SPECIAL AND IMPAIRED WATER SEARCH WAS COMPLETED DURING THE MRCA SEARCH. THE MRCA SEARCH IDENTIFIED THE MRCA SEARCH AREA AS BEING IMPAIRED. THE MRCA SEARCH IDENTIFIED THE MRCA SEARCH AREA AS BEING IMPAIRED. THE MRCA SEARCH IDENTIFIED THE MRCA SEARCH AREA AS BEING IMPAIRED.

POTENTIAL FOR SEDIMENT AND/OR OTHER POLLUTANT(S) DISCHARGING FROM THE PROJECT SITE
SEDIMENT DISCHARGING OFF-SITE FROM A 0.5 INCH RAINFALL WITHIN A 24 HOUR PERIOD. THE NOAA ATLAS 14 POINT PRECIPITATION FREQUENCY ESTIMATE FOR THE PROJECT LOCATION WAS REVIEWED AND USED FOR ANTICIPATED INSPECTION FREQUENCY, BMP DESIGN, AND ESTIMATING CONSTRUCTION ACTIVITIES IN THIS SWPPP. ATLAS 14 RESULTS DO NOT NECESSARILY REFLECT ANY DESIGN CRITERIA IN THE PERMANENT STORMWATER MANAGEMENT SYSTEM.

ROUTING INSPECTION AND BMP MAINTENANCE BY THE OPERATOR IS CRUCIAL IN ENSURING THE FUNCTIONALITY OF EACH BMP. STEEP SLOPES AND OTHER ENVIRONMENTALLY SENSITIVE AREAS THAT ARE AT A HIGHER RISK OF SEDIMENTATION ARE DEFINED IN THE SWPPP (IF APPLICABLE).

CONSTRUCTION PHASING/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED
THE PRESERVED AREAS OF EXISTING VEGETATION WILL BE IDENTIFIED ON PLANS AND MARKED AS "DO NOT DISTURB AREAS". THE PRESERVED AREAS OF EXISTING VEGETATION WILL BE IDENTIFIED ON PLANS AND MARKED AS "DO NOT DISTURB AREAS". THE PRESERVED AREAS OF EXISTING VEGETATION WILL BE IDENTIFIED ON PLANS AND MARKED AS "DO NOT DISTURB AREAS".

THERE IS NO CONSTRUCTION PHASING OR STAGING DEFINED BY THE OWNER FOR THIS PROJECT. THE SCHEDULE FOR INSTALLING THE SWPPP WILL BE REVIEWED BY A QUALIFICATION BASIN SOUTH OF THE PARKING LOT WITH AN OUTLET TO THE EAST. STORMWATER WILL ULTIMATELY DISCHARGE TO THE MISSISSIPPI RIVER.



SCALE: AS SHOWN
DESIGN BY: ML
CHECK BY: CA
WSB PROJECT NO.: 01624-000

NO.	DATE	DESCRIPTION
1		
2		
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DATE: 6/20/2018
LIC. NO.: 00946
CANADIAN C. MERRIS
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR DESIGN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

SWPPP

CP. SHEET
1707 12.0

ENVIRONMENTALLY SENSITIVE AREAS
SLOPES: EXISTING AND PROPOSED SLOPES 1 IN 3 (33.3% AND STEEPER), THAT ARE PROPOSED TO BE DISTURBED ARE ILLUSTRATED ON THE PLAN SHEETS. STEEP SLOPES MAYBE TEMPORARILY CREATED DURING GRADING OPERATIONS, AT WHICH TIME TEMPORARY BMPs MUST BE IMPLEMENTED BY THE OPERATOR (THROUGH AN APPROVED SWPPP AMENDMENT) WITHIN 7 DAYS OF CEASING WORKING ON THE SLOPE.

CONTAMINATED PROPERTIES: THE NJPCA'S "WHAT'S IN MY NEIGHBORHOOD" DATABASE (PCA-15015002303 PCA STATE.WM.US/WMNJ/INDEX.HTML) WAS REVIEWED ON 06/04/2018. A PHASE I ENVIRONMENTAL ASSESSMENT HAS BEEN COMPLETED FOR THE PROPERTY (FEB., 2009 - AVAILABLE UPON REQUEST). THE SITE HAS AN ENVIRONMENTAL COVENANT THAT RESTRICTS USE AND A RESPONSE ACTION PLAN HAS BEEN DEVELOPED FOR THE SITE. PRIOR TO CONSTRUCTION, THE CONTRACTOR MUST OBTAIN AND ADDRESS TO THIS EFFECTS STUDY IN THAT DOCUMENT.

WASTEWATER POLLUTION MITIGATION MEASURES (AS IDENTIFIED FROM ENVIRONMENTAL REVIEW): A FORMAL ENVIRONMENTAL REVIEW IS REQUIRED FOR THIS PROJECT. NO ADDITIONAL SCREENING-RELATED MITIGATION MEASURES APPLY.

WAGST AREAS. THERE ARE NO KNOWN KARST AREAS WITHIN OF ADJACENT TO THE PROJECT LIMITS.

7. SITE PLAN REQUIRED AREAS: AREAS OF HIGH ENVIRONMENTAL RISKS ARE KNOWN TO BE LOCATED WITHIN OR IMMEDIATELY ADJACENT TO THE PROJECT LIMITS, AS IDENTIFIED ON THE SITE PLAN. OPERATOR SHALL SUBMIT A SITE PLAN FOR THE SITE STRIPPED TO THE RENTED LAND, AS IDENTIFIED ON THE SITE PLAN. EACH SITE PLAN MUST INCLUDE PROPOSED ACTIVITIES, CORRESPONDING PROPOSED TEMPORARY EROSION AND SEDIMENT CONTROLS, AND MUST DETAILS PER SECTION 3717 OF THE MNOT STANDARD SPECIFICATIONS FOR CONSTRUCTION. SITE PLANS MUST BE APPROVED BY PROJECT ENGINEER PRIOR TO INITIATING THE SPECIFIED WORK WITHIN EACH SITE PLAN AREA.

FLOOD CONTINGENCY PLAN: PROJECT ACTIVITIES MAY OCCUR WITHIN THE 100-YEAR FLOODPLAIN OR FLOODWAY. THEREFORE, THE REQUESTING ENGINEER IN THEIR DISCRETION MAY REQUIRE A CONTINGENCY OR EMERGENCY PLAN FOR SPECIFIC PROJECT ACTIVITIES AND MEANS IF PERSONAL FACILITIES OR RESOURCES ARE AT RISK OF FLOODING ABOVE AREAS WITHIN THE PROJECT FLOODPLAIN. THE REQUESTING ENGINEER SHALL BE RESPONSIBLE FOR PROVIDING A MINIMUM OF 72 HOURS ADVANCE NOTICE TO THE SCHEDULED WORK AND/OR DURING ACTIVE WORK WITHIN THE FLOODPLAIN. NO WORK WITHIN THE FLOODPLAIN CAN BE SUSPENDED UNTIL WRITTEN APPROVAL/NOTICE TO PROCEED FROM THE PROJECT ENGINEER IS RECEIVED.

PISH EXCLUSION DATES: PROJECT ACTIVITIES ARE NOT PROPOSED WITHIN ANY DHE WATERBODIES. PISH EXCLUSION DATES DO NOT APPLY TO THIS PROJECT.

ADDITIONAL, THERE ARE NO NET AND IMPACTS PROPOSED WITH THIS PROJECT.

DRINKING WATER SUPPLY MANAGEMENT AREA (DWSMA) : THE PROJECT IS NOT LOCATED IN A DRINKING WATER SUPPLY MANAGEMENT AREA.

INSPECTION. SWPPP AMENDMENTS. RECORD KEEPING. & TRAINING.

1. THE OPERATOR SHALL BE RESPONSIBLE FOR THE IDENTIFICATION OF RESPONSIBLE SITE OWNERS AND CONTRACTORS.
2. OPERATORS (LESSON CONTROL SUPERVISOR, SUB-CONTRACTORS, ETC.) ARE KNOWN TO CONSTRUCT AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GATE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND INSPECT A RAINFALL EVENT GATE THAT IS LESS THAN 0.5 INCHES IN 24 HOURS. THE OPERATOR SHALL PROVIDE A RAINFALL GAUGE ON-SITE, WITHIN ONE MILE OF THE SITE. LOCATION AND SOURCE OF THE RAINFALL GAUGE OR REPORTING SYSTEM MUST BE DOCUMENTED IN THE FIRST SHMP INSPECTION REPORT. THE INSPECTION FREQUENCY MAY BE REDUCED TO ONCE PER MONTH, IF SITE CONDITIONS MEET PART IV.E.3 OF THE HPDES PERMIT. ALL INSPECTIONS AND MAINTENANCE CONDUCTED MUST BE RECORDED IN WRITING BY THE OPERATOR AND RETAINED WITH THE SHMP. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:
 - A. DATE, TIME, NAME(S) OF PERSON(S) CONDUCTING INSPECTIONS;
 - B. COMMENTS CONCERNING OBSERVATIONS INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS;
 - C. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); INCLUDING DOCUMENTATION/PHOTOS OF IMPLEMENTED BMS INTENDED TO CORRECT A PROBLEM BUT FAILED;
 - D. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 0.5 INCHES) IN 24 HOURS;
 - E. DOCUMENTATION OF CHARGES MADE TO THE SPANNER BY THE OPERATOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE), ALL OWNER ACCEPTED AND DENIED SHPP AGREEMENTS AND SITE PLANS MUST BE RECORDED IN WRITING RETAINED WITH THE SHMP.
3. THE SHPPF SITUATIONS UNDER PART III.B OF THE HPDES PERMIT, PRIOR TO CONDUCTING SPECIFIC STAGES/FRASES OF THE PROJECT, AS REQUIRED BY THE PERMITTER AND CHARGES TO THE SHPP, PROJECT MANUAL, AND INSPECTIONS/MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE OPERATOR WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SHPPF CAN BE KEPT IN THE FIELD OFFICE OR ON-SITE VEHICLE DURING NORMAL WORKING HOURS.
4. THE OPERATOR MUST ASSIGN A TRAINED INDIVIDUAL(S) (PERMANENT TO PART III.A.3 & III.F.1 TO OVERSEE THE REVISION/AMEND IMPLEMENTATION, MAINTENANCE, AND REPAIR OF BMS). THIS INDIVIDUAL SHALL BE AVAILABLE ON AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE PERMITTED OWNER (OR ITS RESIGNEE), LOCAL GOVERNMENT UNITS, OR MPC.
- 5.

COLLUSION PREVENTION MANAGEMENT MEASURES

- POLLUTION PREVENTION MANAGEMENT MEASURES**
- POTENTIAL SOURCES OF POLLUTANTS FROM CONSTRUCTION ACTIVITIES INCLUDE: SEDIMENT AND EROSION DUST GENERATED FROM GRADING AND GRUBBING, IMPACT/EXPORT OPERATIONS, REMOVALS/COMPACTION, MACHINERY OILS, EXCAVATIONS, TRENCHING, TOPSOIL STRIPPING STOCKPILING, WET/DRY PAVEMENT CUTTING, STREET ADJUTMENTS, WET/DRY PAVEMENT CURBING, MASONRY WASHOUT/CLEANOUT, BASIC/ACTING PW LEVELS FROM CURB AND GUTTER, MANHOLE STRUCTURES, SIDEWALKS, DRIVEWAY APRONS, FOUNDATIONS, BRIDGE APPROACHES, ETC.
- EXCESS NUTRIENTS FROM LANDSCAPING INSTALLATIONS, SOIL ADDITIVES, FERTILIZATION, MULCHING.
- EXCESSIVE EROSION FROM STEEP CONSTRUCTION, DEMOLITION/REMOVALS, WET/DRY PAVEMENT CUTTING.

OPERATOR WILL COMPLY WITH ALL OF THE POLLUTION PREVENTION AND MANAGEMENT MEASURES IDENTIFIED IN THE NPDES-CSW PERMIT, PART V 1-4. IN ADDITION, OPERATOR WILL COMPLY WITH STATE RULE 701.0150 ON DUST PREVENTION REQUIREMENTS. OPERATOR WILL SUBMIT A SPILL PREVENTION AND RESPONSE PLAN (SPRP) TO THE ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY. OPERATOR WILL BE IN COMPLIANCE WITH MPCA REGULATIONS, AND DISPOSAL OF CONSTRUCTION AND HAZARDOUS WASTES MUST BE IN COMPLIANCE WITH MPCA REGULATIONS.

CONSTRUCTION ACTIVITY REQUIREMENTS (PART IV.): EROSION CONTROL PRACTICES, PROCEDURES, & MAINTENANCE

STANDARDS

THE OPERATOR IS RESPONSIBLE FOR THE INSTALLATION, OPERATION, AND CONTINUED MAINTENANCE OF ALL TEMPORARY AND PERMANENT WATER QUALITY MONITORING DEVICES, INCLUDING PREVENTION AND REMEDIATION CONTROL BARS. FOR THE BARRIER METHOD, THE OPERATOR MUST MAINTAIN THE WATER LEVELS TO PREVENT EROSION. ALL BMPs MUST BE ADEQUATELY MAINTAINED TO PREVENT EROSION. THE SITE UNTIL FINAL STABILIZATION IS ACHIEVED. ALL BMPs MUST BE ADEQUATELY DESIGNED, INSTALLED, AND MAINTAINED TO PREVENT EROSION FROM A MINIMUM OF 0.5 INCH TOTAL RAINFALL EVENT WITHIN 24 HOURS.

ALL NONFUNCTIONAL BMPs MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPs BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED IN THE SWPPP. ALL ERODED MATERIAL THAT LEAVES THE SITE SHALL BE COLLECTED BY THE OPERATOR AND RETURNED TO THE SITE AT THE OPERATOR'S EXPENSE AND INDIVIDUAL TO THE PROJECT COST.

TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED AS SOON AS POSSIBLE, BUT NO LATER THAN THE END OF THE NEXT WORKED DAY FOLLOWING THE DAY EARTH-DISTURBING ACTIVITIES IN THAT PORTION OF THE SITE WAS TEMPORARILY OR PERMANENTLY CEASED. ALL EXPOSED SOIL AREAS SHALL BE STABILIZED WITHIN 14 DAYS OF THE DATE WHEN EARTH-DISTURBING ACTIVITIES IN THAT PORTION OF THE SITE WAS TEMPORARILY OR PERMANENTLY CEASED. STABILIZATION IS DEFINED AS COMPLETING ONE OR MORE OF THE FOLLOWING: SOIL TREATMENT OR TEMPORARY OR PERMANENT VEGETATION (SEEDING, MULCHING, OR OTHER TEMPORARY NON-VEGETATIVE BMP), SEEDING/PLANTING, OR SOIL TREATMENT. SOIL TREATMENT MEASURES MAY BE INITIALLY INSTALLED AND COMPLETED WITHIN THE 2 DAY TIMEFRAME.

ALL EXPOSED SOILS WITHIN 200 FEET AND DRAINING TO A DNR PUBLIC WATER MUST BE STABILIZED WITHIN 24 HOURS OF TEMPORARY CEASING WORK DURING THE FISH SPANNING PERIOD. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT CLAY, OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES, CRUSHED ROCK STOCKPILES, AND OTHER STOCKPILES) AND THE CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES ARE EXEMPT FROM THIS REQUIREMENT.

TEMPORARY & PERMANENT EROSION CONTROL BMPs

TEMPORARY & PERMANENT EROSION CONTROL METHODS
RAPID STABILIZATION METHOD #1: THIS METHOD SHALL CONSIST OF TYPE 1 MULCH (2 TON PER ACRE) WITH DISC ANCHORING BE APPLIED IN AREAS THAT HAVE BEEN UNWORKED FOR 7 DAYS. THIS METHOD SHALL BE USED ON SLOPES OF 3:1 AND LESS. OPERATOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:
1. DISC ANCHORING SHALL BE DONE AT A MINIMUM OF 90% COVER
2. MULCH SHALL BE APPLIED AT A MINIMUM OF 90% COVER
3. INTERMEDIATE EROSION CONTROL SHALL BE DONE AT A MINIMUM OF 90% COVER

RAPID STABILIZATION METHOD #2: THIS METHOD SHALL CONSIST OF TYPE 3 MULCH (1.5 TON PER ACRE) AND 38# TYPE HYDRAULIC MULCH (750 LBS PER ACRE) BE SPREAD IN AREAS THAT HAVE BEEN UNWORKED FOR 7 DAYS. THIS METHOD SHALL BE USED ON SLOPES LESS THAN 3:1.

IN RAPID STABILIZATION METHOD #4: THIS METHOD SHALL CONSIST OF CATEGORY 3 EROSION CONTROL BLANKET (NATURAL NET ONLY) IN COMBINATION WITH KNEOT SEED MIX 22-111 (2 LBS PER 100 SQ. YD.) AND TYPE 3 SLOW RELEASE FERTILIZER (8 LBS PER 100 SQ. YD.). THIS IS AN ACCEPTABLE BMP FOR DISTURBED AREAS ADJACENT TO ENVIRONMENTALLY SENSITIVE AREAS, SURFACE WATERS, AND DITCH BOTTOMS.

SOIL/SEED MIX: MNDOT SEED MIX AND/OR SOIL WITH APPROPRIATE MNDOT FERTILIZER WILL BE USED AS PERMANENT COVER FOR ALL EXPOSED GROUND AREAS PER MANUFACTURERS SPECIFICATIONS.

EROSION CONTROL BLANKET: A MNDOT CLASSIFIED EROSION CONTROL BLANKET SHALL BE ADDED IN COMBINATION WITH SEED MIX/FERTILIZER TO ALL AREAS SLOPED AT 3:1 OR GREATER, HIGH PRIORITY AREAS, AS WELL AS IN OR NEAR DITCH BOTTOMS TO ESTABLISH PERMANENT EROSION CONTROL.

HYDRO-MULCH TYPE #384, B: HYDRAULIC SOIL STABILIZER IN COMBINATION WITH A TACKIFIER WILL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS TO EXPOSED SOILS AREAS TO PROVIDE TEMPORARY LONG-TERM OR PERMANENT COVER FOR VEGETATION ESTABLISHMENT.

TEMPORARY WINTER COVER: AREAS OF EXPOSED SOILS THAT ARE NOT COMPLETED BEFORE THE WINTER WILL BE STABILIZED WITH TYPE #3 (CERTIFIED AS NEED FREE) ADJACENT TO WETLAND OR STORMWATER PONDS. ALL OTHER DISTURBED AREAS SHALL BE STABILIZED WITH TYPE #1 MULCH, UNLESS ALTERNATIVE MORE PROTECTIVE BMPs ARE SPECIFIC WITHIN THE SWPPP. ALL EXPOSED SOILS SHALL BE STABILIZED BEFORE CONSTRUCTION IS COMPLETED FOR THE SEASON.

STORM SEWER OUTLETS: PIPE OUTLETS MUST HAVE TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER HYDRAULIC CONNECTION TO A RECEIVING SURFACE WATER.

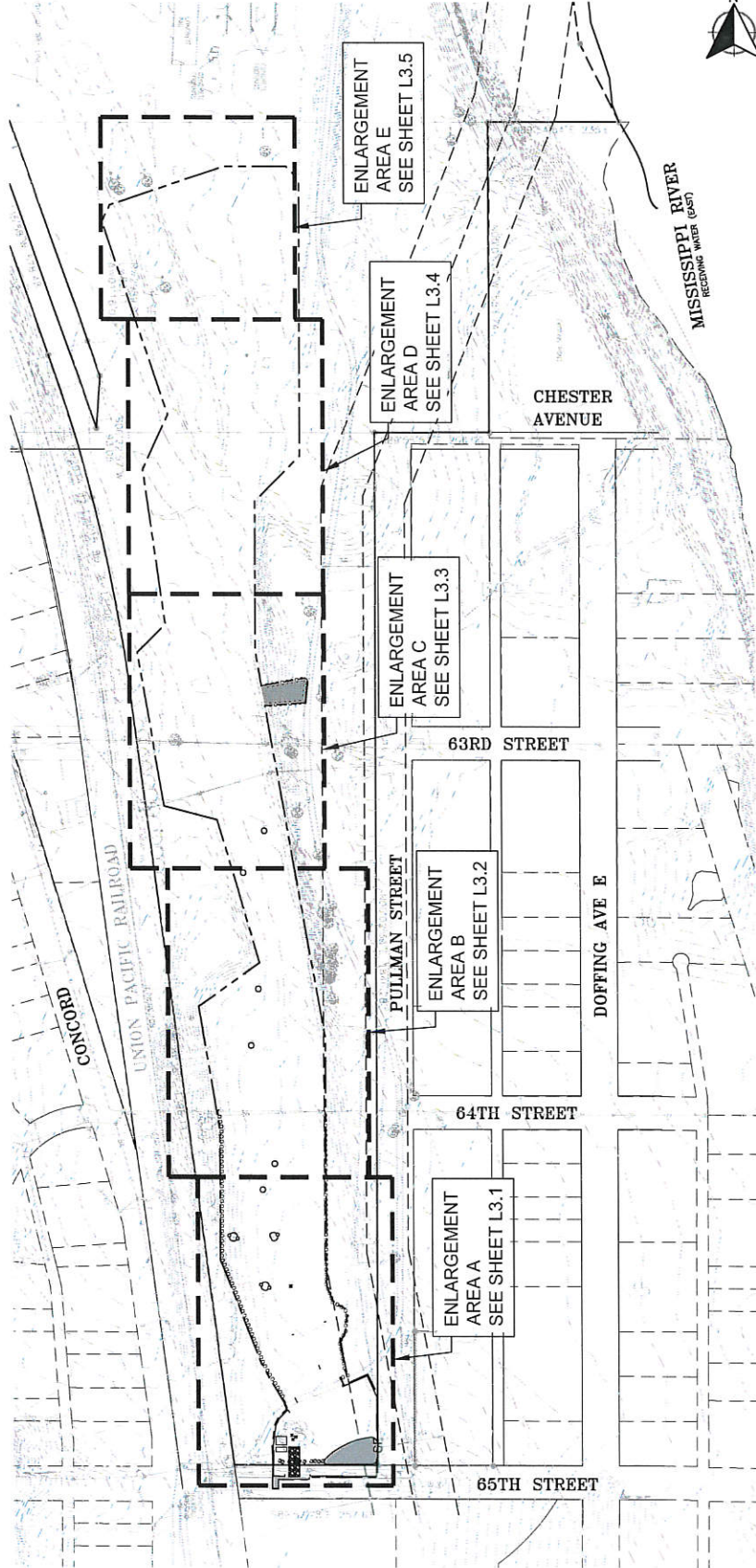
CONSTRUCTION ACTIVITY REQUIREMENTS (PART IV.): SEDIMENT CONTROL PRACTICES, PROCEDURES, & MAINTENANCE

STANDARD: UPLAND PERIMETER CONTROL BMPs SHALL BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS AND UP GRADIENT OF ANY BUFFER AREAS. PRIOR TO INITIATING UP GRADIENT LAND DISTURBANCE ACTIVITIES, UPLAND PERIMETER CONTROL BMPs SHALL BE PLACED AS CLOSE AS POSSIBLE TO FOLLOW A SINGLE CORNER ELEVATION. ALL SILT FENCES MUST BE REPAIRED, REPLACED, OR MAINTAINED WITHIN THEY BECOME NONFUNCTIONAL, OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE FENCE. ALL REPAIRS MUST BE COMPLETED BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. PLANTING WITHIN UPLAND PERIMETERS SHALL BE INITIATED AS CLOSE TO THE SHORELINE AS POSSIBLE TO PROVIDE A BUFFER. UPLAND PERIMETER CONTROL MUST BE INSTALLED IF EXPOSED SOILS CONTINUE TO BE PRESENT TO THE SHELFED WATER.

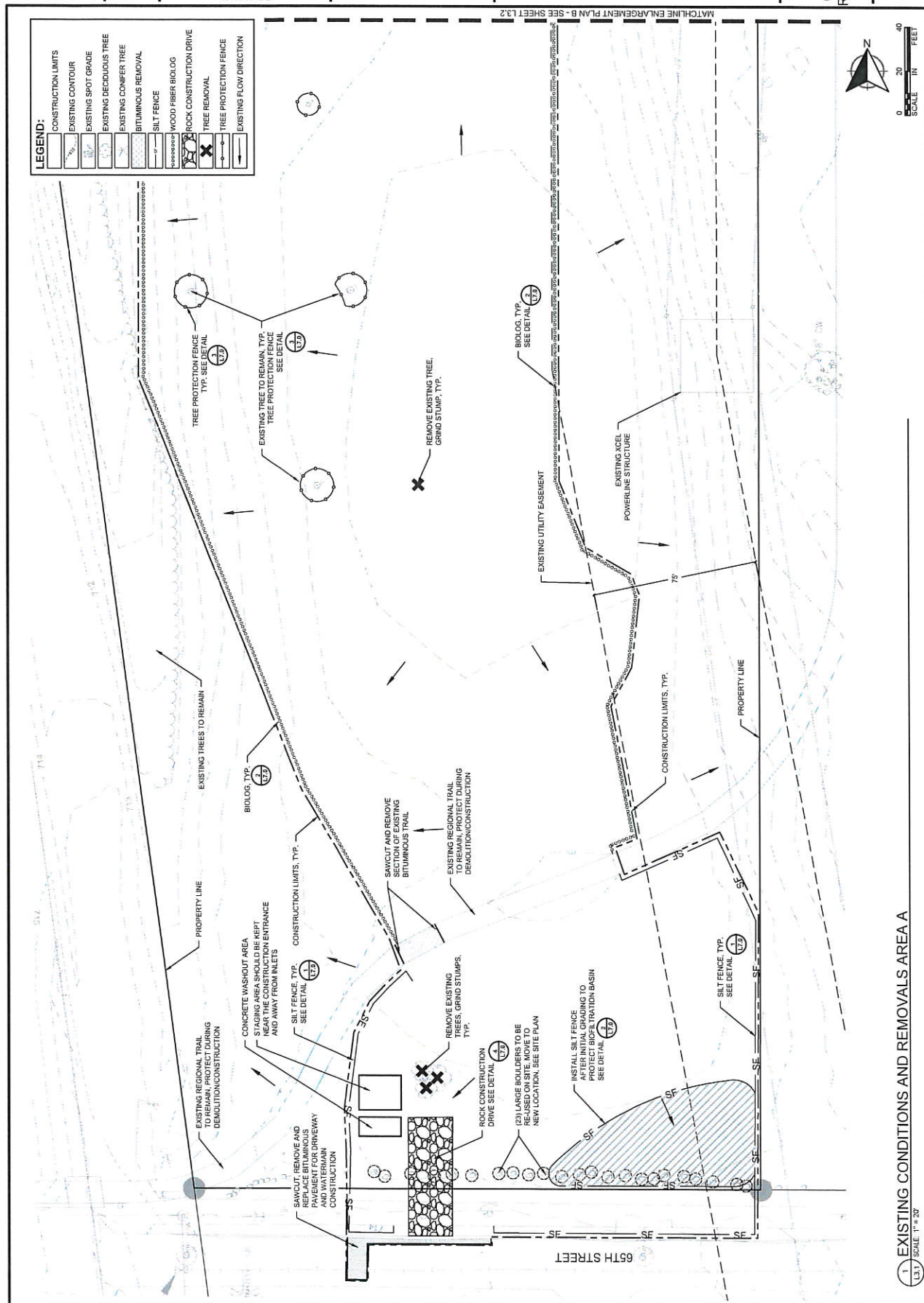
SURFACE WATERS INCLUDING OFF-SITE AND DOWNSTREAM DRAINAGE DITCHES, CATCH BASINS, AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. THE REMOVAL AND STABILIZATION OF EXPOSED SOILS MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. IF REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) CALENDAR DAYS OF OBTAINING ACCESS, THE

[illegible]

LEGEND:	
	CONSTRUCTION LIMITS
	EXISTING CONTOUR
	EXISTING SPOT GRADE
	EXISTING DECIDUOUS TREE
	EXISTING CONIFER TREE
	EXISTING REMOVAL
	SILT FENCE
	WOOD FIBER BIOLOG
	ROCK CONSTRUCTION DRIVE
	TREE REMOVAL
	FREE PROTECTION FENCE
	EXISTING FLOW DIRECTION



1 OVERALL EXISTING CONDITIONS AND REMOVALS PLAN
13.0 / SCALE: 1" = 200'



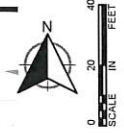
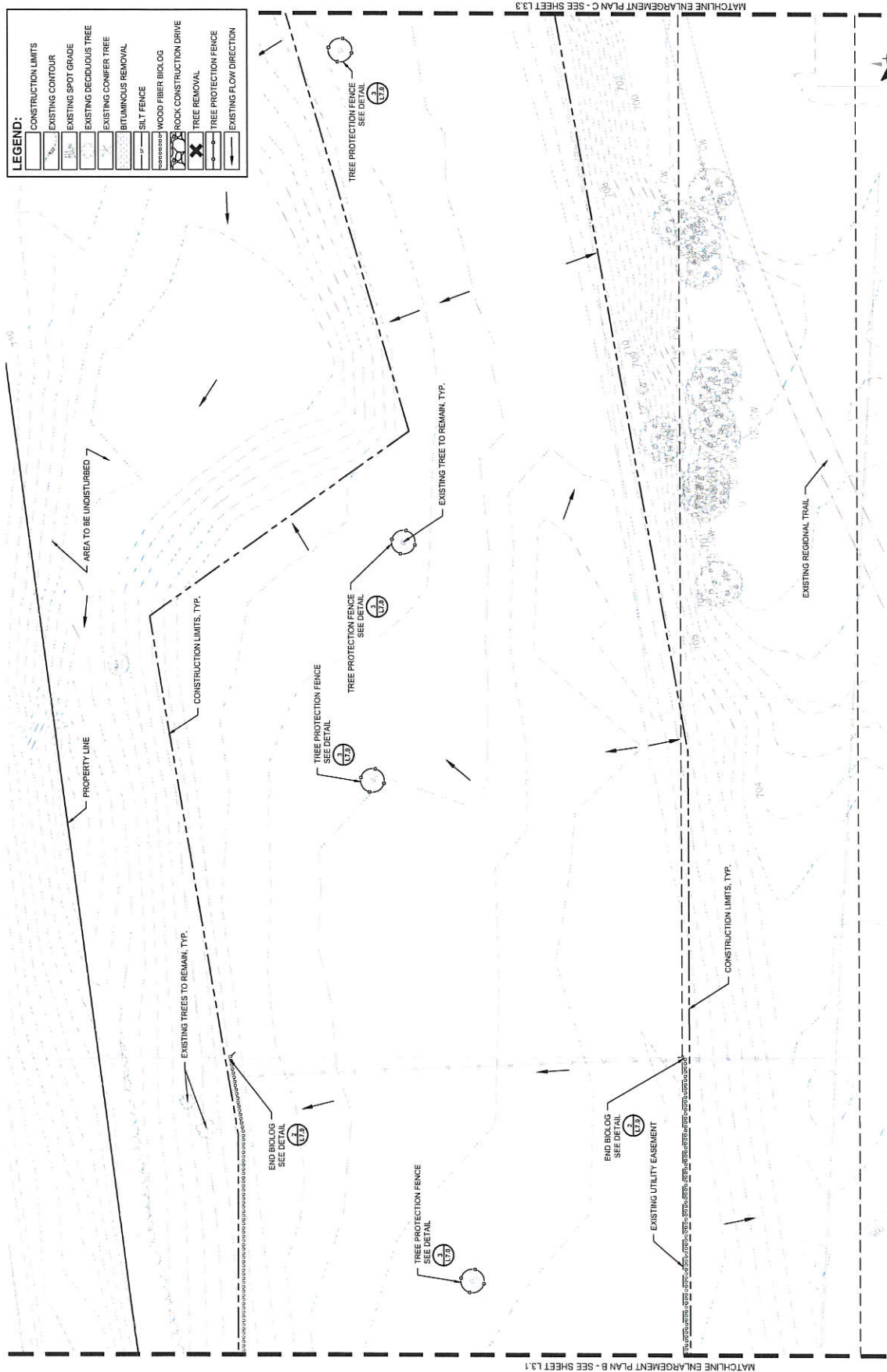
1 EXISTING CONDITIONS AND REMOVALS AREA A
3.1 SCALE: 1" = 20'

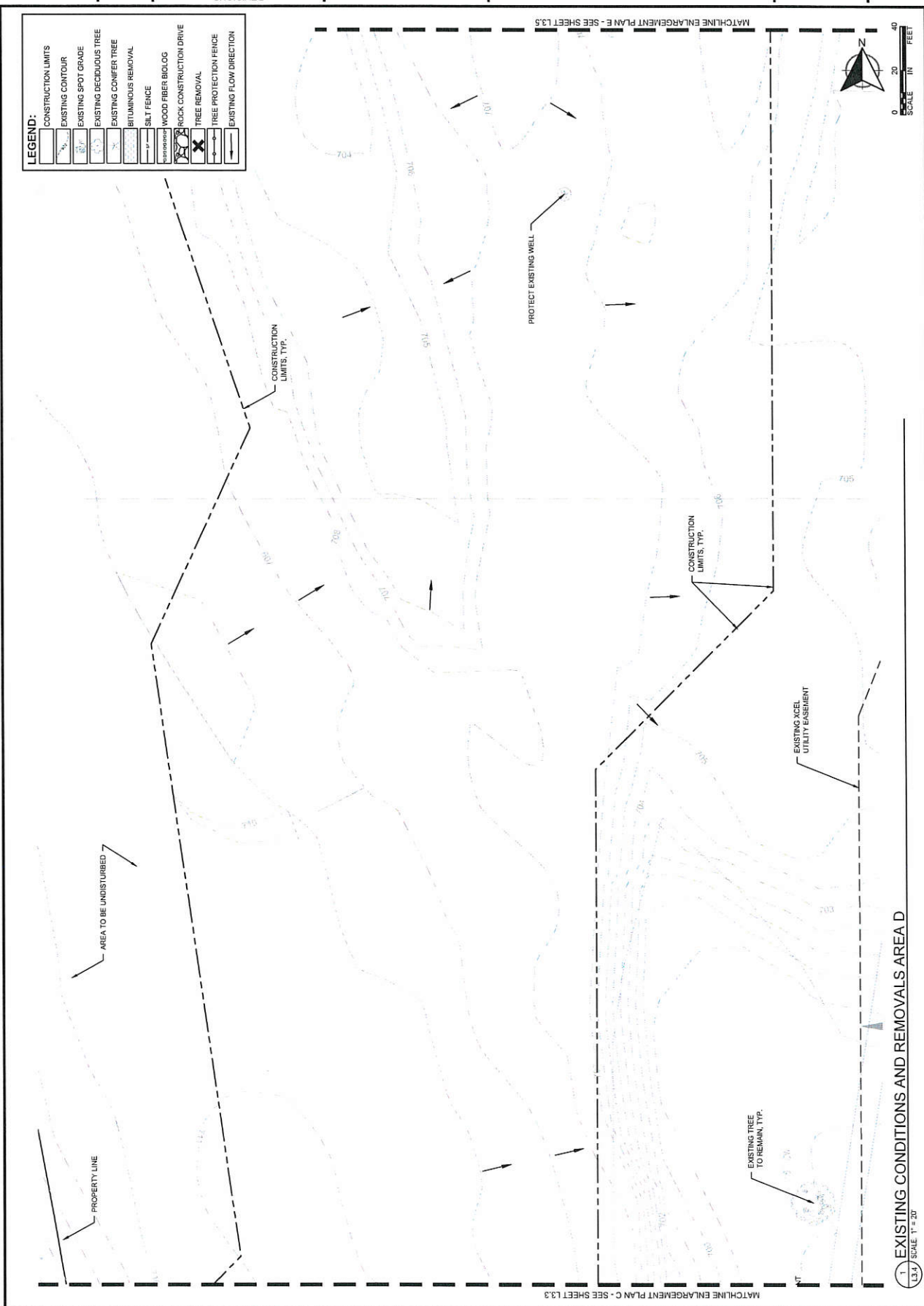
NO.	DATE	DESCRIPTION

DATE: 6/25/2018 LIC. NO. 49548
 CANOCE C. MARRS
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
 HVP DOG PARK
 DEVELOPMENT PROJECT

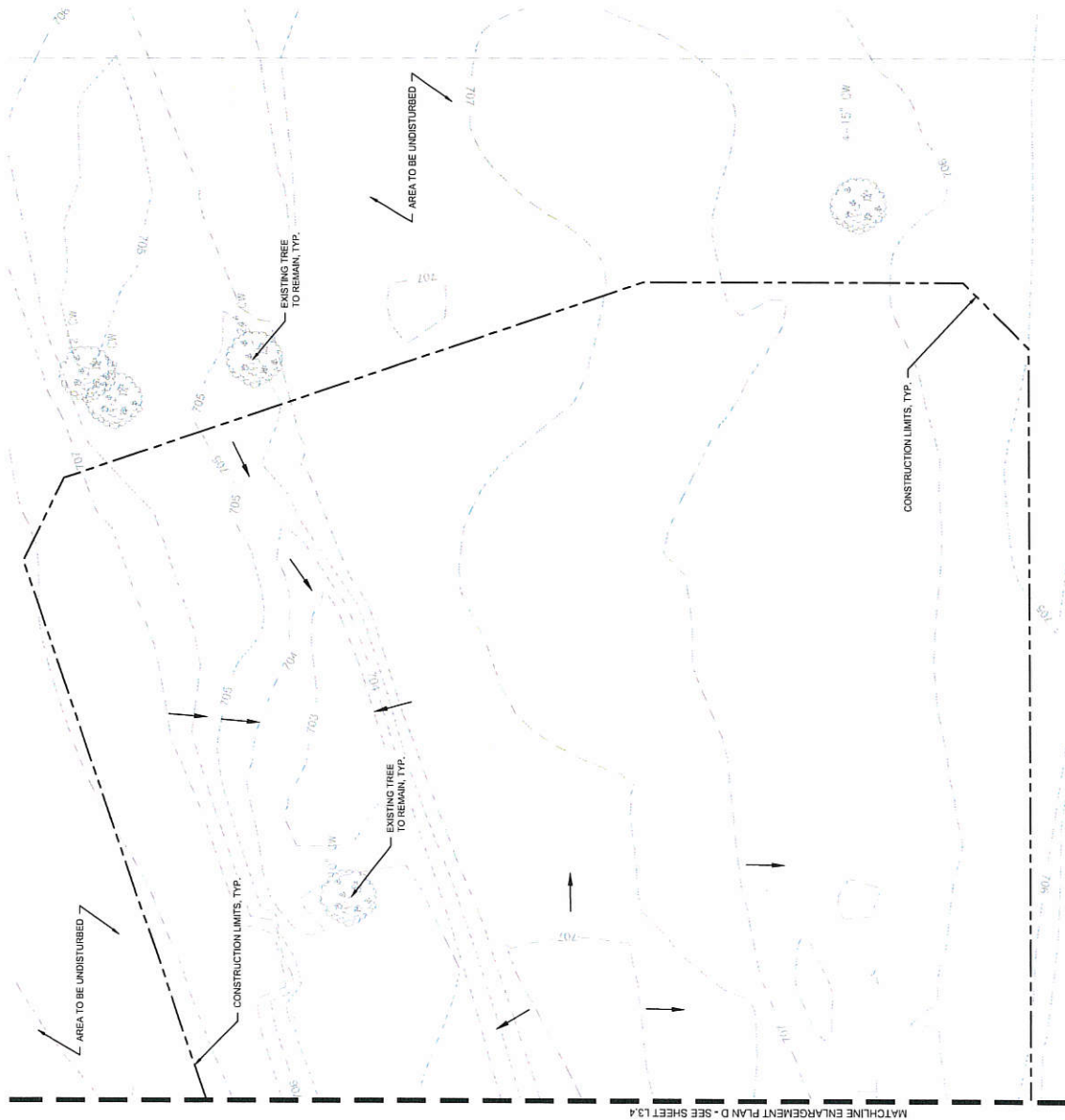
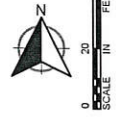
EXISTING
 CONDITIONS AND
 REMOVALS PLAN B





LEGEND:

[Symbol]	CONSTRUCTION LIMITS
[Symbol]	EXISTING CONTOUR
[Symbol]	EXISTING SPOT GRADE
[Symbol]	EXISTING DECIDUOUS TREE
[Symbol]	EXISTING CONIFER TREE
[Symbol]	BUTYMOUS REMOVAL
[Symbol]	SILT FENCE
[Symbol]	WOOD FIBER BIOLOG
[Symbol]	WOOD CONSTRUCTION DRIVE
[Symbol]	TREE REMOVAL
[Symbol]	TREE PROTECTION FENCE
[Symbol]	EXISTING FLOW DIRECTION



1. EXISTING CONDITIONS AND REMOVALS AREA E
1.35" SCALE 1" = 20'

DESIGN BY: CA
CHECK BY: CA
SCALE: AS SHOWN
PLAN BY: BK

NO.	DATE	DESCRIPTION

DATE: 08/20/18 L.C. NO: 40546
CANDACE C. AMERGO
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR DRAWING WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

HVP DOG PARK
DEVELOPMENT PROJECT
CITY OF INVER GROVE HEIGHTS

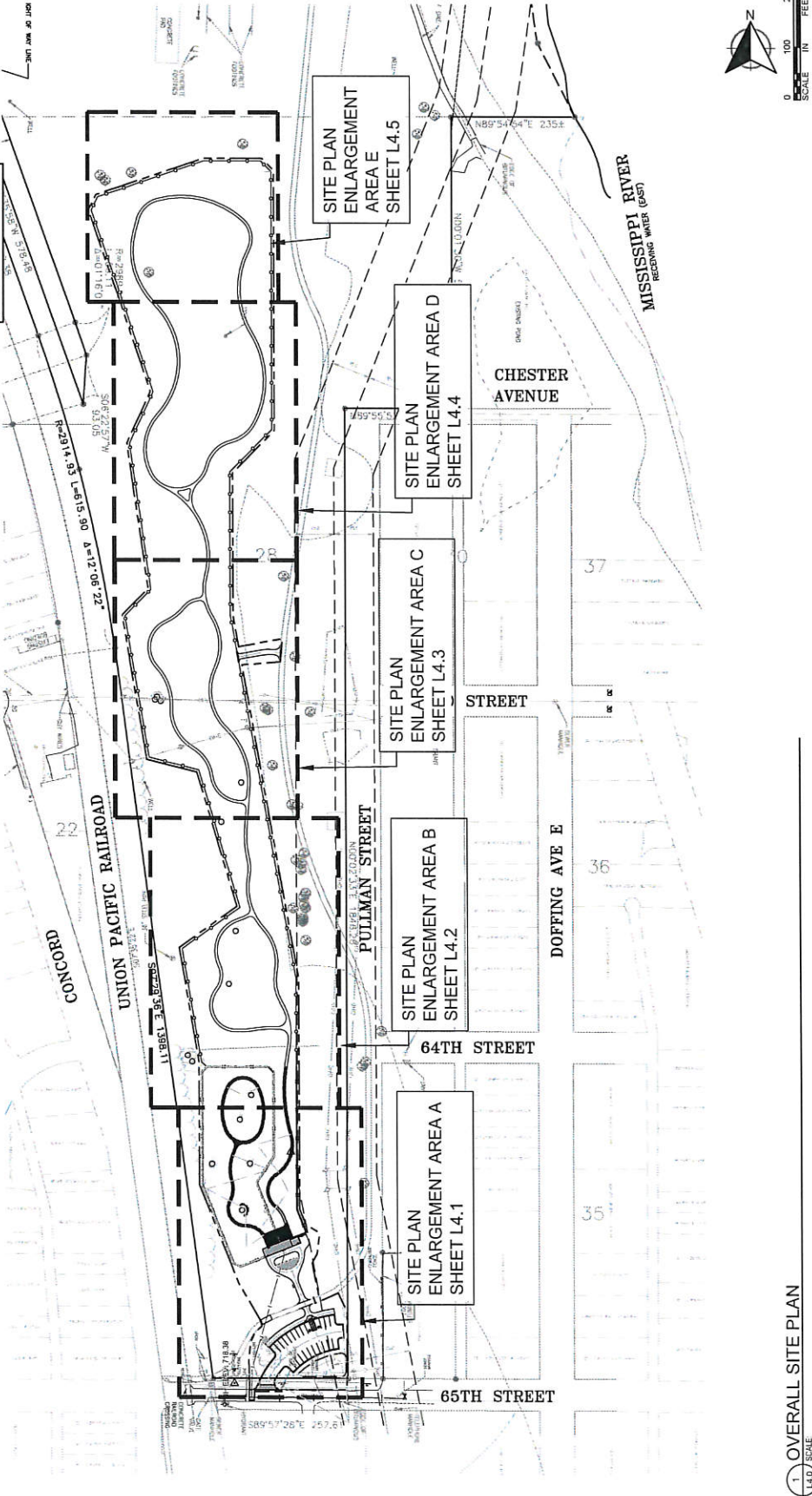
OVERALL SITE
PLAN

C.P. SHEET
1707 L4.0

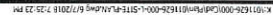
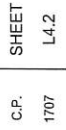
FENCING LAYOUT NOTE
ALL FENCING TO BE REMOVED BY 11/1/21
TIME OF CONSTRUCTION FOR POSSIBLE
ADJUSTMENT TO FENCE LINE. FENCE
ADJUSTMENT SHALL BE MADE TO
OUTSIDE OF EXISTING XCEL ENERGY
UTILITY EASEMENT.

LEGEND

	EXISTING TREE LINE
	EXISTING CONTOUR
	CONSTRUCTION LIMITS
	LAYOUT CONTROL POINT
	CENTERLINE
	ARC TANGENT LINE
	AGGREGATE PAVEMENT
	BITUMINOUS PAVEMENT
	CHAINLINK FENCE ON RIGHT OF WAY
	CHAINLINK FENCE ON EASEMENT
	PERIMETER POST & WIRE FENCE



1. OVERALL SITE PLAN
1/4" = 1' SCALE





WSB PROJECT NO.:
011626-000

SCALE: AS SHOWN
PLAN BY: EK
DESIGN BY: CA
CHECK BY: CA

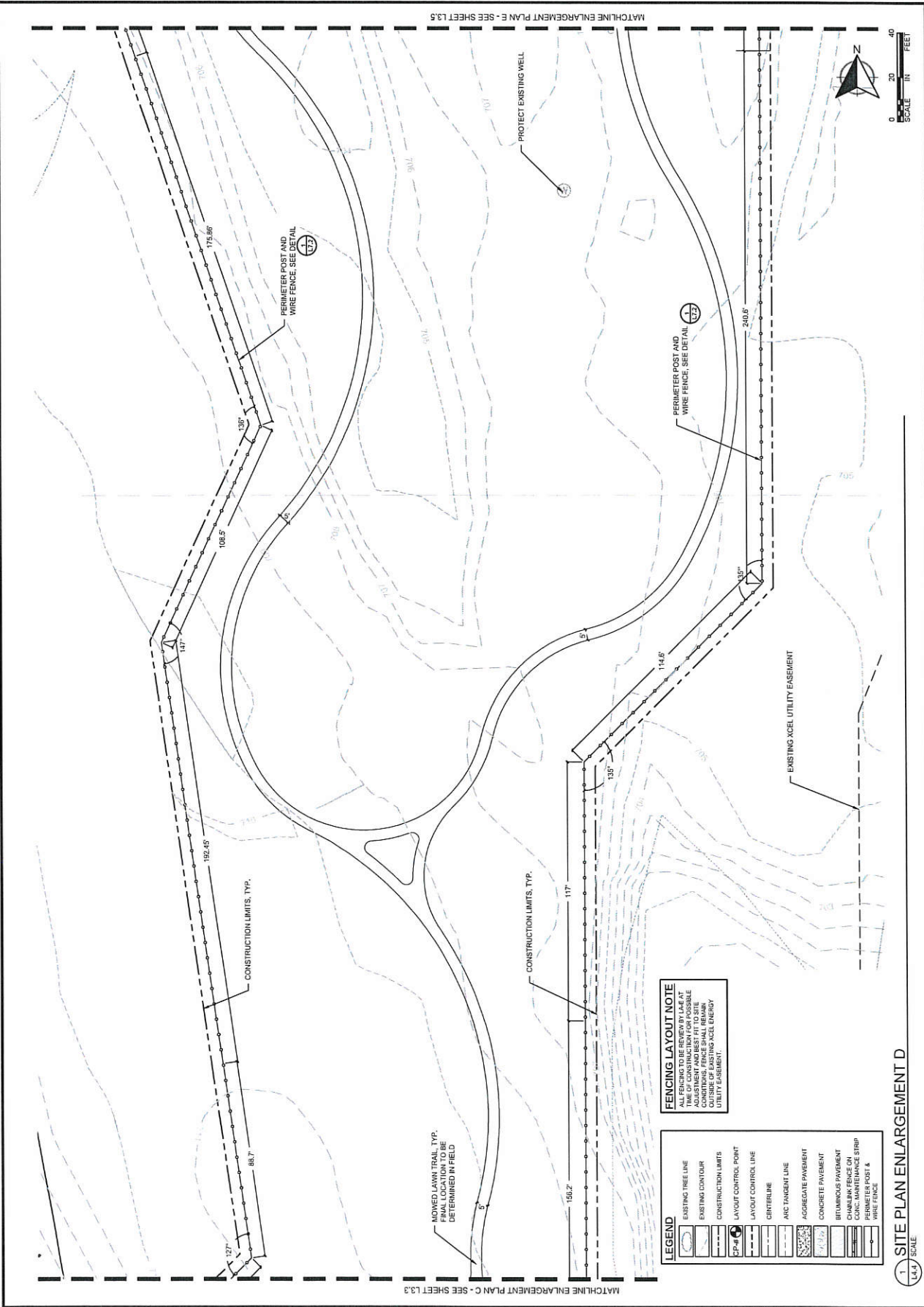
NO.	DATE	DESCRIPTION

DATE: 03/03/2018
LIC. NO. 10046
CANDACE C. AMBERG
LANDS OF THE STATE OF MINNESOTA
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION
DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED LANDSCAPE ARCHITECT UNDER THE

HVP DOG PARK
DEVELOPMENT PROJECT
CITY OF INVER GROVE HEIGHTS

SITE PLAN
ENLARGEMENT
AREA D

C.P. SHEET
1707 L4.4





WSB PROJECT NO.:
01625-000

DESIGN BY: CA
CHECK BY: CA
SCALE: AS SHOWN
PLAN BY: EK

NO.	DATE	DESCRIPTION

DATE: 05/20/18
LIC. NO. 40548
CAMARCE C. ARBENG
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

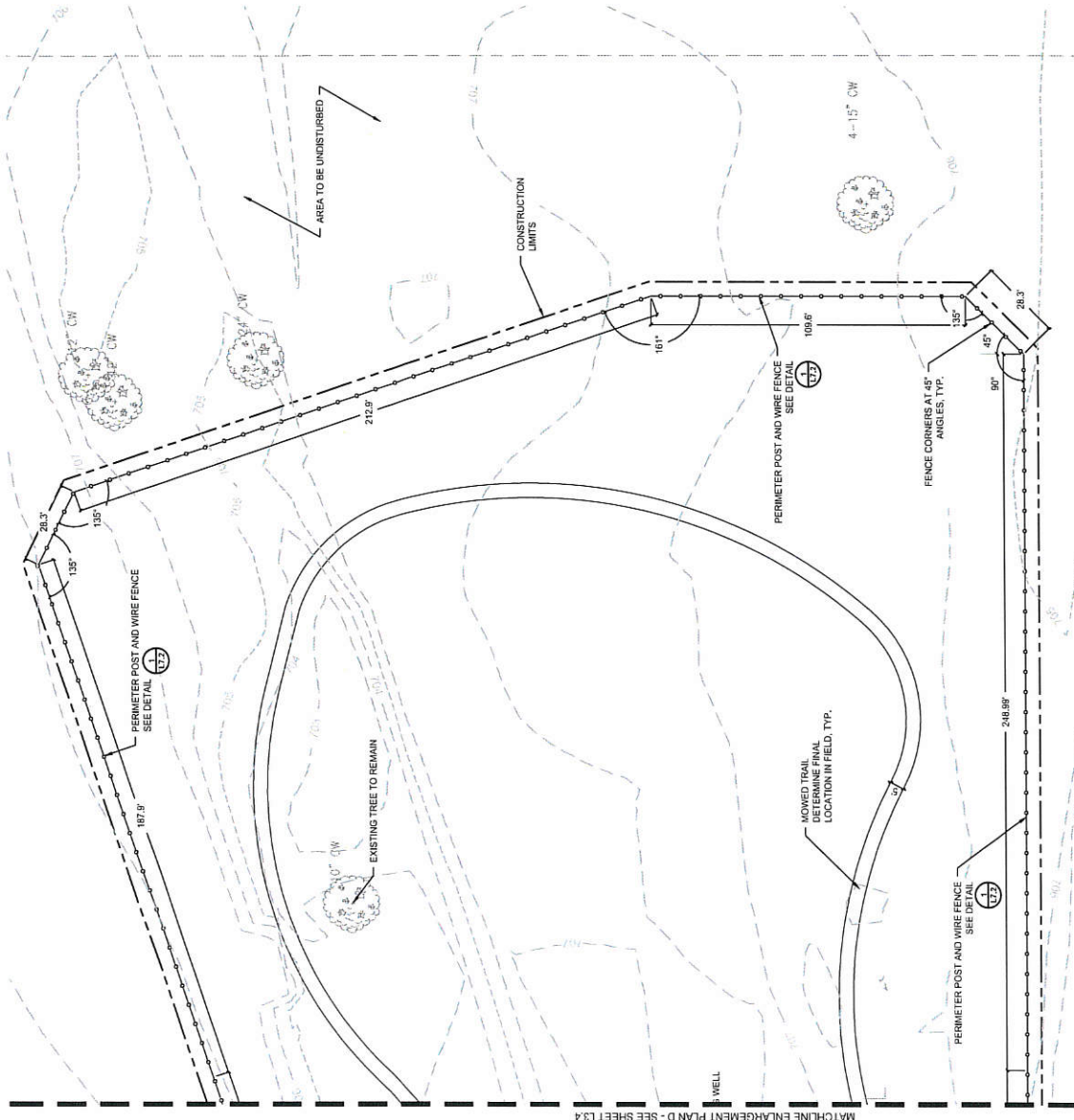
CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

SITE PLAN
ENLARGEMENT
AREA E

C.P. SHEET
1707 L4.5

FENCING LAYOUT NOTE
ALL FENCING TO BE REVIEWED BY A SEPARATE TIME OF CONSTRUCTION FOR POSSIBLE CONFLICTS WITH EXISTING UTILITIES. CONDITIONS, UNLESS SHOWN, SHALL REMAIN UNLESS OTHERWISE NOTED.

LEGEND
EXISTING TREE LINE
EXISTING CONTOUR
CONSTRUCTION LIMITS
LAYOUT CONTROL POINT
LAYOUT CONTROL LINE
CENTERLINE
ARC TANGENT LINE
AGGREGATE PAVEMENT
CONCRETE PAVEMENT
STURDIOUS PAVEMENT
CONCRETE PAVEMENT
PERIMETER POST & WIRE FENCE



1. SITE PLAN ENLARGEMENT E
1/4" = 1' SCALE

DESIGN BY: CA
CHECK BY: CA
SCALE: AS SHOWN
PLAN BY: EK

NO.	DATE	REVISIONS

DATE: 05/02/18
L.C. NO. 40546
CANDACE C. MARRAS
LAWYER
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, REPORT, AND/OR CALCULATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

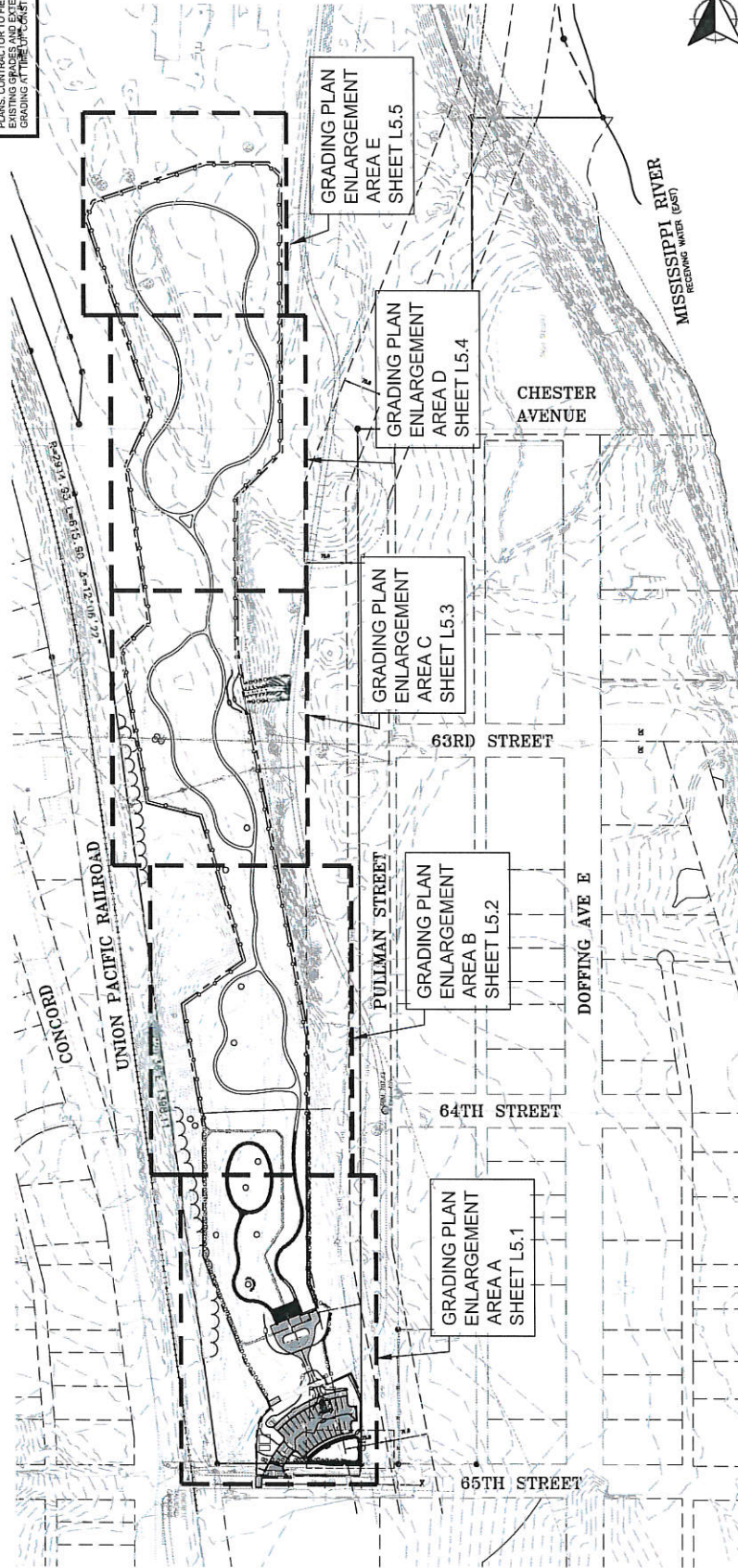
OVERALL GRADING
PLAN

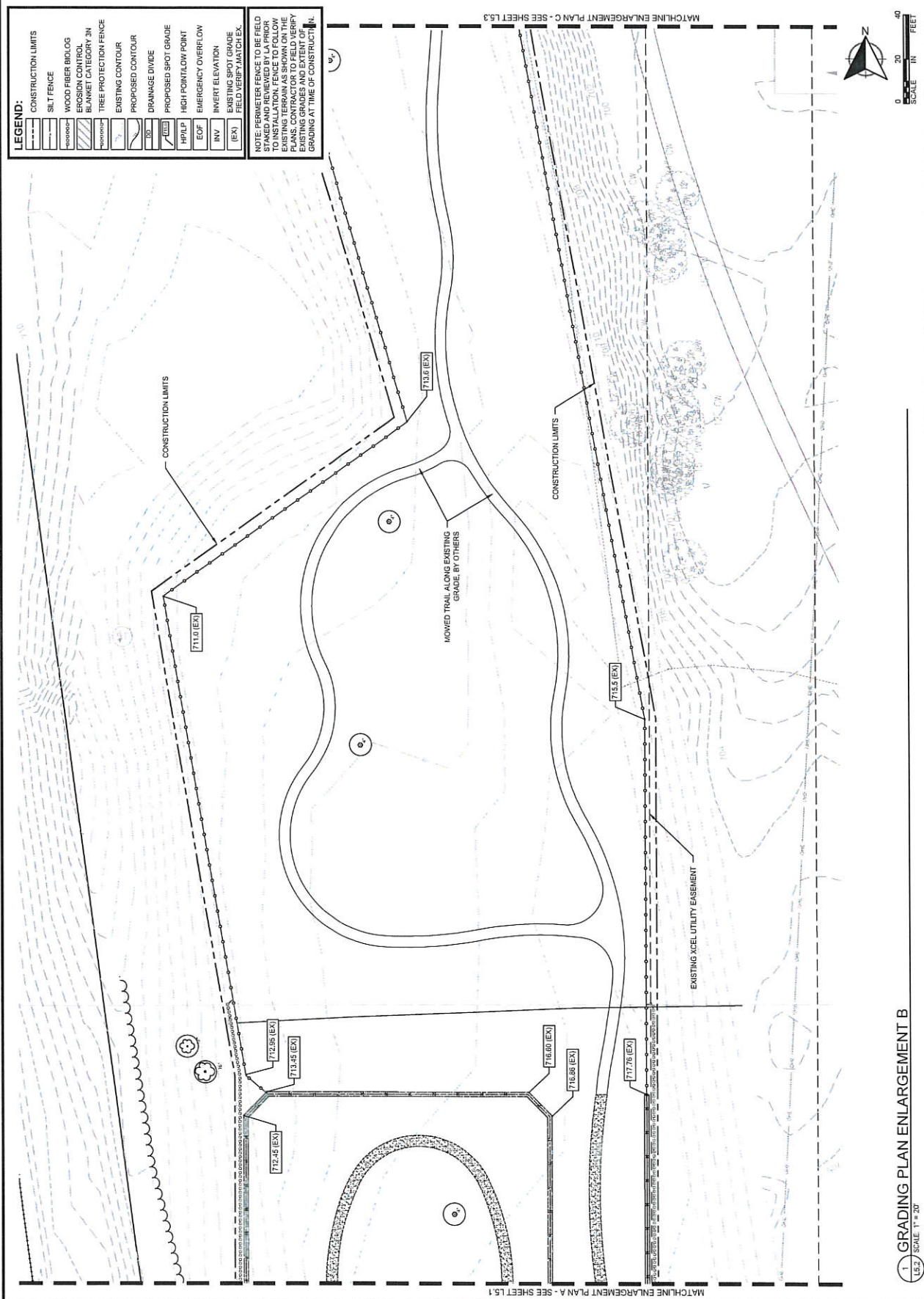
C.P. SHEET
1707 L5.0

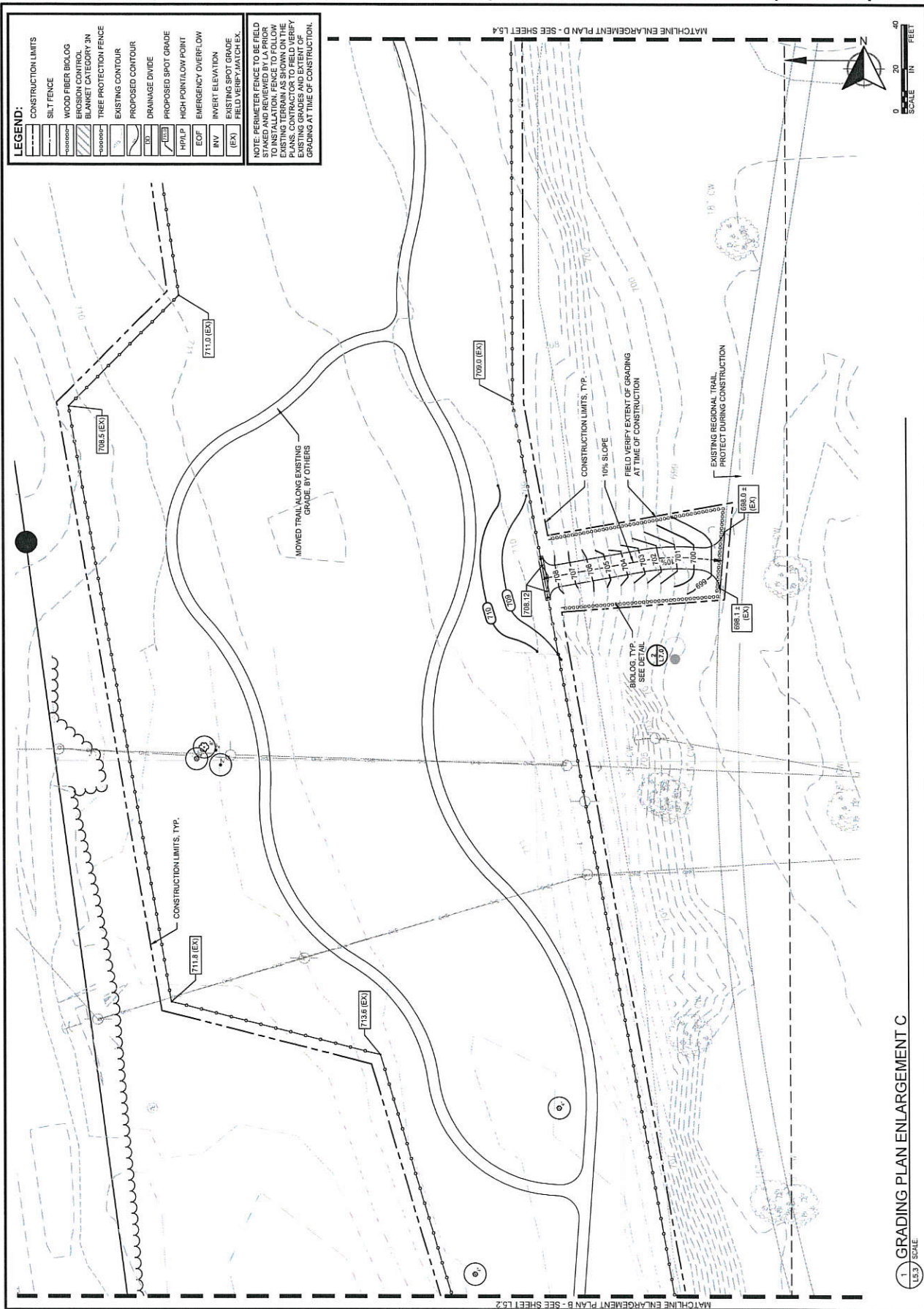
LEGEND:

CONSTRUCTION LIMITS	SILT FENCE	WOOD FIBER BIOLOG	EROSION CONTROL	BLANKET CATEGORY 3N	TREE PROTECTION FENCE	EXISTING CONTOUR	PROPOSED CONTOUR	DRAINAGE DIVIDE	PROPOSED SPOT GRADE	HPI/P	EDF	EMERGENCY OVERFLOW	INVERT ELEVATION	EXISTING SPOT GRADE	FIELD VERIFY MATCH EX.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

NOTE: PERIMETER FENCE TO BE FIELD STAKED AND REVIEWED BY LA PRIOR TO INSTALLATION. FENCE TO FOLLOW EXISTING TERRAIN AS SHOWN ON THE PLAN. EXISTING CONTOURS TO BE FIELD VERIFIED. EXISTING GRADES AND EXTENT OF GRADING AT THE TIME OF CONSTRUCTION.









WSB PROJECT NO.:
011828-000

SCALE: AS SHOWN
PLAN BY: EK
DESIGN BY: CA
CHECK BY: CA

NO.	DATE	DESCRIPTION

REVISIONS

DATE: 6/28/2018 LSC NO: 45548
CANDACE C. AMERGO
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION
DIRECT SUPERVISION AND THAT I AM A duly
LICENSED LANDSCAPE ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

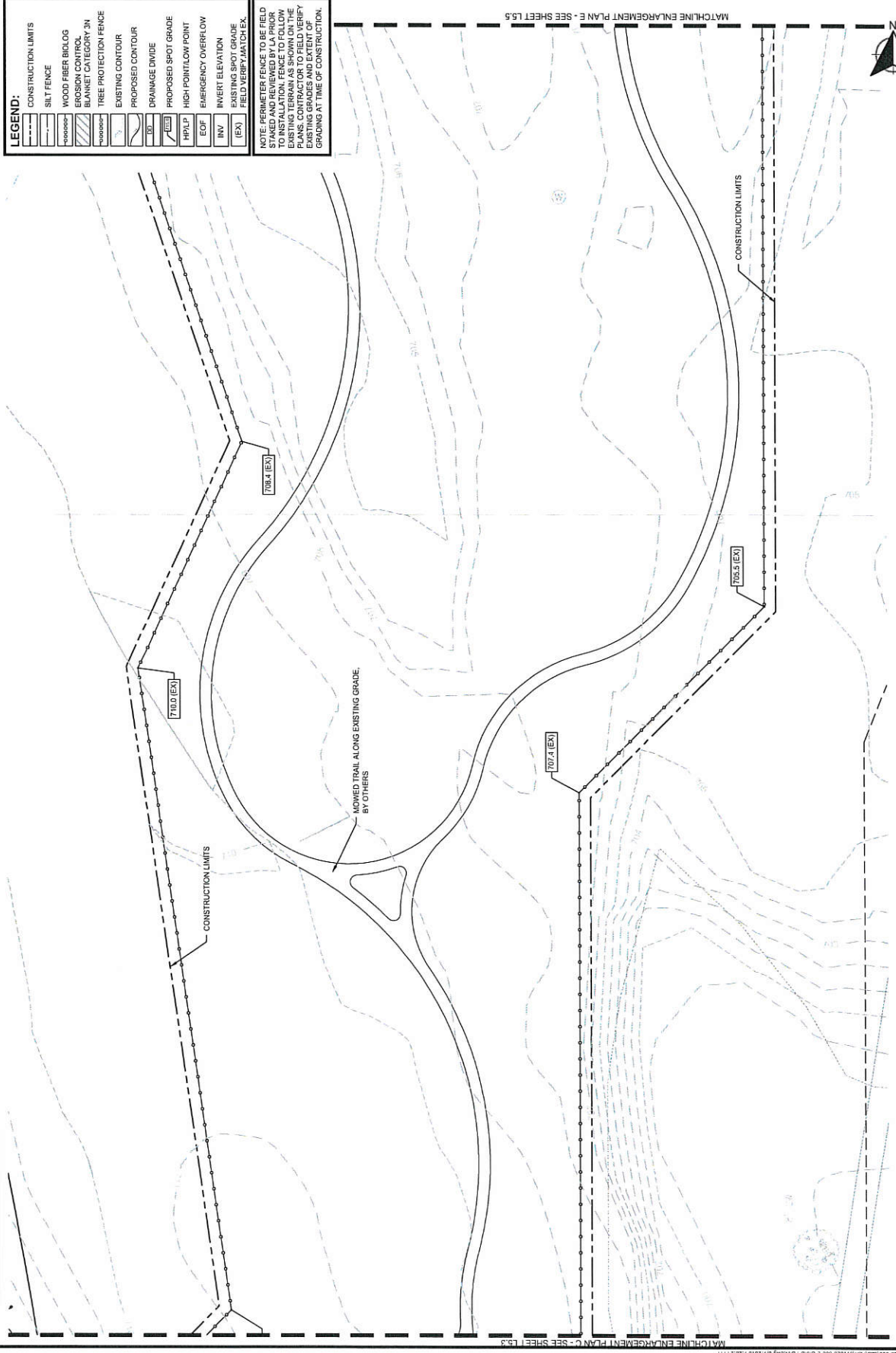
GRADING PLAN
ENLARGEMENT D

C.P. SHEET
1707 L5.4

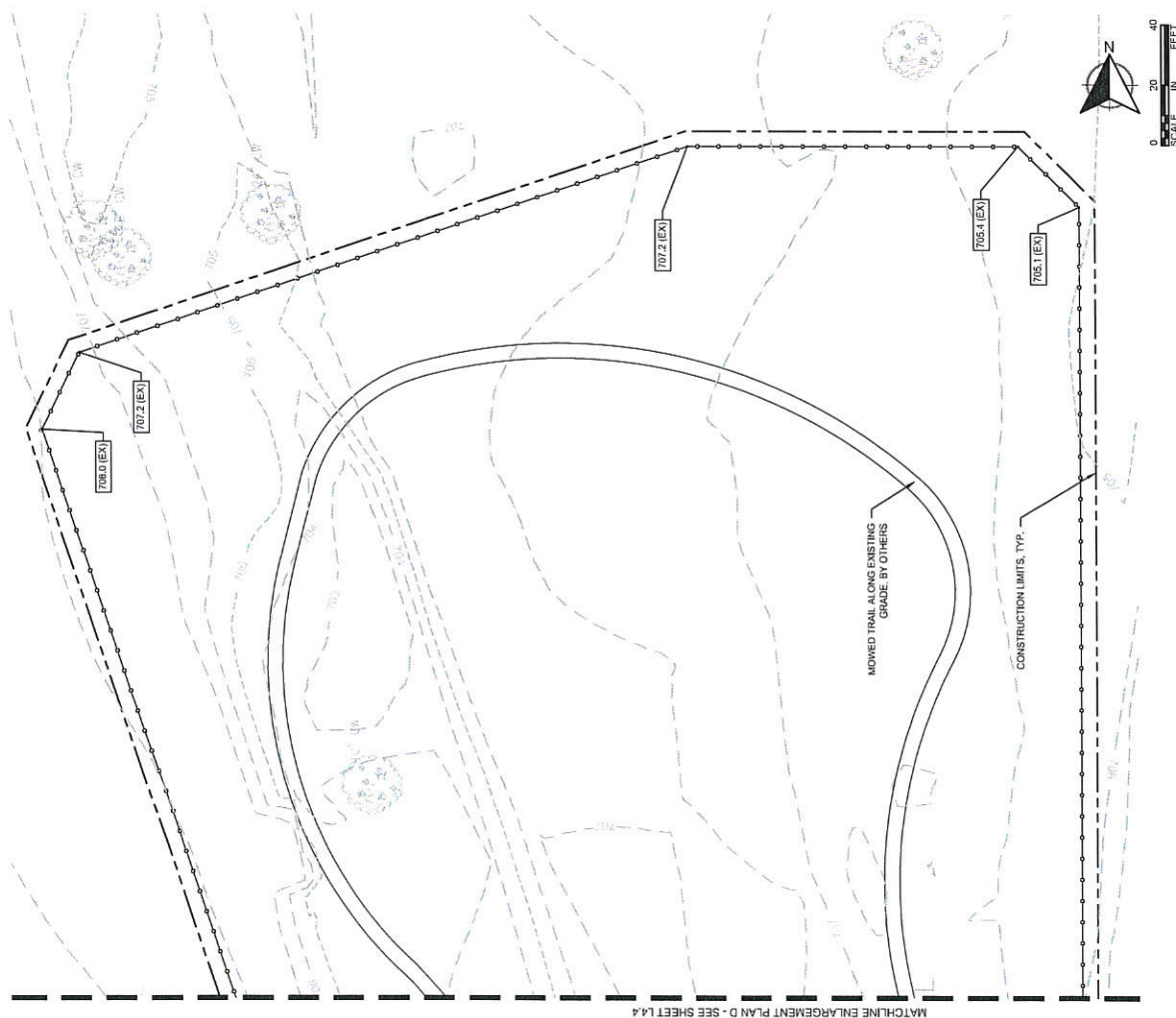
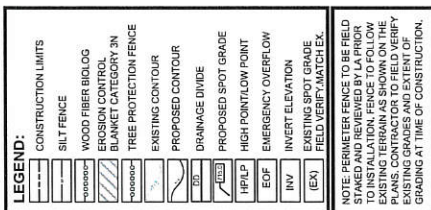
LEGEND:

	CONSTRUCTION LIMITS
	SILT FENCE
	WOOD FIBER BIOLOG
	EROSION CONTROL
	BLANKET CATEGORY 2N
	TREE PROTECTION FENCE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	DRAINAGE DIVIDE
	PROPOSED SPOT GRADE
	HIGH POINT/LOW POINT
	EMERGENCY OVERFLOW
	EOI
	INV
	EXISTING SPOT GRADE
	FIELD VERIFY MATCH EX

NOTE: GRASS/STRAW FENCE TO BE FIELD STAKED AND REVIEWED BY A THIRD PARTY TO INSTALLATION. FENCE TO FOLLOW EXISTING TERRAIN AS SHOWN ON THE PLANS. CONTRACTOR TO FIELD VERIFY FENCE LOCATION AND GRADE. GRADING AT TIME OF CONSTRUCTION.

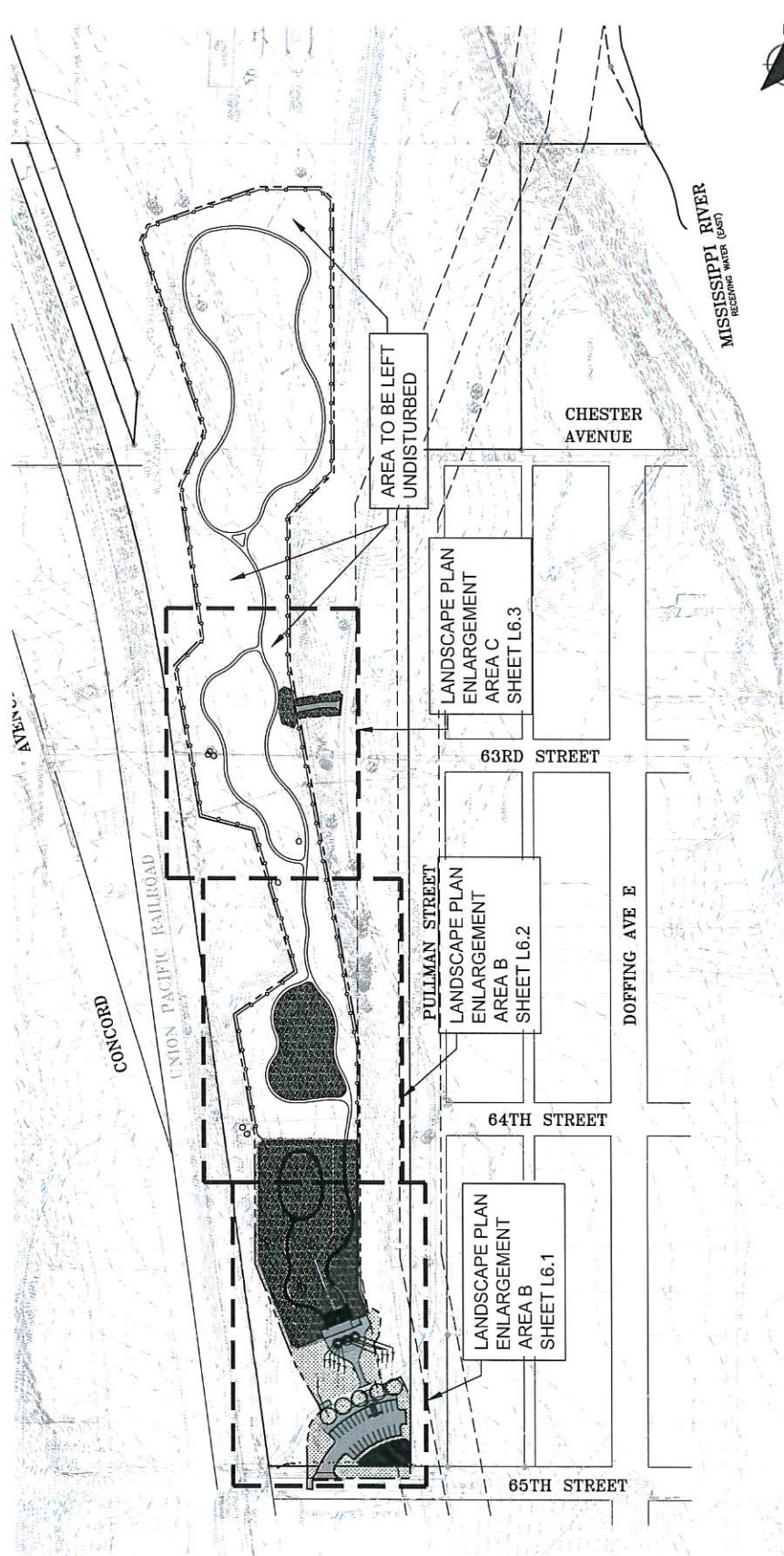


1 GRADING PLAN ENLARGEMENT D
L5.4 / SCALE 1" = 20'



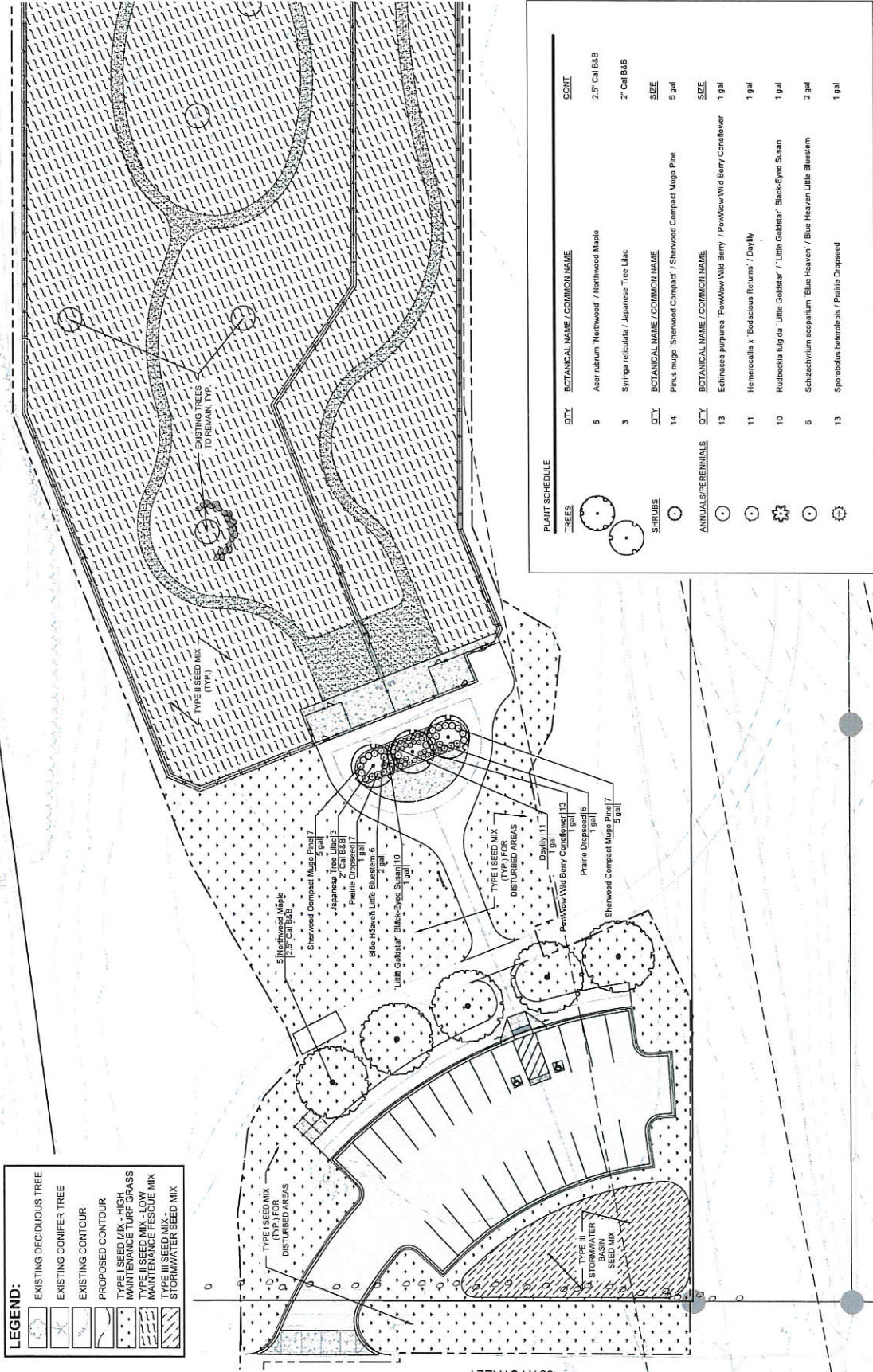
LEGEND:

- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- TYPE I SEED MIX - HIGH MAINTENANCE TURF GRASS
- TYPE II SEED MIX - MAINTENANCE RESILIENT MIX
- TYPE III SEED MIX - STORMWATER SEED MIX



CITY OF INNER GROVE HEIGHTS
 DEVELOPMENT PROJECT
 HVP DOG PARK

LANDSCAPE PLAN
 ENLARGEMENT A





DESIGN BY: CA
CHECK BY: CA
SCALE: AS SHOWN
PLAN BY: EK

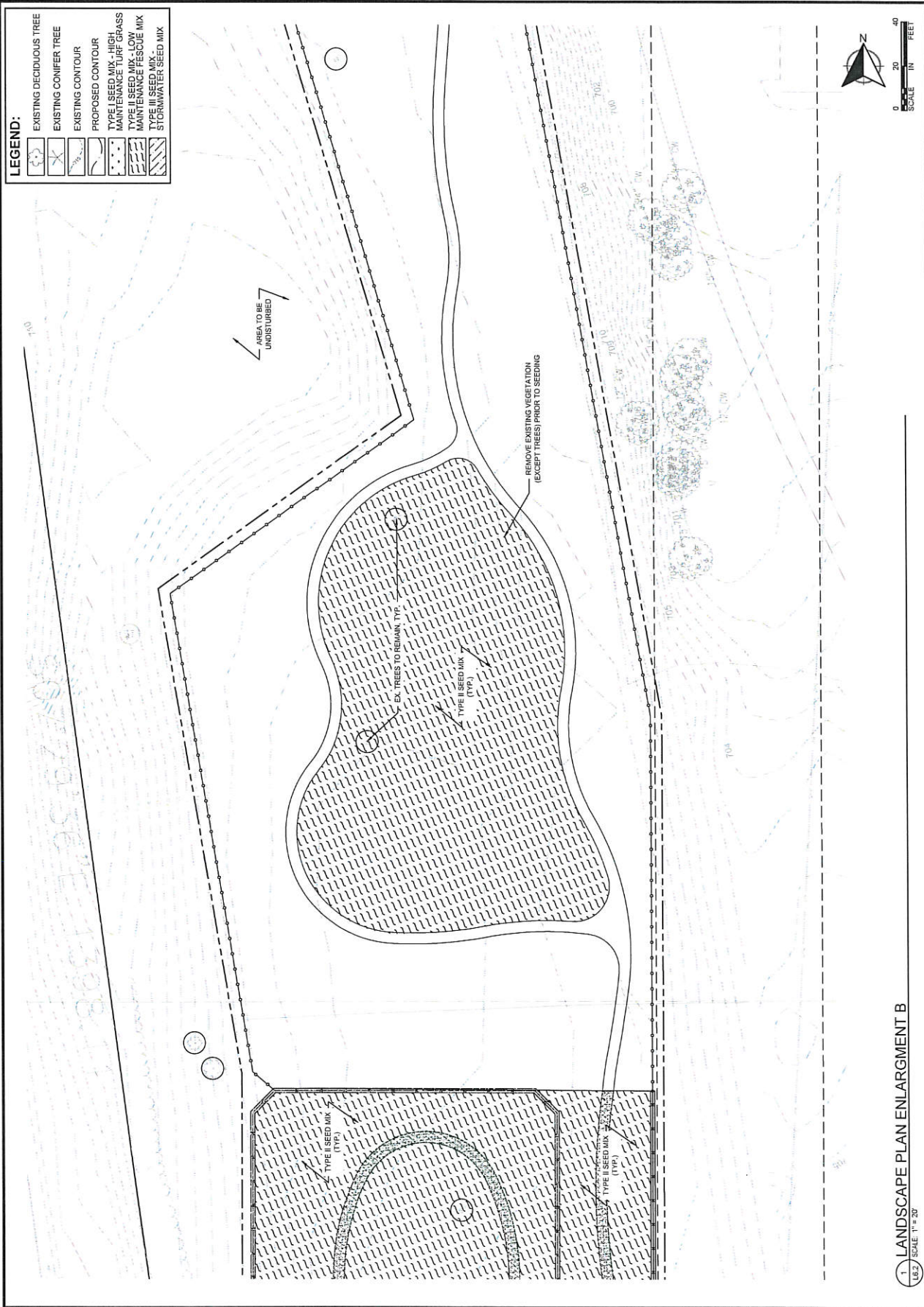
NO.	DATE	DESCRIPTION

DATE: 6/26/2018 LSC NO. 45045
CANDACE C. AMERGO
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

LANDSCAPE PLAN
ENLARGEMENT B

C.P. SHEET
1707 L6.2



1 LANDSCAPE PLAN ENLARGMENT B
L6.2 / SCALE 1" = 20'



WSB PROJECT NO.:
011625-000

SCALE: AS SHOWN
DESIGN BY: CA
CHECK BY: CA
PLAN BY: EK

NO.	DATE	DESCRIPTION

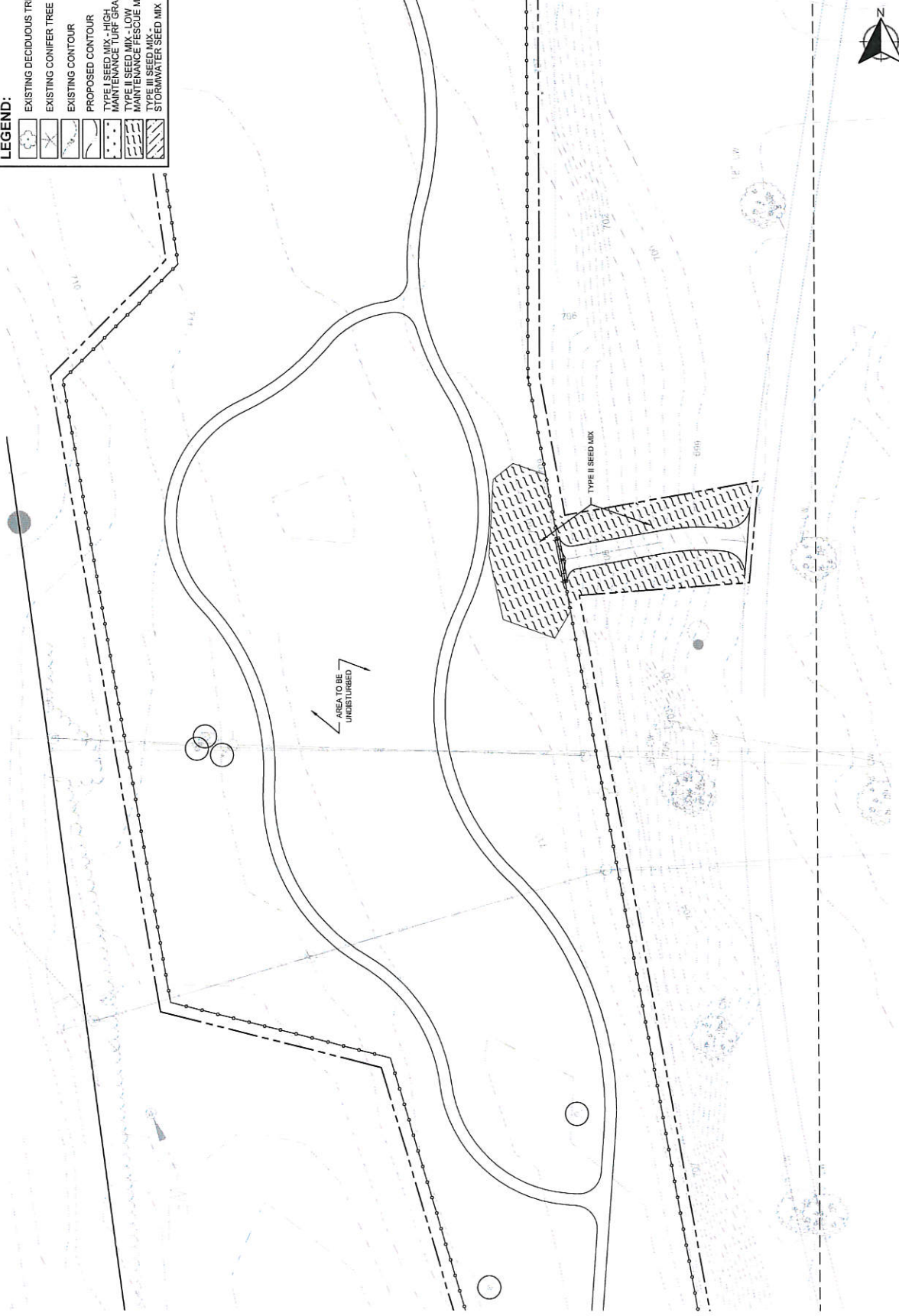
DATE: 6/28/2018
LIC. NO. 40546
CANDACE C. JAMBERG
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION,
DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED LANDSCAPE ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA.

CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

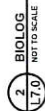
LANDSCAPE PLAN
ENLARGEMENT C

C.P. SHEET
1707 L6.3

- LEGEND:
- EXISTING DECIDUOUS TREE
 - EXISTING CONIFER TREE
 - EXISTING CONTOUR
 - PROPOSED CONTOUR
 - TYPE I SEED MIX - HIGH MAINTENANCE PEGSUE MIX
 - TYPE II SEED MIX - LOW MAINTENANCE PEGSUE MIX
 - TYPE III SEED MIX - STORMWATER SEED MIX



1 LANDSCAPE PLAN ENLARGEMENT C
L6.3 SCALE 1" = 20'



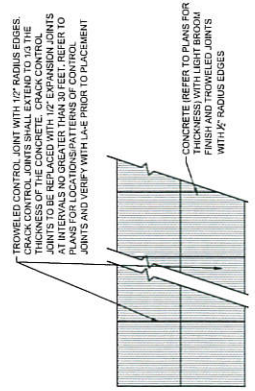
SCALE:	DESIGN BY:
AS SHOWN:	CA
PLAN BY:	CHECK BY:
EK	CA
DATE:	REVISIONS:
DATE:	DESCRIPTION:
DATE:	DESCRIPTION:
DATE:	DESCRIPTION:
DATE:	DESCRIPTION:
DATE:	DESCRIPTION:

DATE:	6/28/2018
LIC. NO.:	42666
CANDACE C. AMBERG	
LANDSCAPE ARCHITECT	
STATE OF MINNESOTA	
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.	

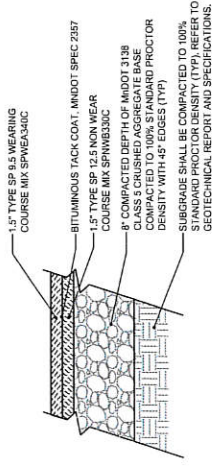
CITY OF INVER GROVE HEIGHTS
HVP DOG PARK
DEVELOPMENT PROJECT

DETAILS	
C.P.	SHEET
1707	L7.1

CONCRETE PLACEMENT NOTE:
CONCRETE SHALL HAVE 1.0% MIN. / 1.5% MAX. CROSS-SLOPE IN DIRECTION OF POSITIVE DRAINAGE FLOW, UNLESS INDICATED OTHERWISE (TYP.)-REFER ALSO TO GRADING PLANS FOR CONTROL JOINT NOTE.
REFER TO PLAN FOR LOCATIONS OF JOINTS AND VERIFY WITH L&E AT TIME OF CONSTRUCTION. CRACK CONTROL JOINTS SHALL EXTEND TO 1/3 THE THICKNESS OF THE CONCRETE. REPLACE CONTROL JOINT WITH 1/2" EXPANSION JOINT AT MAX. 30' INTERVALS.

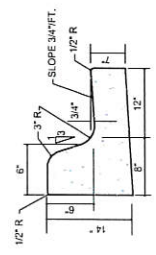


1 CONCRETE PAVEMENT
NOT TO SCALE

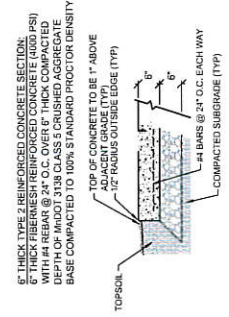


3 HEAVY DUTY BITUMINOUS PAVEMENT
NOT TO SCALE

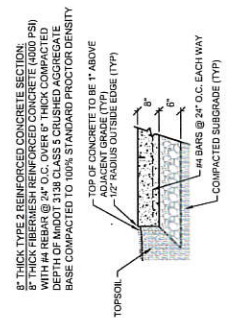
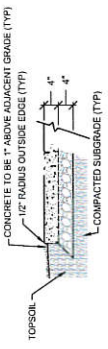
GUTTER GRADE
GUTTER SLOPE SHALL DRAIN ACCORDING TO GRADING PLAN.
CURE CONTROL JOINT NOTE:
CONCRETE CURBS SHALL BE PLACED AT ALL CORNERS AND INTERSECTIONS OF THE CONCRETE CURBS WITH JOINTS EQUALLY SPACED IN BETWEEN CORNERS AND INTERSECTIONS ALONG ALL SECTIONS OF CURB AT 10' MAXIMUM INTERVALS. REPLACE CRACK CONTROL JOINTS WITH 1/2" EXPANSION JOINTS AT 30' MAXIMUM INTERVALS.



5 B612 CONCRETE CURB AND GUTTER
NOT TO SCALE



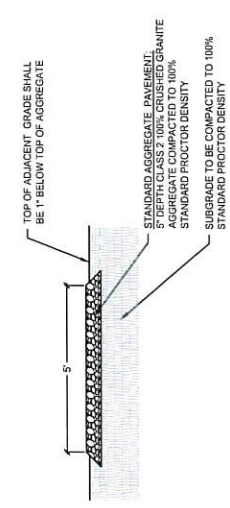
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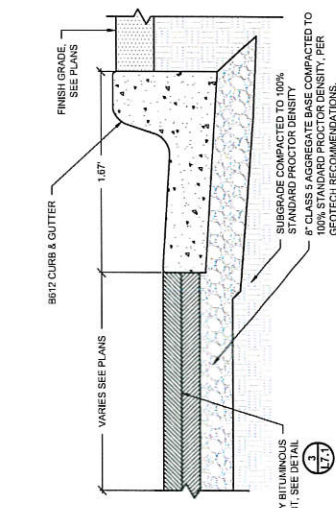
6\"/>



2 10' WIDE BITUMINOUS TRAIL
NOT TO SCALE



4 5' WIDE AGGREGATE TRAIL
NOT TO SCALE



3 5' WIDE AGGREGATE TRAIL
NOT TO SCALE

SCALE:	DESIGN BY:
AS SHOWN	CA
PLAN BY:	CHECK BY:
EK	CA

NO.	DATE	DESCRIPTION

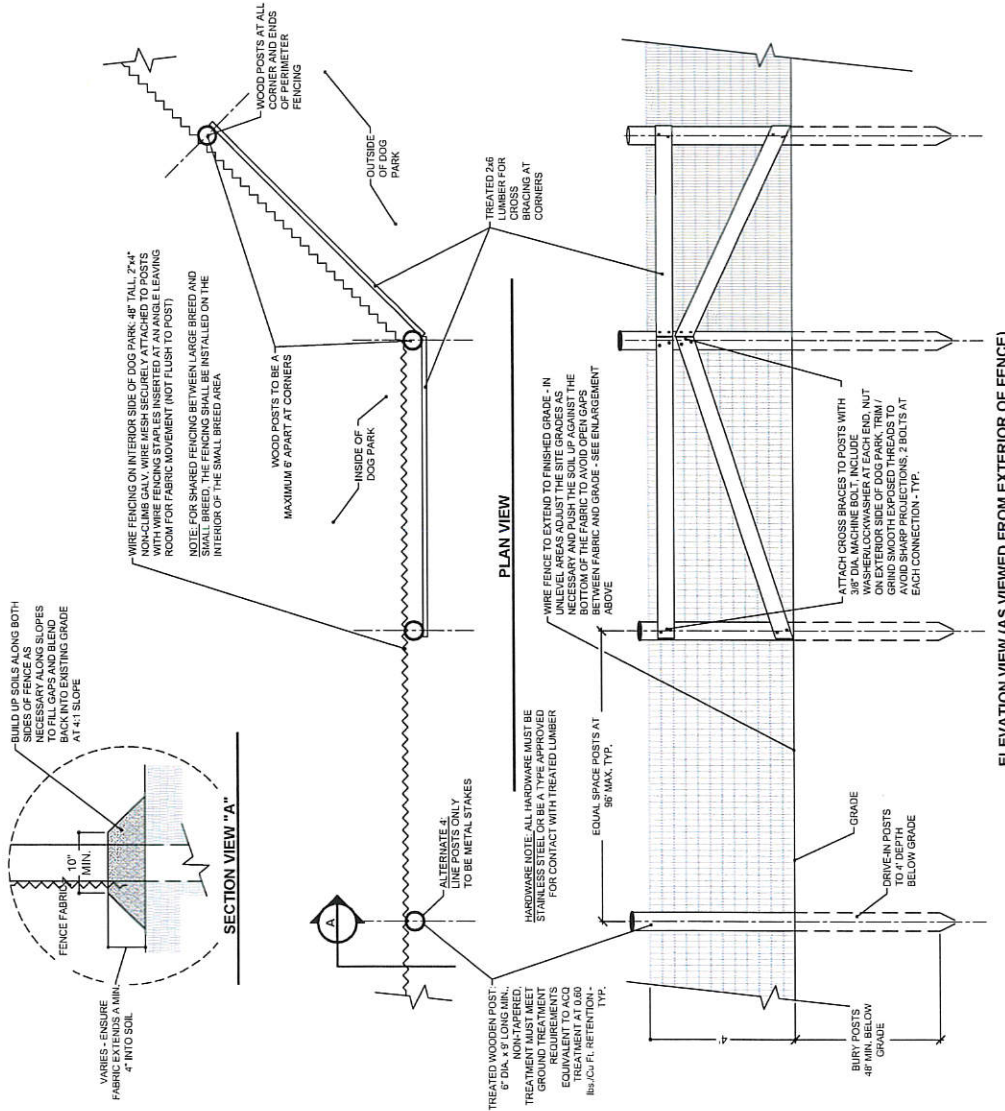
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A ONLY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

CANDACE C. AMERSON
LIC. NO. 40648
DATE: 06/20/18

HVP DOG PARK
DEVELOPMENT PROJECT
CITY OF INVER GROVE HEIGHTS

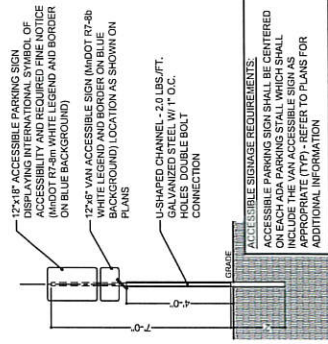
DETAILS

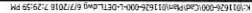
C.P. SHEET
1707 L7.2



1 PERIMETER POST AND WIRE FENCE
L7.2 NOT TO SCALE

2 ACCESSIBLE PARKING SIGN
L7.3 NOT TO SCALE







WSB PROJECT NO.:
011625-000

SCALE: DESIGN BY:
AS SHOWN CA
PLAN BY: CHECK BY:
BK CA

REVISIONS

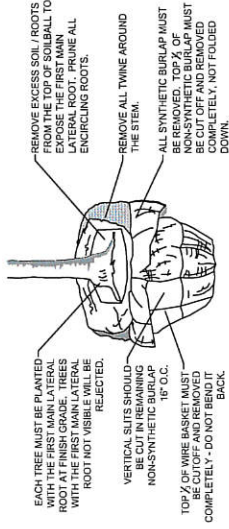
NO. DATE DESCRIPTION

DATE: 6/25/2018 I.C. NO.: 4648
CANDACE C. AMBERG
LANS OF THE STATE OF MINNESOTA
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION
OR REPORT WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A DULY
LICENSED LANDSCAPE ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA.

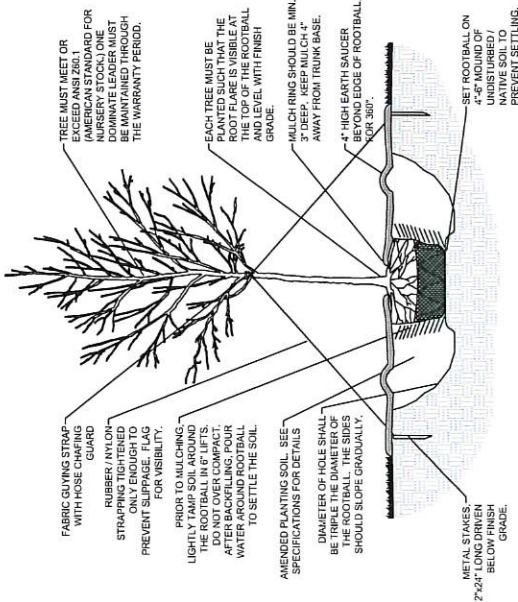
HVP DOG PARK
DEVELOPMENT PROJECT
CITY OF INVER GROVE HEIGHTS

DETAILS

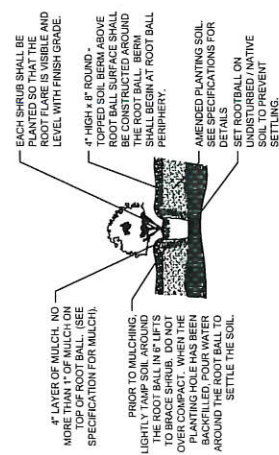
C.P. SHEET
1707 L7.5



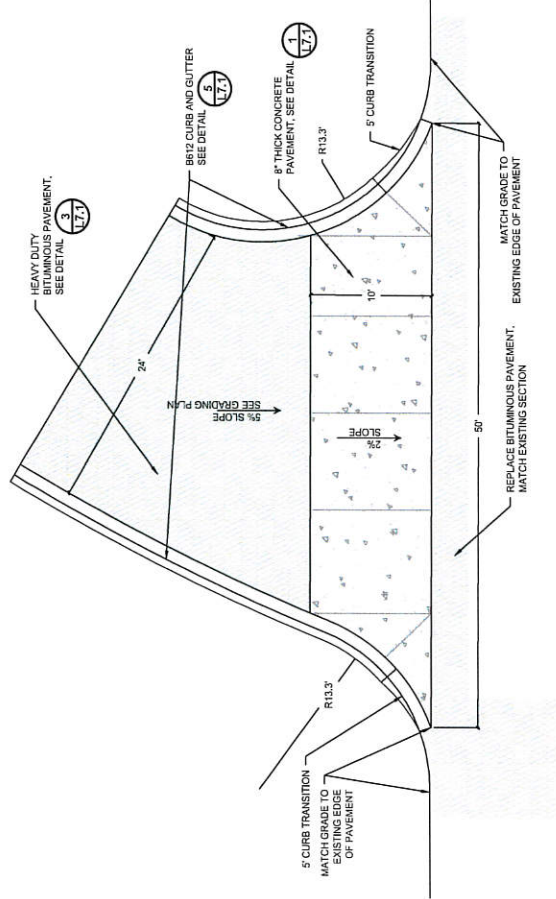
2 B&B PLANTING
L7.5 NOT TO SCALE



1 DECIDUOUS TREE PLANTING
L7.5 NOT TO SCALE



3 SHRUB PLANTING
L7.5 NOT TO SCALE



4 CONCRETE DRIVEWAY APRON
L7.5 NOT TO SCALE



SCALE:	DESIGN BY:
AS SHOWN	KG
PLAN BY:	CHECK BY:
KG	FA

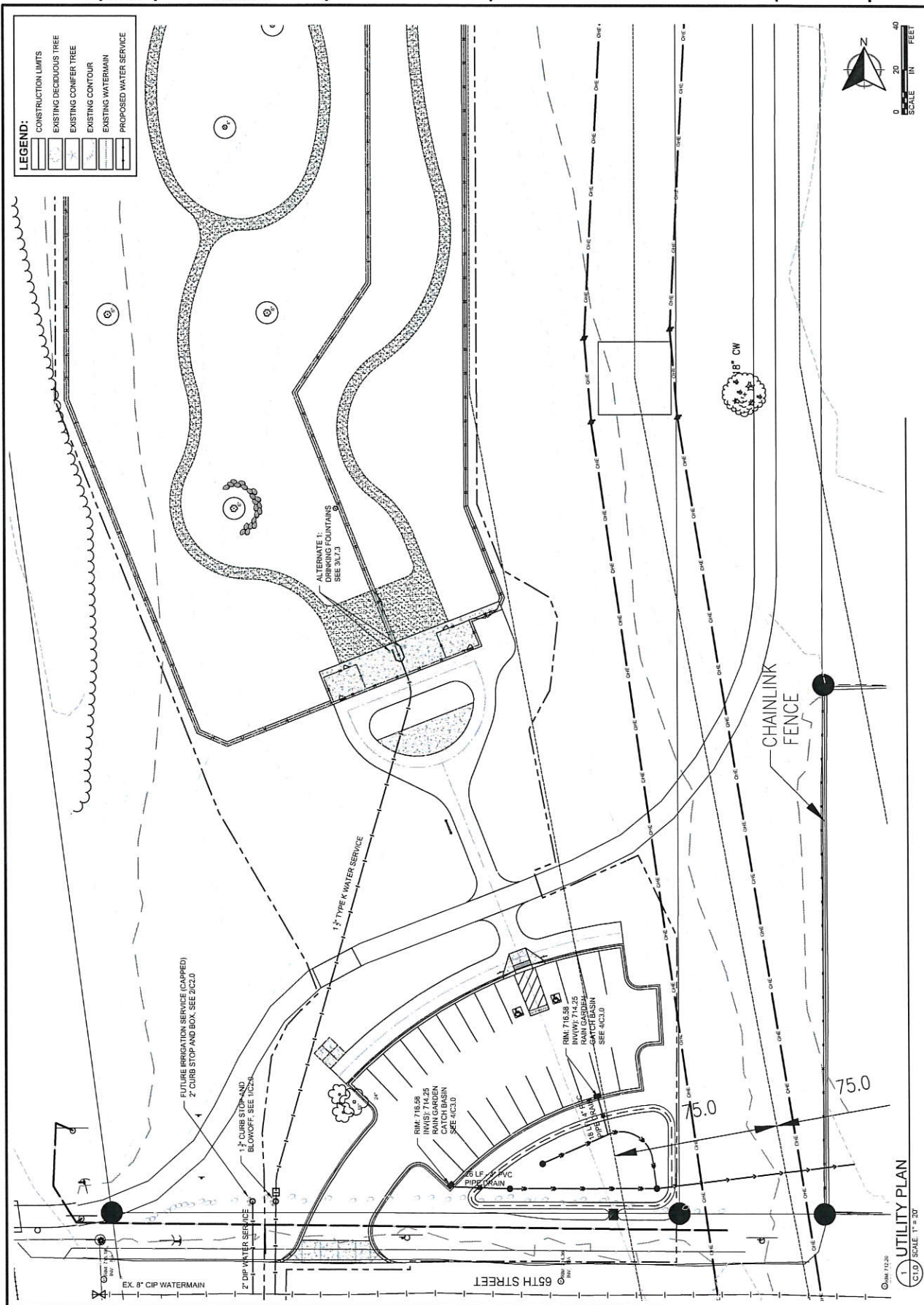
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DATE: 6/6/2018 LIC. NO. 51773
EMILY A. LEUTH, PE

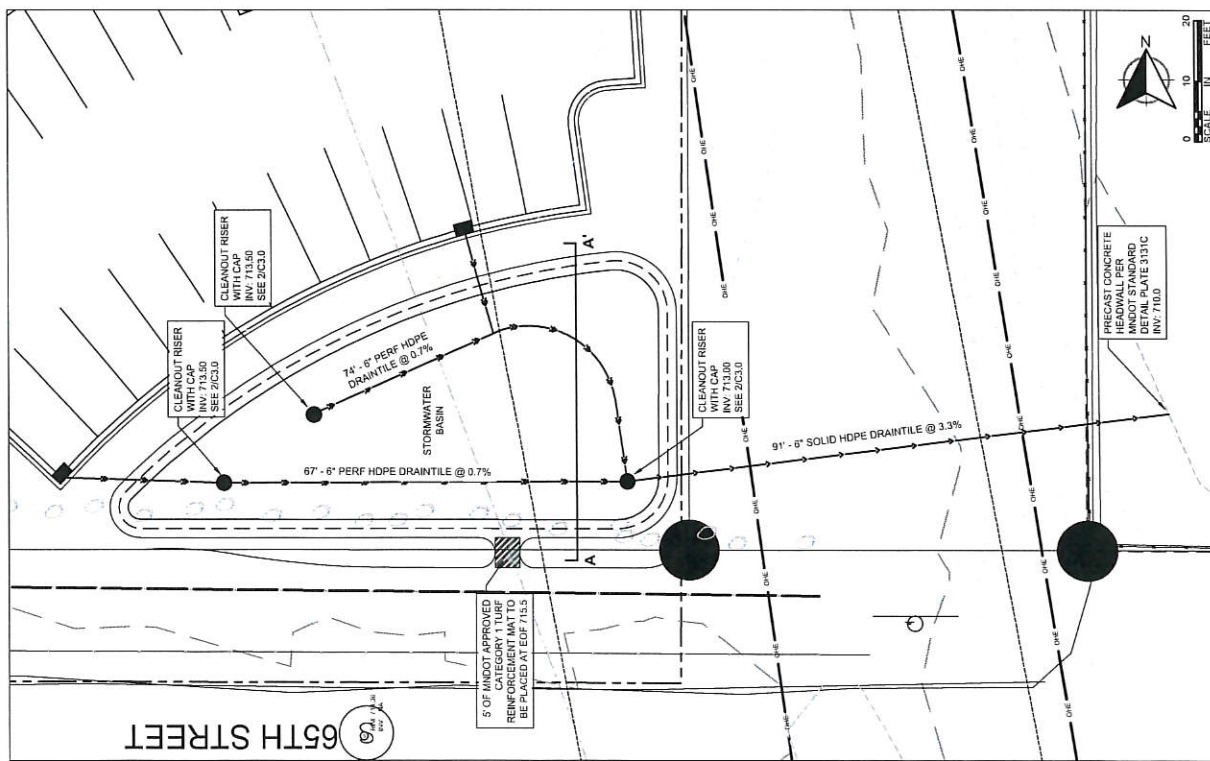
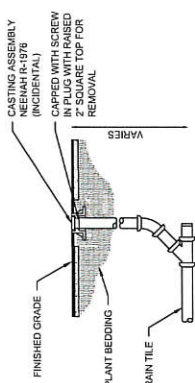
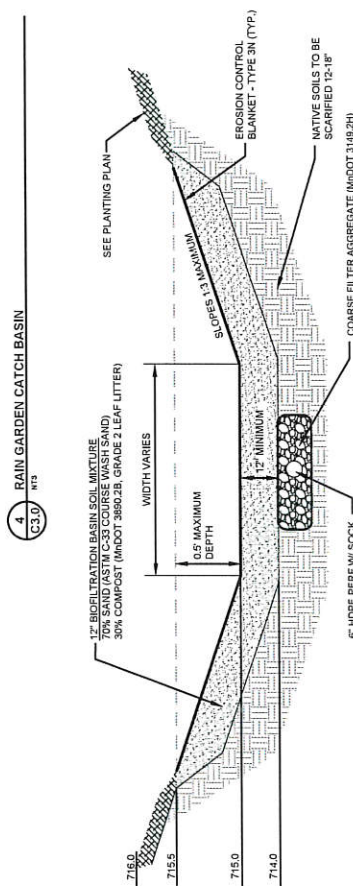
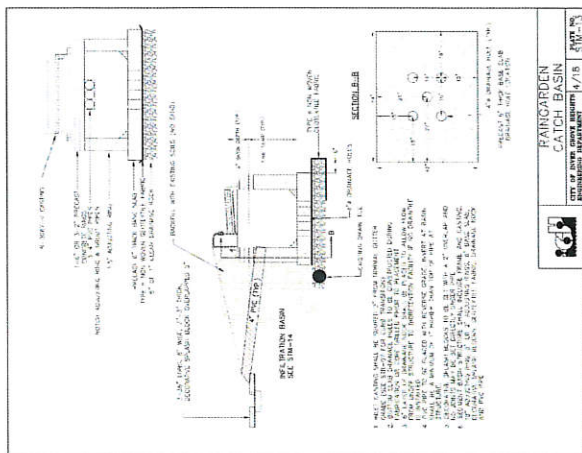
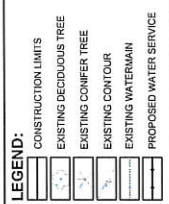
HVP DOG PARK
DEVELOPMENT PROJECT
CITY OF INVER GROVE HEIGHTS

UTILITY PLAN

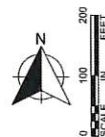
C.P.	SHEET
1707	C1.0



- NOTES:**
1. DO NOT COOPER TO CORNER CONNECTIONS SHALL BE MADE IN THE FUTURE RIGHT OF WAY.
 2. COOPER CEMENT SHALL NOT EXTEND BEYOND THE CURB BOX (NO PICTURES).
 3. INSTALL CURB BOX WITH REINFORCING.
 4. CURB BOX TO BE PLACED AT HALF EXTENSION
 5. FOR ALL CURBS, TOP SURFACE TO BE COVERED BY BURY DEPTH OR EQUAL.
 6. FOR CURB BOXES IN DRIVEWAYS, SIDEWALKS, OR PARKING AREAS,
 7. INITIAL METAL ME POSTS MUST BE 10" TO 12" BEHIND CURB BOX LOCATION.
 8. INITIAL POST SHALL BE GREEN WITH RED PAINTED BLUE.



1 OVERALL SITE PLAN
E1.0 SCALE: 1"=100'



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 13, 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

Dog Park Update

We have received preliminary information related to the soil borings that were performed by Braun Intertec related to the Heritage Village Park Dog Park improvements and they are as follows:

- Soil borings indicate no issues of concern related to contamination
- WSB is going to get fence post locations to Braun to verify they will not be going in an area of concern and change locations if needed
- WSB is going to get site plan to Braun so they can finish up a Response Action Plan (RAP) and submit to MPCA for review/approval should take about a month to gain approval
- WSB is going to get site plan to City staff by June 5th so it can go in front of the PRAC on June 13th
- WSB is going to get complete set of plans/specifications to City by June 8th for engineering review
- City of IGH engineering staff will review plan set the week of June 11th and make comments to WSB
- WSB is going to get legal notice to City staff by 6/19 for publication in legal newspaper on June 24th
- City Council will approve plans and specifications on June 25th
- We will hold a bid opening on Friday, July 13th
- WSB/City will review bids July 16-18
- City Council will approve contract on July 23rd
- Contractor will have August – October to construct project

Doffing Ave Update

Walser Property – closing on the property is scheduled for Wednesday, June 13th, Walser has until August 17th to occupy the property.

Hay Property – The City has filed an eminent domain petition for the acquisition of the Hay property. No communication with the Hay family has been received.

Kramer Property – closing on the property is complete, the Kramer's have until August 17th to occupy the property.



Parks & Recreation Department Department Happenings



River Heights Park Update

Staff has set up a meeting with a small group of River Heights Park neighbors, 2 park Commissioners and the Friends of the Mississippi River (FMR).

The timeline that has been developed is as follows:

Date/Timeframe	Action/Event
May 28 – June 8	FMR Ecologist and City staff walk the site to take a quick inventory of the natural features and potential invasive species issues that may be located in the park
Tuesday, June 19 th (5:30pm)	River Heights Park Sub-Committee @ 5:30pm at City Hall
Wednesday, July 11 th (7:00pm)	Parks and Recreation Commission Meeting – review the sub-committee recommendation(s)
Monday, July 23 rd (7:00pm)	City Council Meeting – review the Park and Recreation Commission's recommendation(s)
August 2018	FMR and City submit a Conservation Partners Legacy Program grant application to fund the creation of a Natural Resource Management Plan (NRMP)
September/October 2018	City Council approved improvements begin to be implemented
October/November 2018	In cooperation with FMR/City – River Heights Neighborhood organizes a buck-throne removal event
2019	FMR/City implement natural resource improvements to River Heights Park based on NRMP and successful grant funding



Parks & Recreation Department Department Happenings



RECREATION DIVISION

Skateboarding & Biking

Staff was approached by a resident who grew up at our skate park who is interested in giving back to the community and sport by offering lessons for skateboarding and biking. Staff is working with the individual to create some offerings for late summer and fall.

Saint Paul Farmers' Market

The farmers market is back on Sundays from 8am-1pm beginning June 17-October 7. The market is located at the Veterans Memorial Center parking lot.

Community-Wide Reading Program

Inver Glen Library will be sponsoring the first ever Inver Grove Heights Reads community-wide reading program this fall. You are probably familiar with these kinds of programs, the purpose of which is to promote reading and literacy, while fostering community engagement and discussion. We very much hope this will result in a community connected through a shared reading experience. Inver Glen has reached out to the Parks and Recreation to partner in this new program.

Capturing a Larger Active Adult Audience

Staff will be looking at expanding some of the publications and the distribution of those publications in 2019 so that we can cast of wider net of the 55 plus demographic and expose more active adults to our programs, facilities and services.



Parks & Recreation Department Department Happenings



VMCC/GROVE DIVISION

Lap/Dive Pools

The lap/dive pools went through their annual cleaning and maintenance for the year. Both of these pools will be 18 years old next year and the lap pool will be in need of a new pool shell in 2019.

Summer Learn to Skate

Summer Learn to Skate is back this summer after missing a year due to the East Rink project last summer. Lessons will be offered for all ages and abilities the week of June 12 as well as the week of July 24.

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 11. All participants must attend an orientation. After the orientation, teens have access to the pools, fitness center, open skating and teen boot camp.

Summer Hours for Community Center

This summer, the Community Center is trying reduced hours by closing one hour earlier every night. Based upon past usage staff found that there were very few members and guests utilizing the building during the last hour we are open. Staff will evaluate the change after the conclusion of the summer to determine if it's something we should continue.

Marketing of Remodeled Water Park

With the remodeling of the water park this past fall, staff has been working on promoting the new amenities in some different electronic and hard-copy publications. We recently did a promotion with the Rochester Chamber of Commerce as many people travel Highway 52 and are looking for entertainment. In addition we have also tried some targeted digital ads hitting surrounding suburbs around Inver Grove Heights.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner's Handbook

Meeting Date: June 13, 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

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

Re-appointed Commissioner Kevin Sethre

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

Commissioners Niki Barker and Steve Cook

SUMMARY

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.



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.ci.inver-grove-heights.mn.us

June 2018

To Inver Grove Heights Park & Recreation Commissioner:

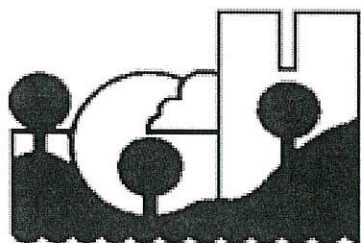
First, thanks for your support and participation as a member of the Inver Grove Heights Parks and Recreation Commission. On behalf of the Parks and Recreation staff, it is a pleasure having you serve in guiding the planning and leadership for a balanced program of recreation and leisure services and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

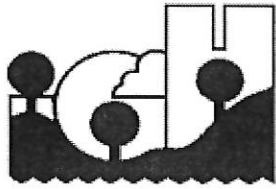
Sincerely,

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights



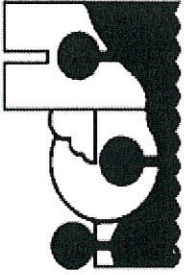
2018 Roster Inver Grove Heights Parks & Recreation Commission

Niki Barker 7647 Bowman Ct Inver Grove Heights MN 55076 Home: 612.205.3530 Work: Email: nikitasenorita@gmail.com Term Began: June 2018 Term Expires: May 2021	Steve Cook 9250 Inver Grove Trail Inver Grove Heights MN 55076 Home: 612.212.5611 Work: Email: Cookfallon@comcast.net Term Began: June 2018 Term Expires: May 2021
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 2021	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



Parks and Recreation Commission Annual Planning Calendar

January • Work Session to Develop Goals\Work Plan for coming year • Grove Membership Update – Lisa	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 • Active Adults - Jessica
April • Tour of Park System – Brian • Preview Aquatic Programs – Tammy	October • Preview VMCC Programs – Tracy/Lisa • Tour of Park System – Brian
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	December • Review Operational and CIP Budgets • Review Park and Recreation Fees • Review Park Dedication Rates • Review Goals\Work Plan from the year

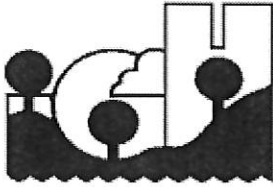


2018 Inver Grove Heights Parks & Recreation Fact Sheet

<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> 33.1 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> \$2,065,900 (Parks) \$632,400 (Recreation) \$235,300 (Recreation Program Revenue) \$1,493,700(Inver Wood Golf Course) \$1,683,000 (Inver Wood Revenue) \$4,310,800 (VMCC/Grove) \$2,671,600 (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.funatthegroove.com

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.



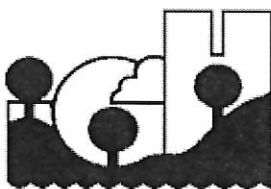
Commission Meeting Procedure

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.

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...						



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

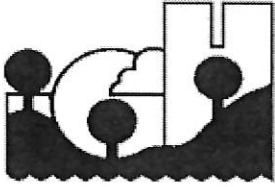
1. The Officers shall consist of a Chair and a Vice Chair, who shall be members of the Commission, and who shall be elected at the June meeting. The Parks & Recreation Director is an ex officio member of the Commission.
2. The Chair shall preside at all meetings of the Commission. The Chair represents 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.



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?**

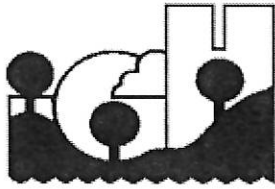
Please notify the Parks & Recreation Director. You may call (651) 450.2587.

- **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.



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

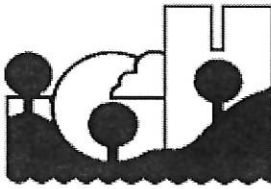
The following remarks are intended to provide thoughts for your discussion only. It is beneficial to regularly pause and take stock in an organization's planning, strategy development, and simply creative thinking.

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



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.

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

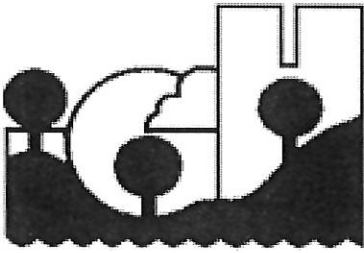
The ability to all work together toward a common vision or goal.

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.



Ethics, Excellence, Engagement

CITY OF INVER GROVE HEIGHTS Parks & Recreation Department

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

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Parks & Recreation

- Parks & Recreation Office — 8055 Barbara Ave
- Parks Maintenance — 8168 Barbara Ave
- Inver Wood Golf Course — 1850 70th St
- Inver Wood Maintenance Facility — 1597 80th St
- Veterans Memorial Community Center — 8055 Barbara Ave

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Park & Recreation Key Staff Contacts

Name	Title	Phone	Email
Eric Carlson	Parks & Recreation Director	651-450-2587	ecarlson@invergorveheights.org
Brian Swoboda	Parks Superintendent	651-450-2582	bswoboda@invergorveheights.org
Tracy Petersen	Recreation Superintendent	651-450-2588	tpetersen@invergorveheights.org
Matt Moynihan	Clubhouse Superintendent	651-450-4324	mmoynihan@invergorveheights.org
Joel Metz	Golf Course Superintendent	651-554-0132	jmetz@invergorveheights.org
Lisa Lamey	Guest Service Supervisor	651-450-3442	llamey@invergorveheights.org

Benefits of Parks & Recreation

- A healthy park and recreation system equals **healthy residents**
 - People who engage in regular physical activity are healthier
 - Increased exposure to natural areas has been linked to improved physical and psychological health
 - *Human-Environment Research Laboratory of the University of Illinois at Urbana-Champaign*



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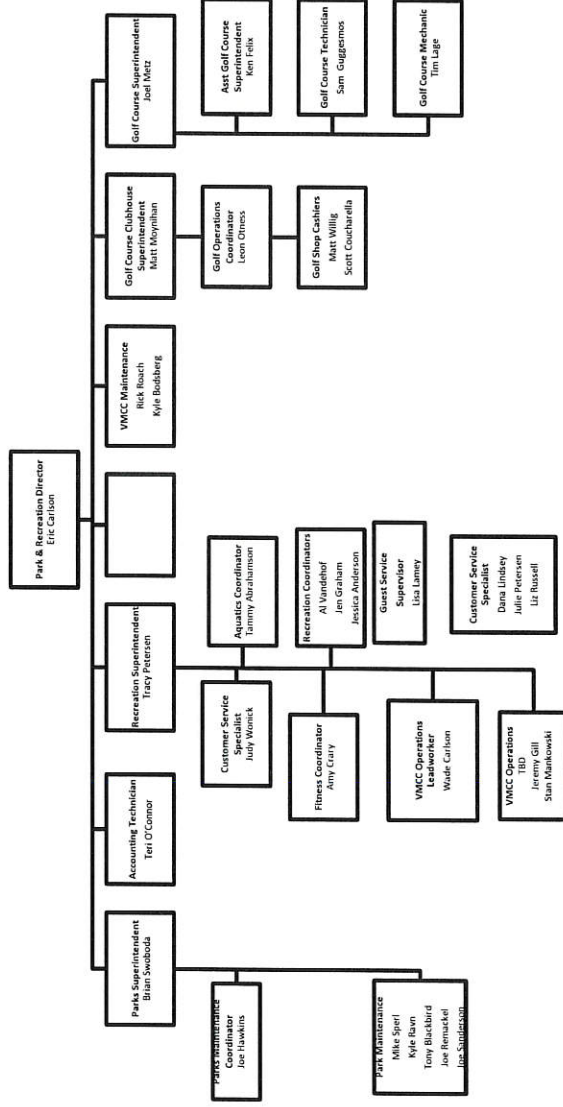
Park & Recreation Department

- Picture needs to be updated

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Parks & Recreation Department Organization Chart



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2018 Full Time Equivalent

	Full Time/Part Time Benefited	Seasonal Non-Benefited	Total
Parks	9.33	3.0	12.33
Recreation	3.56	1.3	4.86
VMCC	13.29	22.4	35.69
Inver Wood	6.93	9.4	16.33
Total	32.61	36.1	69.21

Park & Recreation Commission

- 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.

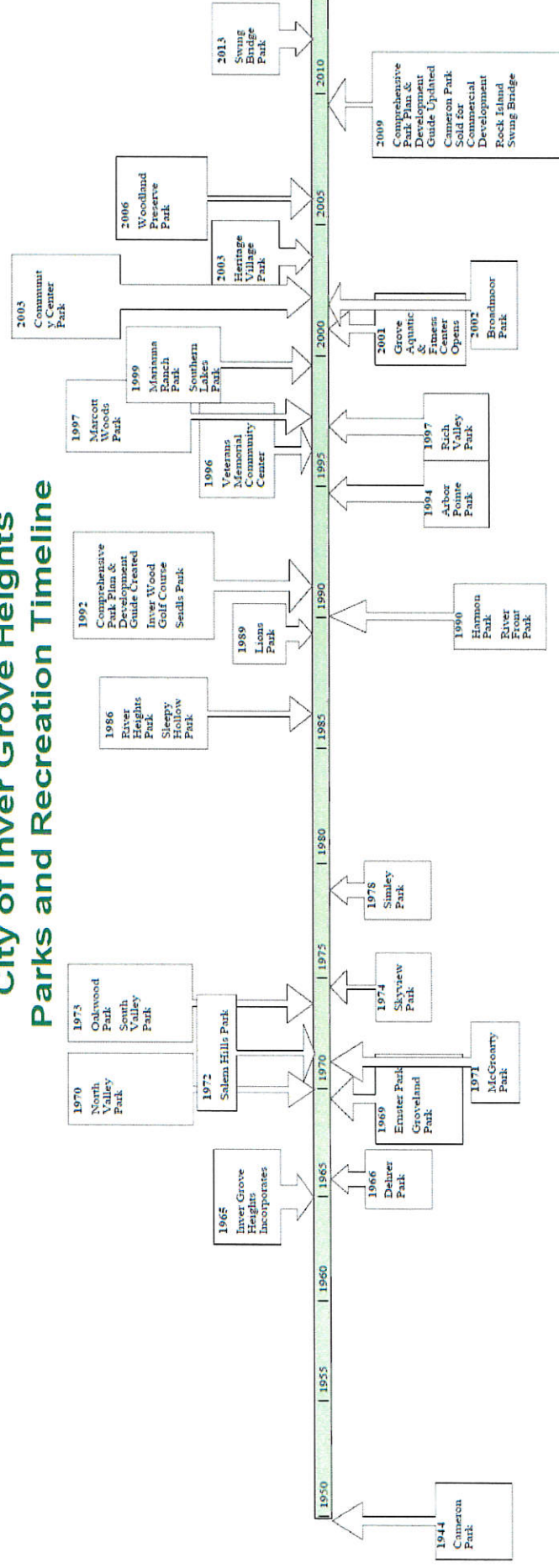
Commissioner	Consecutive Years of Service	Term Expires
Al Eiden	24	2020
Katie Bauer	3	2020
Mark Freer	4	2020
Mary Gerhardt	0	2019
Willy Krech	25	2019
Deb Tix	4	2019
Steve Cook	0	2021
Nicki Barker	0	2021
Kevin Sethre	1	2021



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Park & Recreation System Timeline

City of Inver Grove Heights Parks and Recreation Timeline



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Benchmark Data

CITY	INVER GROVE HEIGHTS	ROSEMOUNT	FARMINGTON	SOUTH ST. PAUL	WEST ST. PAUL	MENDOTA HEIGHTS	AVERAGE
Square miles	28	36	12.5	5.7	5.0	10.5	16
Population	34,000	22,000	21,000	19,500	19,500	11,000	21,167
City park acreage	609	440	876	246	129	259	427
Acers per 1,000	17.9	10	14.7	12.6	6.6	23.5	20.4
Parkland as a % of all city acreage	3%	2%	11%	7%	4%	4%	4%
Total parks	28	27	21	16	15	15	20
Parks per 1,000	.82	1.23	1	.82	.77	1.36	.96
Miles of trails	26	33	43	6	5	29	24
Miles of sidewalks	30	52	58	55	50	3	41



Parks

- Park Maintenance
 - Picture needs to be updated
- Park Development
- Park Acquisition & Development Fund (402)
- Park Capital Replacement Fund (444)
- Non Park Assets

Parks

- 28 Parks
- 609 Acres
- 26-miles of paved trails
- Playgrounds
- Winter skating
- Basketball/Tennis Courts
- Skate Park
- Athletic Fields
- So Much More!



2018 Parks Operating Budget

- General Fund
- Daily maintenance of parks, trails, open space
- Added 0.5 FTE maintenance
- No significant changes in 2018

Expenditures	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Department Request
Personnel Services	912,906	808,661	970,200	1,068,500
Professional/Technical	33,691	40,687	29,800	29,800
Purchased Services	537,757	521,860	582,600	628,800
Other Services	115,015	103,746	104,500	51,100
Supplies	184,532	190,161	225,500	225,400
Other Expenses	29,077	30,690	31,000	31,000
Total	1,812,977	1,695,806	1,943,600	2,065,900



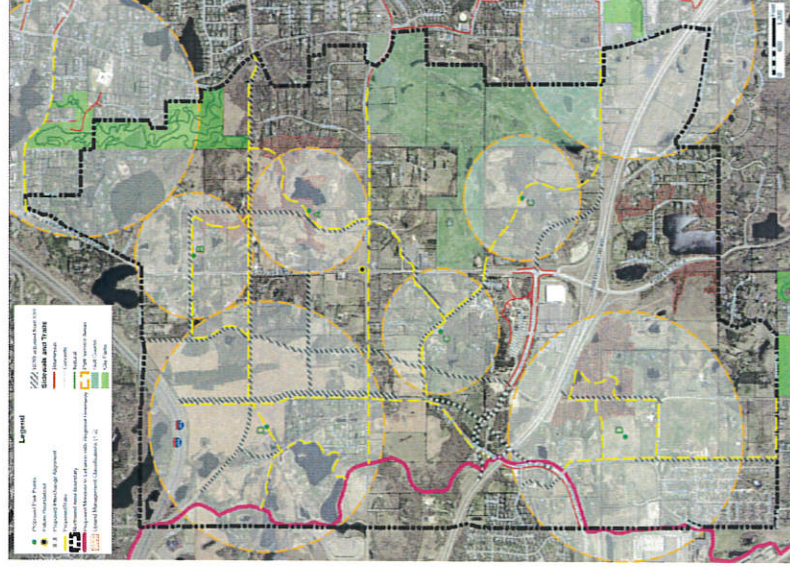
Park Acquisition & Development (Fund 402)

- Developers pay at time of final plat
- Used for new land purchase, new park & trail development
- Cash balance of approximately \$2,400,000



NW Area Park Plan

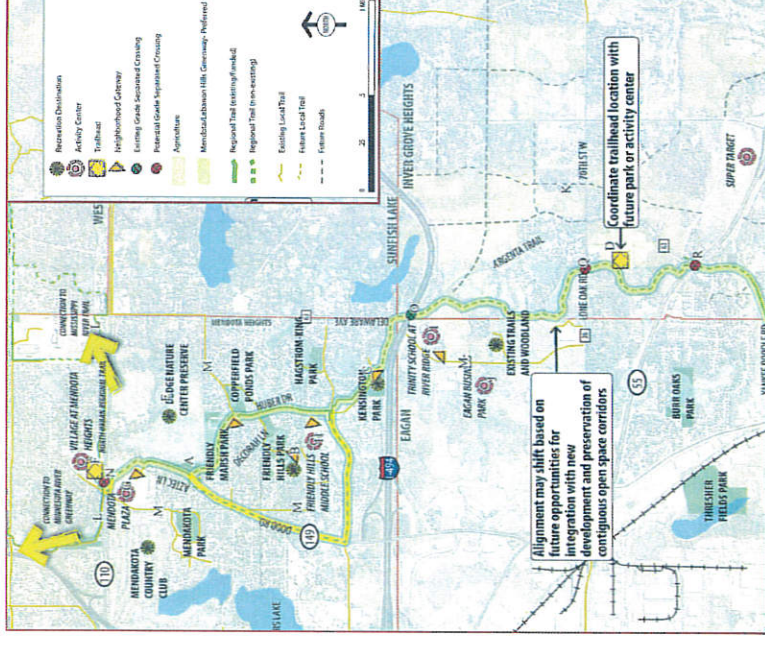
- Five - Six parks
- Paid through park dedication
- Increase in operating cost
- Increase need for additional staff/equipment



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Mendota/Lebanon Hills Greenway Master Plan

- Dakota County Parks
- Regional Trail
- 15-20 year plan
- County to own, operate, maintain, replace



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Park Capital Replacement Fund (Fund 444)

- Existing infrastructure
 - \$13,000,000
- Should set aside
 - \$700,000 annually
- Current Funding
 - \$250,000 annually
- Cash balance of approximately
\$1,000,000



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Recreation

- Recreation Programs
- Community Events
- Manage recreation facility usage
- Work with youth athletic associations
- Coordinate with Community Education
- Picture needs to be updated

- Youth Programs
- Adult Programs
- Senior Programs
- Family Programs
- Special Events
- Sports Programs
- Classes
- Camps
- 8,000 registrants

Recreation



Partnerships

- Youth Athletics
- Businesses
- Neighborhood Groups
- School District
- Service Organizations



2018 Recreation Operating Budget

- Special Revenue Fund
- No significant program changes proposed in the 2018 budget
- \$235,600 in revenue
- Cost recovery projected at 37%

Expenditures	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Department Request
Personnel Services	414,740	412,646	434,400	432,900
Professional/Technical	48,47	42,564	42,900	39,400
Purchased Services	49,903	55,648	54,900	55,700
Other Services	19,873	21,512	23,200	23,800
Supplies	65,010	54,325	75,500	74,200
Other Expenses	7,236	7,601	7,000	7,200
Total	614,249	594,296	637,900	662,400

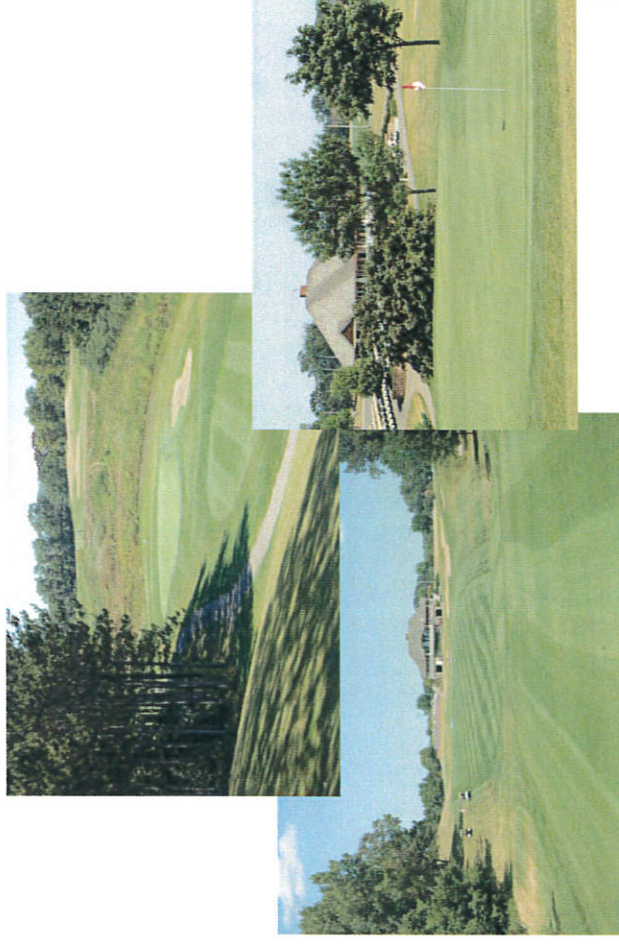


Inver Wood Golf Course

- Starter building repairs
- Parking lot light replacement
- Parking lot replacement
- Picture needs to be updated

Inver Wood Golf Course

- 235 acres
- 18 – hole Championship
- 9 – hole Executive
- Driving Range
- Pro Shop
- Clubhouse
- Lessons
- Leagues
- Group Outings
- 80,000 users



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2018 Inver Wood Budget

- Enterprise Fund
- Expenses covered by golf revenues
- 50,000 rounds
- Re-roof buildings
- \$1,683,000 in revenue
- \$325,400 in depreciation
- Improvement Debt repayment starts in 2018

Expenses	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Department Request
Personnel Services	818,006	818,934	909,600	933,900
Professional/Technical	1,187	3,557	800	800
Purchased Services	93,351	77,508	104,000	109,300
Other Services	46,826	44,922	50,000	61,600
Supplies	188,055	178,231	241,600	233,000
Other Expenses	302,771	272,423	366,200	312,400
Cost of Sales	128,875	115,651	141,000	138,600
Total	1,581,309	3,688,701	1,813,200	1,776,500



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Veterans Memorial Community Center

- 90% cost recovery goal
 - 500,000+ visitors
 - Active Adult Programming
 - Replace East Rink Floor in 2017
 - Future parking lot replacement
- Picture needs to be updated



Veterans Memorial Community Center

- Aquatics
- Fitness Center
- 2 Sheets of Ice/Turf
- Meeting Rooms
- Childcare
- Group Fitness Classes
- Personal Fitness Classes



2018 VMCC/Grove Budget

- Special Revenue Fund
- Cost recovery projected at 85% (not including capital investments)
- \$2,671,600 in revenue
- Continue to invest in improvements to the facility

Expenditures	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Department Request
Personnel Services	1,625,176	1,714,335	1,916,200	1,947,800
Professional/Technical	23,073	14,387	26,100	24,500
Purchased Services	700,004	717,991	749,100	693,200
Other Services	90,791	86,639	102,000	145,100
Supplies	226,839	202,691	254,200	240,100
Other Expenses	32,320	47,542	33,100	40,600
Capital Outlay	453,133	113,780	721,300	1,382,500
Total	3,154,025	4,277,553	3,803,300	3,367,100



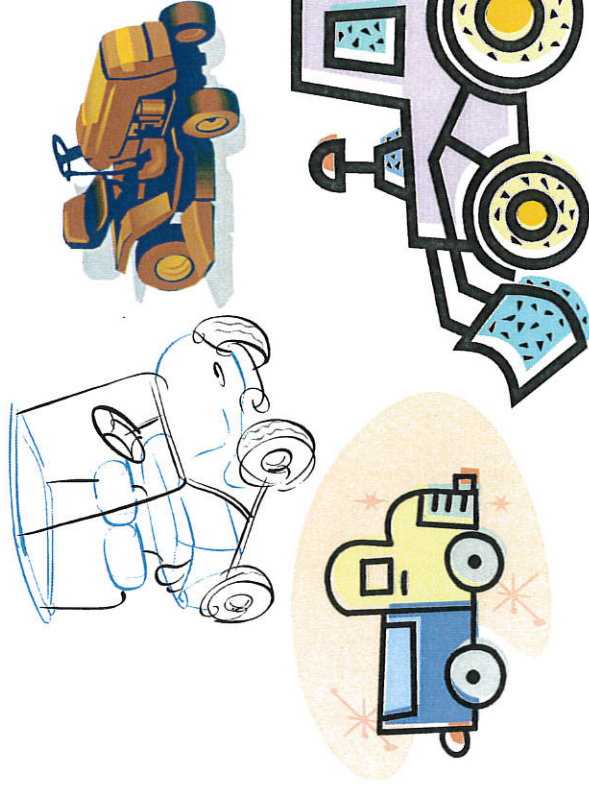
Information

- Park & Recreation Brochure
 - 3x's per year
 - Programs
 - Facilities
 - Contact information
- Register
 - On-line
 - In person
 - Over the phone
 - Mail in
 - Fax
- Twitter
 - @IGH Parks
- FaceBook
 - Inver Grove Heights Parks and Recreation



Equipment

- Inver Wood
 - Approximately 30 pieces of maintenance equipment
 - 70 golf carts
- Parks
 - Approximately 50 pieces of equipment



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Future Challenges

- Existing infrastructure funding, increase is needed
- Repurpose existing facilities as appropriate
- Adjust services to meet changing demographics
- Maintaining appropriate staffing levels



Summary

- Parks & Recreation support a healthy happy community
- Attracts people to the City to live, work, and play
- Catalyst for economic development
- Professional experienced staff



“Discover the Opportunities”



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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 13, 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.