Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, July 11, 2018
8150 Barbara Avenue
7:00pm

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
4. ANNOUNCEMENTS
   - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
   - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
   - C. Follow us on Twitter at @IGHParks
   - D. Next Meeting; August 8, 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 June 13, 2018
6. PUBLIC COMMENT – Public comment provides an opportunity for the public to address the Commission on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes. Comments will be limited to three (3) minutes per person.
7. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
8. REGULAR AGENDA - Items requiring action that are new to the Commission.
   - A. Consider Recommendation for Improvements to River Heights Park
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
   - A. Department Happenings
10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
11. ADJOURN

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

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

City of Inver Grove Heights Minutes of the Proceedings
Of the Park and Recreation Advisory Commission
Wednesday, June 13, 2018

1. CALL TO ORDER:

Chair Sethre called the June 13, 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, Deb Tix, Mary Gerhardt, Nikki Barker, and Steve Cook
Parks and Recreation Director Eric Carlson
Absent: Commissioner's Mark Freer and Willie Krech
Recording Clerk Sheri Yourczek

Chair Sethre introduced two new Park and Recreation Commission members, Nikki Barker and Steve Cook.

Nikki Barker stated that she has lived in Inver Grove Heights for five years and is married and has a son. She commented that she was excited to be here and that she applied to be on the Commission because she wanted to give something back. She commented that she really enjoys the outdoors and using all that Inver Grove Heights has to offer and would like that to be great for generations to come.

Steve Cook stated that he has lived in Inver Grove Heights on his hobby farm along with his wife and many different animals, for five years. He commented that he has five children and five grandchildren. He is now retired but was formerly a Clinical Social Worker. He commented that he used to live in Maple Grove and was active with the Commissions in that area and stated that he would like to contribute something back to the Community here as well.

3. PRESENTATIONS:

A. Introduction of our Parks and Recreation Intern – Rachel Mikel

Rachel Mikel, Parks and Recreation Intern, stated that she is from Oakdale, Minnesota, and went to Winona State, majoring in Recreation and Tourism. She commented that once this internship is finished she will have completed school. She has been working on the Fishing Derby event, which was a huge success, as well as the Penny Carnival, Terrific Tuesdays, Random Acts of Fitness, Lawn of the Week, Horse Camp, and Safety Camp. She commented that she will be busy the rest of this summer and looks forward to being a part of the team.

Chair Sethre asked what her goals were after school is over.

Intern Mikel responded that she would like to stay within Parks and Recreation as a Coordinator or Supervisor.

Vice Chair Bauer asked how long she would be working as an Intern.

Intern Mikel responded that she would be working until the middle to the end of August.

Parks and Recreation Director Eric Carlson stated that they have an Intern every year and that they try to provide them with a well-rounded experience. He stated that Rachel will be involved with the Community Center, park maintenance, and some things going on at the Golf Course. She will mostly focus on programming.

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: Wednesday, July 11, 2018. Regular Meeting 7:00 p.m.**

5. CONSENT AGENDA:

A. **Approval of Agenda**
B. **Approval of Minutes of May 9, 2018**

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

Ayes: 7
Nays: 0 Motion carried.

6. PUBLIC COMMENT:

There were no public comments.

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Appointment of a Chair and Vice-Chair of the Parks and Recreation Commission

Commissioner Eiden nominated Kevin Sethre for the position of Chair.

Chair Sethre accepted the nomination.

Motion by Commissioner Eiden, second by Vice Chair Bauer to nominate Kevin Sethre as Chair of the Parks and Recreation Commission.

Ayes: 7
Nays: 0 Motion carried.

Commissioner Eiden nominated Kathryn Bauer for the position of Vice Chair.

Commissioner Bauer stated that she was fine with accepting the position but was open to someone else stepping in as well. She asked if a Commissioner had to be present at this meeting in order to be nominated as she would suggest Mark Freer.

Director Carlson responded that they do not need to be present, but that he was unsure how Commissioner Freer would feel about the nomination.

Motion by Commissioner Eiden, second by Commissioner Tix to nominate Kathryn Bauer as Vice Chair of the Parks and Recreation Commission.

Aye: 7
Nay: 0 Motion carried.

B. Consider Approval of Plans and Specifications for the Heritage Village Dog Park

Director Carlson stated that they are asking for approval of the plans and specifications for the proposed dog park that will be located at Heritage Village Park. They have been talking about having a dog park in the Community since 2009 and are working with WSB to create the plans. He stated that the area would include a small breed area approximately one acre in size, and an all-breed area approximately nine acres in size for a total of ten acres. There is a small parking lot off of 65th Street that would hold approximately 20 cars with handicap accessible stalls. There would be a double gated entrance to the dog area.

Commissioner Cook asked if owners of small breed dogs needed to keep them in the small breed area, or if they could take them into the all-breed area.

Commissioner Tix responded that they can go throughout the dog park, but that it was just an extra area for smaller dogs so they don't have to deal with larger dogs if they do not want to.

Director Carlson referenced a diagram of the area stating that there is a paved sidewalk to the entrance of the dog park, which has two entrances based on the area you want to take your dog into. Once inside there is a handicap accessible crushed aggregate path in both areas. He commented that there would be a chain link fence around it. The Regional Trail is between the parking lot and the gate entrance.
He stated that the aggregate trail would end at some point and then it would become a mowed natural trail. The chain link fence would stop there as well and the rest would be a welded wire fence.

Director Carlson stated that there was one area that he wanted the Commission to focus on which was the relationship between the parking lot, the Regional Trail, and the entrance to the dog park, and any potential conflicts that could take place due to that.
He stated the following ideas for that area:

1. Install a warning sign on the Regional Trail stating that users are about to approach the dog park and should be alert to people crossing the trail.
2. Re-route the Regional Trail so there isn't a conflict.

Commissioner Cook commented that retractable leashes could be a conflict in that crossing. People would need to be in control of their dog during that transition period.

Commissioner Gerhardt agreed that a warning sign would be a good idea for bikers as they may be going a little faster. She suggested there be signage in the dog park to keep your dog under control in the parking lot, and on the way up to the dog park.

Director Carlson stated that they were not aware of another dog park area that had a Regional Trail in between the parking lot and the entrance to the dog park. This is a unique situation that needs to be looked at prior for pros and cons.

Commissioner Barker asked if they could also put up a sign for those users approaching the dog park so that they are aware of the Trail being there. This way both parties are warned.

Director Carlson responded that they can put up a lot of signs, but people are still going to do what people do and not pay attention. Some people would keep their dogs close by to get to the dog park, others may not.

Commissioner Eiden stated that he wasn't in favor of worrying about those who do not obey the rules. He is in support off the warning signs and rules that the dog park committee will come up with.

He questioned what the consequences would be for not following the rules.

Vice Chair Bauer responded that they have the time to look at this and get input now. She stated that safety is always a concern, and if there is a much safer way to do this, then they should be looking into it. She commented that it would be better to avoid a situation and to do it now rather than retrofit it later.

Commissioner Cook commented that he sees a potential problem with inhibiting the speed of the bike riders on the trail. He questioned who would stop first, would it be the pedestrian's, or would it be the riders. He felt that re-routing the trail could take away this potential problem.

Commissioner Gerhardt asked if they had any cost estimates on re-routing the trail.

Director Carlson responded that they do not have any cost estimates at this time.
He stated that as a part of their partnership with the County, they plan on making a connection from the Regional Trail down along Doffing to Swing Bridge Park. The Grant pays for half of that and the County will pay for half of that. Re-routing the trail could get paid for the same way. He stated that it could be less expensive to do this now before they would be forced to do that in the event something undesirable happened.

Motion by Commissioner Cook, second by Vice Chair Bauer to consider additional planning for re-routing the Regional Trail away from the dog park in Heritage Village Park.

Director Carlson stated that the Regional Trail is a County trail, not a City trail. He commented that if the thought of the Commission was to avoid a possible conflict and re-route the trail, they will have to work with the County on that. He wasn't sure which alternate option they would go with. He suggested that the Commission direct staff to work with the County to find the safest way to re-route the trail.

He stated that the timeline would be for the City Council to approve the plans and specifications on the 25th. They need to have a fairly solid plan in order to open bids on July 13th, award a Contract on July 23rd, and begin construction in August.
He stated that if the Commission wanted to try to avoid the conflict with the trail, he would need direction to work with the County and others to work that out. He stated that if the Commission likes the way it is now, and that they would need to put up a couple of warning signs, he would need that direction.

Commission Eiden asked why the configuration was the way it is with the parking lot on the other side of the trail.

Director Carlson responded that the Master Plan was completed for the park before they contemplated having a dog park in the area. The Regional Trail was shaped the way it was due to the planned parking lot.

Chair Sethre commented that even if it is re-routed, there are going to be potential conflicts in other locations.

Director Carlson stated there could be a car/bike conflict in one other location. He stated that there is going to be a conflict, but that it could be managed in a different way other than what they are proposing right now.

Commissioner Gerhardt stated that bikers are going to have to be aware of not only dogs, but kids running across the path as well. They will have to slow down when going through the park anyway. She commented that she didn't feel that this is going to create a huge conflict, and that she didn't think they needed to divert it.

Chair Sethre commented that if there are a lot of complaints we would have to revisit this at some point, but that a re-route is also going to create conflicts. He stated that he is in favor of leaving it as it is and putting out warning signs.

Commissioner Cook agreed that there will be conflicts, even with re-routing.

Commissioner Eiden stated that he will not support focusing all the development for the Master Plan of the park on a dog park. He commented that he was fine with turning that area into a dog park but suggests forgetting Heritage Village Park as a Master Plan. He stated that he doesn't see the trail needing to be re-routed.

Ayes: 3 (Bauer, Barker, Cook)
Nays: 4 (Eiden, Sethre, Tix, Gerhardt) Motion fails.

Director Carlson continued on with the presentation regarding the dog park stating that they have probable construction costs for the dog park as follows:

- Xcel Energy – Burying the overhead utility lines for $40,000.
- Base Construction - The cost estimate to do the parking lot, storm water, fencing, and lighting, would be approximately $672,000, which is on the high side due to the construction season beginning so late this year due to the weather. Contractors could be full and may or may not be interested in doing this job.
- Construction – Approximately $200,000 for additional alternates such as additional light poles, water lines for drinking fountains, etc.
- WSB – Preparation of Plans and Specifications - $55,000.
- Braun Intertec - Environmental work for $10,000.
- WSB – Construction Observation and Administration would be approximately $50,000 to $60,000.

He stated that as far as insurance goes, they are self-insured through the League of MN Cities and the rates will not change if we institute a dog park in the City.

He commented that there are costs associated with having a dog park and that it could be approximately $12,000 to mow, have trash removal, possible future fence repairs, electrical lights in the parking lot, and a portable toilet. He stated they will collect approximately $8,000 in revenue.

Director Carlson stated that from a scheduling perspective they will have the Engineering Group review the plans and specifications, they are working with Dakota County to make sure they are comfortable with what they are proposing, they will also be talking with WSB. He commented that the ADA Consultant has reviewed this and they have provided them with feedback about things to adjust to ensure that we are ADA compliant.

Commissioner Eiden questioned the amount of $207,000 and the costs of $10,000 to $15,000 a year for more amenities as we move forward. He commented that in terms of costs and ownership, the Friends of the Dog Park stated they would do things to make those other items happen.

Director Carlson responded that it was things they would do if they decided to do them as a part of the dog park construction. In response to the cost for more amenities as we go, that is in reference to adding amenities to the park system, as they need to set aside money to replace things someday.

Director Carlson stated that some of the things that the volunteer group would be doing would be to add a picnic table, build a couple of shelters, do maintenance, and help put in a woodchip trail. They would not be paying for the long-term maintenance. The figures he mentioned was intended to represent that.

Chair Sethre stated that burying the utility lines is a cost that they will not have to occur on a future phase. He agreed with Commissioner Eiden that the cost was more than he anticipated it would be.

Director Carlson stated that if the proposed numbers are correct, they would pay $331,000 from the State of MN in a Grant (2010-049) that does not require a match. They also have a Grant from the State of MN in 2014

(04273) that requires a 1/1 non-state match so $334,500 would come from that Grant and we match that with our own money from the 402 Fund.

Commissioner Tix asked if the Grants expire at the end of 2018 if we do not use them.

Director Carlson responded that is correct, both Grants expire at the end of 2018 if they are not used.

Chair Sethre stated that he came up with information on a State Bonding Bill in 2010 labeled SG2010/049 and SG04273 which came out of the 2014 Omnibus Bonding Bill House File 2490 Capital Improvements Appropriations. He mentioned that for further detailed information please look up the numbers he referenced above.

Commissioner Cook commented that $10,000 to $15,000 would need to be placed into the replacement fund regardless of what the total cost would be. In addition to that it would cost approximately $12,000 to maintain with $8,000 in revenue. There is a $4,000 gap. He asked if we have provisions within the City budget to for that extra money.

Director Carlson responded that they need additional money over the years to replace things as they come. He responded that they will be budgeting for that in the 2019 budgeting process and that the City Council will decide whether or not to approve.

Commissioner Eiden stated that he was concerned with the 402 Fund which comes from Park Dedications, and Fund 444, which is the replacement fund. He commented that there are other major projects in this town that they should be looking at.

Commissioner Barker questioned the Grant that requires a match and asked if that is the actual amount, or if it get adjusted.

Director Carlson responded that it would be adjusted. They will use the $331,000 in full because that can only be used for capital improvements. They will adjust the other two numbers down to match whatever the number happens to be.

Commissioner Gerhardt asked that since the funds expire at the end of the year, does that mean we need to have completed the project by the end of the year.

Director Carlson responded that they have to be done with construction before December 31, 2018.

Vice Chair Bauer commented that we wouldn't be at this point if we didn't have those Grants and the group of dedicated citizens. They have a plan to raise funds and offset some of the costs. She commented that this could be the start of development on the rest of Heritage Village Park. She is in support of this and is recommending to move this forward, as there has been a lot of thought and ideas put into this.

Motion by Vice Chair Bauer, second by Commissioner Cook to Approve Plans and Specifications for the Heritage Village Dog Park as presented.

Ayes: 7
Nay: 0 Motion carried.

9. <u>ADMINISTRATIVE PRESENTATIONS:</u>

A. Department Happenings

Director Carlson stated that he will stand by for questions.

Chair Sethre commented that he read an article in the St. Paul Pioneer Press Sunday about enhancements in park memberships, and non-peak time golf and asked how that applied to Inver Wood.

Director Carlson responded that they did sell 26th Anniversary memberships this year at the golf course. They sold a three-year membership for $177.00 which allowed golfers to play as many rounds of golf as they wanted to afternoons on Saturday's and Sunday's, and anytime during the day, at any other time, Holidays were also included in the Saturday and Sunday restriction. He commented that it has been very popular. As of May, rounds and revenue are up.
He commented that a good measure of how things are going is asking if they are collecting more revenue than they have spent in expenses.

Commissioner Eiden asked to be updated on River Heights Park and the subcommittee that has been put together.

Director Carlson responded that the City Council reviewed the topic and voted to keep River Heights as a park. The City Council directed him to meet with a small group of neighbors and some Commissioners to talk about what future improvements should be made to the park. Commissioner Tix and Cook will be on that committee along with some residents and the Friends of the Mississippi River to speak about what types of amenities they want in the park. He commented that the group will make a recommendation and will come before this Commission at the July meeting. This Commission will then make a recommendation to the City Council for their second meeting in July, and then we will implement those recommendations in the months to come. He anticipates they will ask for benches, signage, a park ID sign, and a picnic table.

Commissioner Eiden commented that they need to think about costs when it comes to those amenities.

B. Review Park and Recreation Commissioner's Handbook

Chair Sethre stated that the Commissioner's Handbook outlines the roles and responsibilities Commissioners have while serving on the Parks and Recreation Commission.

Commissioner Cook commented that as a new Commissioner, he found the book very helpful.

Director Carlson stated that the handbook is there for everyone to refresh their memories about the roles and responsibilities of a Commissioner.

10. COMMISSION COMMENTS:

Commissioner Barker had no comment.

Commissioner Cook stated that he is very encouraged and excited about being a part of this group.

Vice Chair Bauer welcomed the new Commissioner's.

Commissioner Tix welcomed the new Commissioner's.

Commissioner Eiden also welcomed the new Commissioner's. He commented that he wants to keep the new Intern busy this year as well as the staff. He stated that there are a lot of things going on in this Community and that they get better when you participate. He hopes to see everyone around town.

Commissioner Gerhardt welcomed the new Commissioner's and the new Intern.

11. ADJOURN

Motion by Commissioner Eiden, second by Commissioner Tix to adjourn the meeting at 8:28 p.m.

Ayes: 7
Nays: 0 Motion carried.

AGENDA ITEM ___________

CITY OF INVER GROVE HEIGHTS | **REQUEST FOR COMMISSION ACTION**

Consider Recommendation for Improvements to River Heights Park

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Meeting Date:	July 11, 2018		**Fiscal/FTE Impact:**
Item Type:	Regular Agenda		None
Contact:	Eric Carlson – 651.450.2587		Amount included in current budget
Prepared by:	Eric Carlson		Budget amendment requested
Reviewed by:	Eric Carlson – Parks & Recreation		FTE included in current complement
			New FTE requested – N/A
		X	Other

PURPOSE/ACTION REQUESTED

The Commission is asked to recommend improvements to River Heights Park as outlined below and to recommend funding of up to $12,000 from the Park Acquisition and Development Fund (Fund 402).

SUMMARY

At the Monday, May 14th City Council meeting, the Council discuss the future use of River Heights Park. The Council voted to keep River Heights Park as a park and directed staff to meet with a small group of neighbors, members of the Parks and Recreation Commission and the Friends of the Mississippi River (FMR) to develop a recommendation on the preferred improvements to the park.

On Tuesday, June 19th the River Heights Park sub-committee consisting of residents: Tom & Denise Wilkens, Al Meyman, Shirley Bauer, Kerry Hoffner; Commissioners Steve Cook, and Deb Tix; Friends of the Mississippi River staff Alicia Uzarek; and City staff Brian Swoboda, and Eric Carlson met. The group discussed River Heights Park and have developed the following recommendation for the Parks and Recreation Commissions consideration:

- Installation of a Park ID sign on the southwest corner of Inver Grove Trail and River Heights Way set at a 45-degree angle, the sign will be consistent with other IGH Parks ID signs
- Installation of up to two rock park benches in locations TBD in consultation with the sub-committee
- Installation of one picnic table in a location TBD in consultation with the sub-committee
- Installation of a "Park Rules" sign
- Installation of a garbage can and dog bag station
- Work with FMR to develop a Natural Resource Management Plan
- No additional parking added at this time and will be evaluated in the future should popularity of the park dictate a need
- No portable toilet in the park consistent with other parks in the Inver Grove Heights Park system
- The City will remove the fence posts and wire that is tangled up in the trees/undergrowth
- Between the pull off parking area on the south side of the park to the gravel pull off parking area on the north side of the park and approximately 20' behind the roadway along Inver Grove Trail there are approximately a dozen trees that are considered to be trees that should be kept (oaks, cherry, pines, etc)
- The remainder of the trees and undergrowth are boxelder and other non-desirables trees that will be removed

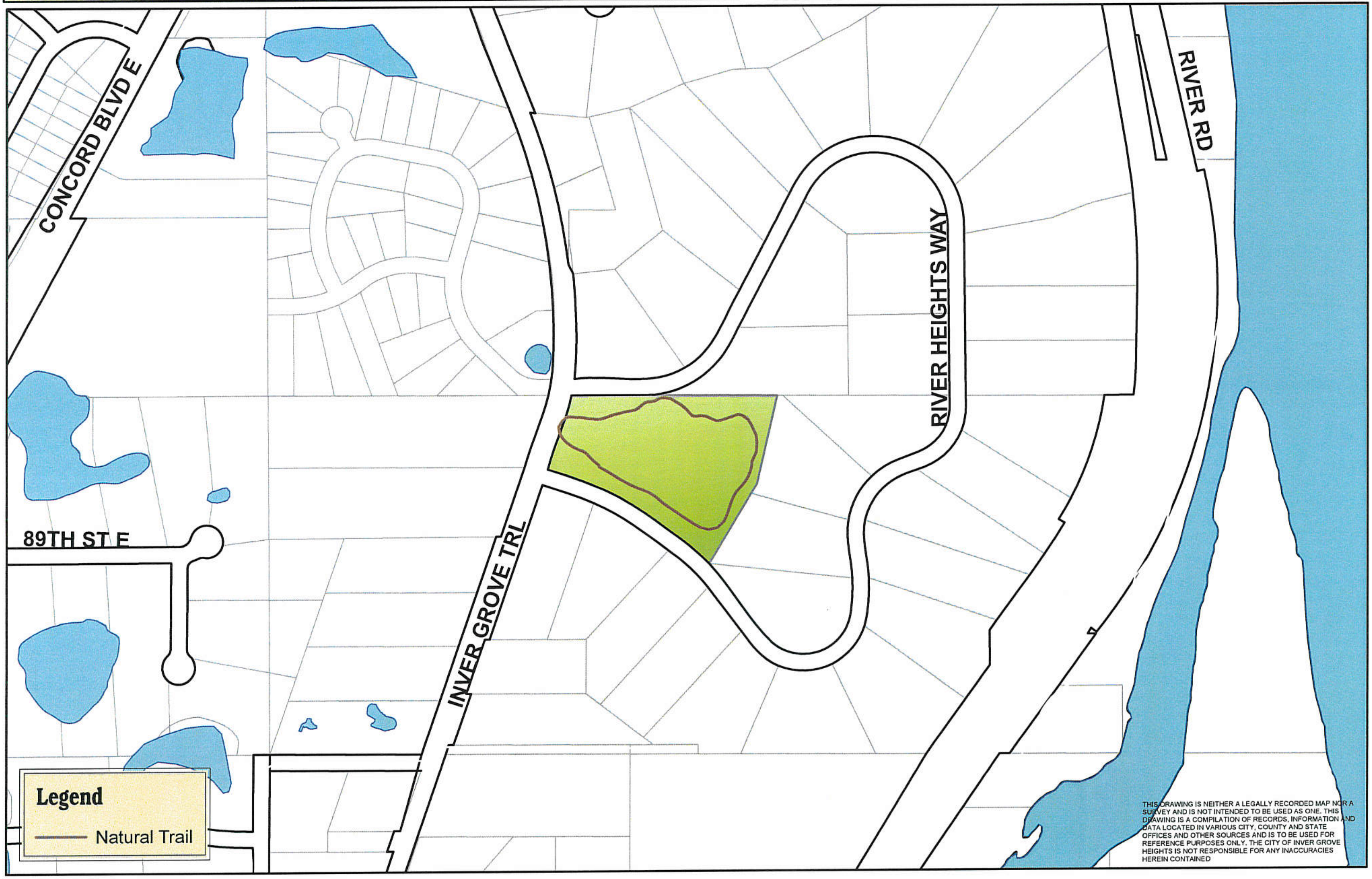
Parks & Recreation

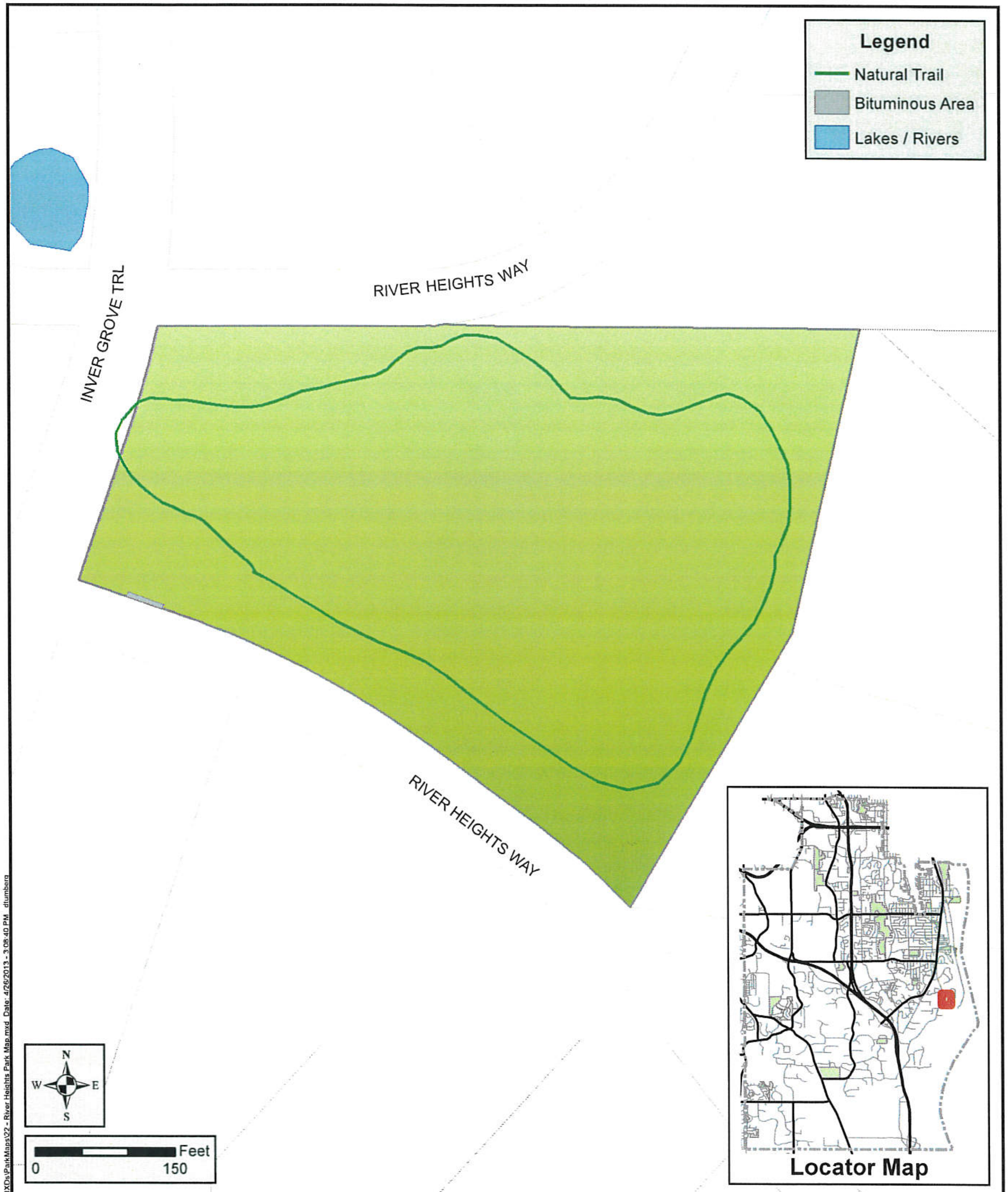
Inver Grove Heights

RIVER HEIGHTS PARK

November 2007

Map produced by the City of Inver Grove Heights



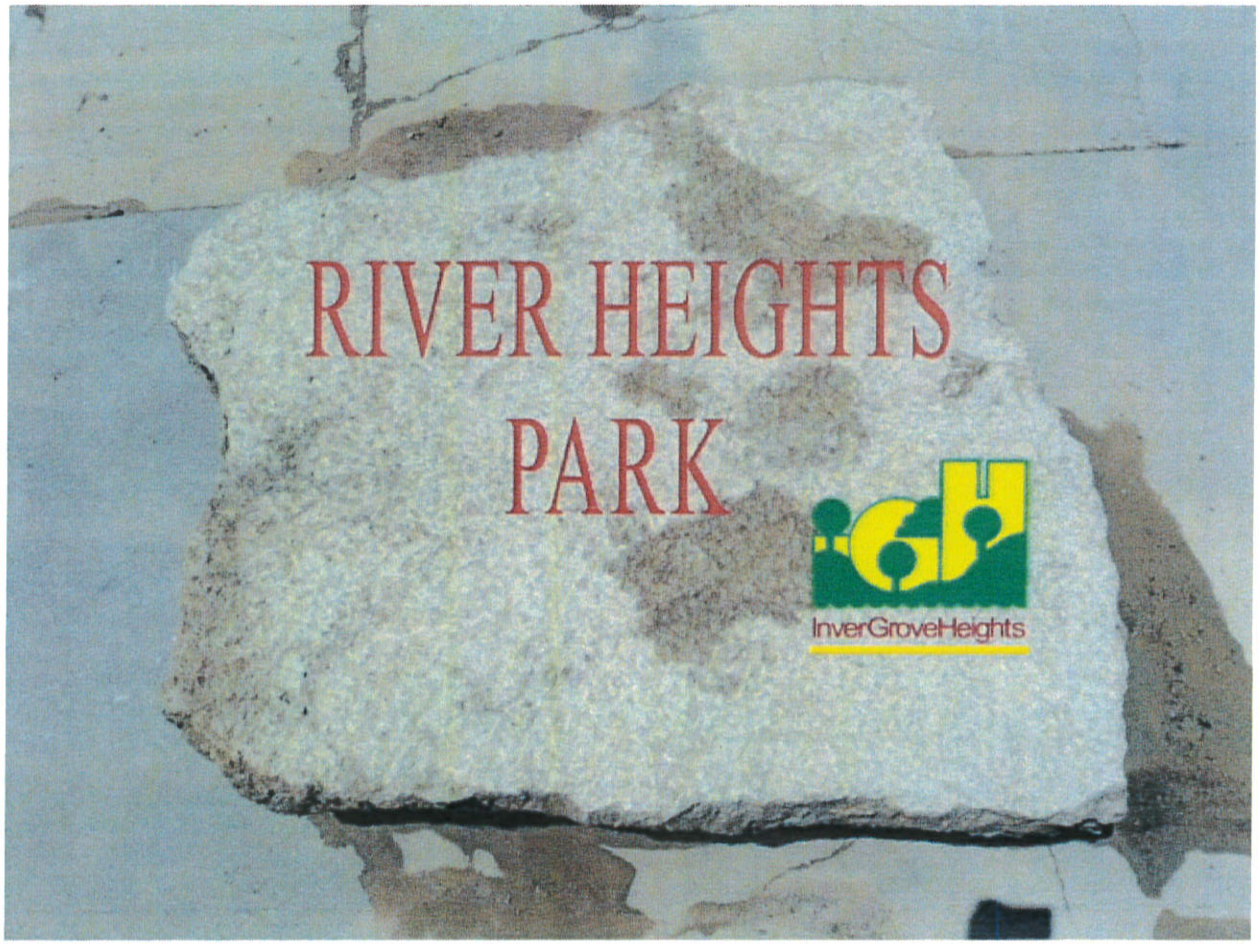


Map produced by the City of Inver Grove Heights

River Heights Park

City of Inver Grove Heights, MN

#2



AGENDA ITEM ___________

CITY OF INVER GROVE HEIGHTS **REQUEST FOR COMMISSION ACTION**

Department Happenings

Meeting Date:	July 11, 2018		**Fiscal/FTE Impact:**
Item Type:	Administrative Presentations	X	None
Contact:	Eric Carlson – 651.450.2587		Amount included in current budget
Prepared by:	Eric Carlson		Budget amendment requested
Reviewed by:	Eric Carlson – Parks & Recreation		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

AGENDA ITEM ___________

CITY OF INVER GROVE HEIGHTS **REQUEST FOR COMMISSION ACTION**

Commission Comments

Meeting Date:	July 11, 2018		**Fiscal/FTE Impact:**
Item Type:	Commission Presentations	X	None
Contact:	Eric Carlson – 651.450.2587		Amount included in current budget
Prepared by:	Eric Carlson		Budget amendment requested
Reviewed by:	Eric Carlson – Parks & Recreation		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.