



**Inver Grove Heights
Park and Recreation Advisory Commission
City Council Chambers
REGULAR MEETING AGENDA
Wednesday, November 10, 2021
7:00pm**

Televised on Town Square TV

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – NA
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.ighmn.gov
 - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
 - C. Follow us on Twitter at @IGH Parks
 - D. Follow us on Instagram: @ighparksrec
 - E. Next Meeting; Tentative December 12, Regular Meeting 7:00 pm, (may be cancelled).
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 Regular Meeting Minutes of October 13, 2021
6. PUBLIC COMMENT – Public comment provides an opportunity for the public to address the Commission on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes. Comments will be limited to three (3) minutes per person.
7. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
8. REGULAR AGENDA - Items requiring action that are new to the Commission.
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - i. Parks Superintendent Update
 - ii. Recreation Superintendent Update
 - iii. 2022 Budget Presentation – December 13 Council Meeting
 - iv. Parks and Recreation Director Position Update
 - B. Review 2021 PRAC Work Plan Progress

- C. Interim Director Bierscheid Update and Items for Future Consideration
 - 10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
 - A. Commission Comments
 - B. Input from Commissioners on the Next Agenda
 - 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 Bob Bierscheid at 651-450-2587 or TDD/TTY 651-450-2501

THIS IS A PUBLIC MEETING

THIS MEETING IS TELEVISED ON TOWNSQUARE TELEVISION

<https://www.townsquare.tv/webstreaming>

**MINUTES ARE REVIEWED/APPROVED
BY THE COMMISSION AT THE FOLLOWING MEETING**

**City of Inver Grove Heights Minutes of the Proceedings
Of the Park and Recreation Advisory Commission
8150 Barbara Avenue
Wednesday, October 13, 2021: 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Steve Cook called the October 13, 2021 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Steve Cook; Vice Chair Niki Barker; Commissioner's: Curt Ellingboe, Willie Krech, Sandra Christensen, Elaine Prickel, Derek Schwanz, and Kari Miller.

Interim Parks and Recreation Director Bob Bierscheid, Parks Superintendent Brian Swoboda, Recreation Superintendent Julie Dorshak, and Community Development Director Heather Rand.

Absent: Commissioner Greg Stone (excused).

3. PRESENTATIONS:

There were no presentations.

4. ANNOUNCEMENTS:

A. You can find information regarding the City of Inver Grove Heights by visiting our website at: www.ighmn.gov

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

C. Follow us on Twitter at @IGHParks

D. Follow us on Instagram: @ighparksrec

E. Next Meeting: November 10, 2021. Regular Meeting 7:00 p.m.

To Note: The Commissioner's version of the Agenda has the incorrect date for Agenda Item 4E.

Next Meeting: October 13, Regular Meeting 7:00 p.m. It should be noted as November 10.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Regular Meeting Minutes of September 8, 2021

Motion by Commissioner Schwanz, second by Commissioner Christensen, to approve the Regular Meeting Minutes of September 8, 2021.

Ayes: 8

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

Ben Stone, 1378 66th Street West, commented he was looking for clarification on City Ordinance 1141 that states "The City Parks and Recreation Advisory Commission has established minimum community criteria for meeting the needs of their residents of the city. In order to meet the community needs for parks, 10 acres of park shall be required for each 1,000 residents. This shall be the standard upon which the city shall establish its parkland dedication and parks cash contribution". He asked who does the math, he said it sounded like it was the Parks and Recreation

Commission that did. He said the city it is at about 18 acres per 1,000 residents. In the northwest area, where he lives, they are at about 4 acres, including Harmon Park Reserve. When calculating future park area, they are still short of the 10 acres. Especially considering the makeup of the neighborhood. He said the 2020 Census Data came out for the city, in the neighborhood he lives in, the people per household has them 38% larger than the average for the city. For those under age 18, they are at about 70% more. For under 5 years old, they are over 3.5 times as many. He believes it is because of the Eagan School District. He was unsure if that was considered when doling out park area. If it isn't, he said they are desperate for land for more park area.

Chair Cook stated a part of this is what land is available for parks. In some cases, there wouldn't be enough space in terms of acreage.

Interim Parks and Recreation Director Bob Bierscheid responded that figure is a standard, a target/goal. The reality in many cases is that it can't be met. He said in having discussions with the City Engineer regarding the northwest area, it has taken a long time to develop the area in general, especially with parks because of the nature of what is there. Flat land is easier. Housing and drainage areas need to be calculated due to the topography. The streets are much more difficult to build and need more area. That is one of the reasons why it doesn't meet the goal/standard.

Mr. Stone asked if he should lower his expectations. Interim Director Bierscheid responded from his perspective and being in parks for 50 years, parks are an essential thing to have in the area. Inver Grove Heights isn't a normal flat plain. This area is a real challenge. He said one of the things that came up recently with the National Recreation and Parks Association was the issue of Pocket Parks. This city doesn't currently have those in the park listing. He commented that more and more people are going to them. He stated the new thing coming out is the 10-minute walk. The question being if there was somewhere in the area that people can get out and walk to, even if it wasn't the larger standards. It would be to get people out in nature. He said the reality is to deal with what is there now.

Mr. Stone stated the Interim Director made it clear at a previous meeting to take land dedication instead of cash. The last 8 developments have opted for cash in the northwest area and part of why they are in this situation. They now have the cash, but buying the land that they could have had is by far more expensive than just going with the cash.

Chair Cook stated it also depends on what land is available within the development being developed. They have to determine if there is a parcel being offered by a developer that is suitable for a park area. He said sometimes it is difficult to carve out what is available or offered in terms of a park. It may not be 10 acres, but would be something accessible, useful, and satisfying for people in the area. They are trying to do that as much as they can. He said sometimes it makes sense to take cash because they can use it to buy other land that may not be offered through the developer.

Interim Director Bierscheid stated it can also be land and money to help develop the park. If there isn't enough land, they still have to provide credit for the land.

Mr. Stone asked if that was a fixed formula. Interim Director Bierscheid responded it is based upon how much land will work, then what is owed in land is calculated.

Commissioner Krech asked what the cost of the bid was to develop Park #1. Interim Director Bierscheid responded \$740,000. Commissioner Krech stated that is how much it is for the little area on Argenta. He said a lot of that is being kept natural with trails going in and a skating rink. Interim Director Bierscheid said they want to connect people to those areas. They want a way to get people there.

Mr. Stone stated his development paid in approximately \$450,000 to \$480,000 in cash dedication. Commissioner Krech replied the city still had to buy the land. Trails to get to the park would still need to be developed which could cost about \$500,000.

7. UNFINISHED BUSINESS:

8. REGULAR AGENDA:

A. Presentation by HKGi on 3 Park Areas Study

B. Park Dedication Recommendation for Settlers Ridge Development

C. Park Dedication Recommendation for Riley Property

Jody Rader, Landscape Architect, HKGi, stated she has been working with Parks Staff on several projects. She has Brian Harjes in attendance from HKGi. The following presentation was given: 2040 Comprehensive Plan Review: Neighborhood Parks Gap:

- In the 2040 Comprehensive Plan process, the need and gap of neighborhood parks in the northwest area has been identified quite a few times.

A diagram was shown of the northwest area with the following summary:

- The pink buffers are considered the service areas and are ½ mile walk areas around each neighborhood park.
- There is a deficit in the northwest area today.
- 4 new neighborhood search areas were identified.

Within the Comprehensive Park Plan and carryover from the 2009 Park System Plan, there are Park Classifications:

- Neighborhood Parks:
 - Generally, have a ½ mile service radius, 4-10 acres in size, accessible, usually contain a playground, open field areas, trails to connect, parking evaluated as needed.
 - There is not dedicated parking in neighborhood parks.
 - Playfields
 - Community Parks
 - Natural Areas
 - Community Athletic Complex
 - Linear Parks
 - Special Use Parks
 - Historic Sites

She stated Pocket Parks are not a part of the parks system classification. This issue would be addressed as they work with Parks Staff to develop a new system plan. Ahead of that they are looking at several proposed Pocket Park style developments in the northwest area.

- Pocket Parks defined:
 - ½ acre in size, focused on a playground
- Neighborhood Parks:
 - Developed for both active and passive recreation
 - Primarily provides service for residents within ½ mile radius of the park
 - Walking and biking are the primary means of transportation to neighborhood parks

- Typical facilities include:
 - Playgrounds
 - Open field areas
 - Trail connections and walking paths
 - On-street parking
- Between 4-10 acres in size (typically)
- Park Classifications:
 - The newest Neighborhood Park is Vista Pines.
 - Slightly over 8 acres in size
 - Currently under construction
 - The Park will have about 5,000 square feet of playground area to accommodate multiple age groups
 - Basketball Court
 - Play lawn that would be flooded in the winter for ice skating
 - Beginners Bike Skills Course
 - Mountain bike course through the wooded area, more advanced natural surface trail
 - Trail connections throughout

She said this was a good example of a neighborhood park that is meeting that standard today.

She stated their firm was tasked with looking at what is possible within the proposed park areas for some of the new developments in the northwest area. The areas looked at:

- Peltier Reserve Park
- Highlands at Settler's Ridge
- Agate Trail Park

A diagram was shown of the proposed sidewalk and trail connections. Some of the trail connections are missing for Vista Pines Park. If all trails are built out, there should be connections between them. A review of each park location was discussed:

*Northwest Area Park Study; Peltier Reserve: Developer Proposal:

- Located off of Argenta Trail, on the other side of the street from Vista Pines.
- 1.3 acres has been set aside.
- Located over the Magellan Gas Pipeline Utility Easement.
- Has a pretty significant easement taking up most of the area.
- Proposed to be looked at by the developer:
 - Based on grading proposed; the playground area would be very steep, about a 12% slope across the playground area making it almost impossible to install equipment.
 - Size of the playground was pretty small, about half the size of a typical neighborhood park.
 - Sidewalk slopes to get up to the playground exceed 5%. Would need a handrail or it would not be ADA Accessible.
 - Some of the slopes on the trail connections to the south are a pretty big concern to them. Trail slopes exceed 25%, definitely not ADA accessible.
 - Trail connections between the developments would probably have to be a natural surface trail and would not be ADA accessible.
- Looked into what could be done to improve the proposal:
 - With some grading around the playground area, can get a larger play area that can accommodate a structure for ages 5-12, 2-5-year-olds, and potential swings.
 - Pushed back the playground area a little to show a longer path. At a 5% slope.
 - Property has some really significant trees.

- Putting in a playground without having too much disturbance would be a priority.
- Would have to get rid of at least one tree in order to get this area to work.
- Within the development proposal there is a significant amount of retaining wall around the roadway and pond area.
- Over the gas line easement would be seeded as an open play lawn. There isn't a lot of disturbance that can be done over the easement area. (Also noted at Vista Pines).

Interim Director Bierscheid stated this shows concepts of what could come before the Commission in a future proposal. It would go out for public engagement when ready and then come back before the Commission.

Chair Cook asked if other concepts would be shown for Peltier Reserve. Ms. Rader responded this is concept exploration. It builds off of what the developer proposed. It shows some of the challenges and reality of the site.

Chair Cook stated some Commission Members have been out in the area and agree its hilly. There are a lot of nice trees. Space is very limited. He asked if there were other thoughts about what could be done. Interim Director Bierscheid responded this plan is different than the developers. It's in a similar area, but has been moved and made more accessible than what was originally introduced by the developer. Ms. Rader responded this could be more of a modification. She said one thing that could be explored further was stormwater management. There is not a lot of room to deal with it there. There would have to be more exploration done and potentially more disturbance in this area. Ms. Rader stated from her point of view it was assumed the playground was top priority in these parks. She commented through community engagement, that potentially may not be the case. For these explorations they used a 5,000 square foot playground as a baseline. That could change.

Ms. Rader continued:

*Northwest Area Park Study; The Highlands at Settler's Ridge:

- Numerous back and forth with Staff regarding landing on a potential park area in Lots 21 and 22 of the development.
- A little over ½ acre.
- Same footprint with a 5,000 square foot play area.
- A little space to the west for potential open play lawn.
- The City Engineer suggested some retaining walls to deal with some of the grades and moving the pond to the west.

She stated whether or not this happens is to be determined. They wanted to show what would be possible and what could fit in the area. Some things to consider if a park is located in this area:

- How it was going to be connected to adjacent trails and development.
- A study was done of the slopes; It is very steep, would be difficult to construct and difficult to navigate. Based on what is proposed, it would be a challenging site to work with.

A map of the area was shown, she pointed out a location that was abandoned as a potential park. This was mostly due to the proximity of the roadway, site lines, and accessibility.

- In the current proposed location, road crossings would need to be looked into or sidewalk connection to the park area from a trail connection or the other side of the road.
- Briefly looked at another idea of potentially putting a park in lots 27 & 28, north of the current suggestion.
 - Still a little over ½ acre.
 - Same playground footprint.

- Ideas of other trail connections that follow the grade a little better.
- This idea wasn't well received by Staff. (Showing for reference).

Interim Director Bierscheid stated when working with the City Engineer, they felt very strongly that this would not be an acceptable site.

Vice Chair Barker asked if it was said why the site wasn't acceptable. Interim Director Bierscheid responded it was due to the grades they would have to do; it would not work out as well. There would be more usable space on the first concept shown. He said the Engineer said the blue area can be moved which would open up some of the area.

Chair Cook asked where it would be moved. Interim Director Bierscheid responded to the left. Commissioner Krech commented that retaining walls would probably have to be put in.

Ms. Rader stated for the parcel that was deemed not acceptable, they did a study on the grades and are not seeing the issue but may not have all of the information. Interim Director Bierscheid responded the issue came up when they put the road in, some of the grades have not been finalized.

Ms. Rader continued:

*Northwest Area Park Study; Agate Trail:

- 4-acre site on the north side of the development area. Connected to an open space area to the south.

She said there was some additional area they were unsure was included or not, but focused mainly on the site itself.

- Two different possibilities were looked at.
- Very significant amount of elevation changes on existing site.
- Proposed roadway network will take a significant dive down from what exists today.
- Location in the 4-acre parcel is currently at a 990 elevation. What is proposed is about 30 feet lower at the roadway.
- Means the park area would need to negotiate that change in elevation in order for people to get up into it.
- A significant amount of grading or export of land would have to happen to flatten it out.
- The first concept looks to remove a good part of that land along the west side of the property providing ADA access from the road and closer to a corner.
- One area would be graded with a terraced area at the top.
- Room for an open play field.
- 5,000 square foot playground area.
- Could look at single track or natural surface trails.
- Trail connection from the south.
- Paved connection to the roadway.
- Clear an area for a sliding hill.
- There is an area in the middle where they are not clear what is salvageable with existing trees. Could be nature or adventure play.

She stated that is one concept, it was really only possible with a very significant amount of brick moving. The entire western side of the site would be changed from what is there today. That would be due to roadway elevations for the development that would be much lower than what is there today. The next study for the same area on Agate Trail:

- Keep the existing land within the park area as much as possible today.

- A significant retaining wall around the edges to negotiate grades.
- Able to keep most trees.
- Clear an area for a playground.
- The height of the wall is over 20 feet; decreases in one direction.
- Significant cost, significant effect to accessibility if this were implemented as studied.

Ms. Rader stated late yesterday they received a sketch from the developer showing what some of the near-term plans are for the playground area:

- A combination of the two concepts.
- Excavate an area southwest of the park to install a playground.
- The roadway around the corner would not be constructed for quite some time.
- Leaving the existing parkland as is.
- In the future the retaining wall would have to be built.

A question was asked about what Ms. Rader's thoughts were on the developer's suggestion. Ms. Rader's response was that it seemed to be a short-term fix. She questioned who would pay for the wall down the road and how it would be constructed. She asked what happens in the park space on the other 3.5 acres of land in the near term. She said she did not believe they had the answers to those questions today.

Chair Cook stated he believed at the onset the developer would have to pay for some retaining walls. If it is given over and down the road there is something that needs to be done, he thought the city assumes it, if past the period of time when it would be the developer's responsibility. Community Development Director Heather Rand responded this would go before the City Council on October 25th. Typically, the city would require the developer pay for retaining walls. That would be covered in a Development Agreement along with details. She said between now and when the Development Agreements are negotiated, this Commission and Staff could provide the Community Development Department with more direction on what the expectations would be.

Chair Cook asked if that would imply the developer, if development wasn't done for a while, would be responsible for retaining walls if written into the agreement. Community Development Director Rand responded she has seen Development Agreements go both ways. If a deferred development, sometimes the developer is on the hook for the costs on the front end, and other times they are not. She said that could be something for all to work out in the coming months. She said she was optimistic that this development team could work that out.

Interim Director Bierscheid stated they were unsure exactly where that road would fit in on the north end and where the wall would be. If it would be on the edge of the park or on the easement with the road. That would have to be worked out with the City Engineer.

Interim Director Bierscheid stated having reviewed and looked at the challenges of the area, in his opinion, he recommends the Commission take the land proposed and the remaining cash that is required. The cash could go to help with development. It is his recommendation in both of these cases that they take the proposed land and additional cash. A recommendation is needed to go before the City Council at their October 25th meeting. This Commission makes the recommendation, the Council makes the decision.

Commissioner Krech asked if a decision needed to be made on Parks 3 and 4. Commissioner Ellingboe asked if it was Parks 3 and 5. Interim Director Bierscheid responded it is for Parks 3 and 5. He said these are not the final park plans for the area, it is a good start for discussion. A plan

would be developed, the community would be engaged as to what they would like to see in the parks. The Commission needs to decide whether to accept the land or cash. Staff recommends it be both land and cash.

Chair Cook asked if the Agate location was the Riley site. Interim Director Bierscheid responded yes. He said the subcommittee went out and visited all four locations (including the current park under construction). Chair Cook stated Commissioners Prickel, Miller, and Schwanz, along with himself and Staff visited those sites today.

Commissioner Ellingboe asked what the status was for Peltier Reserve. Interim Director Bierscheid responded the site is done. This was just a concept on how the park would be done. The land has already been established by the City Council. Commissioner Ellingboe asked if there was a cash portion. Interim Director Bierscheid responded there will be. That is still under discussion.

Commissioner Miller stated she would be in favor of taking the land. She said it sounds like both parcels are very difficult to develop. She asked if there were other options they could look at. She doesn't want to have a tiny park that isn't useable. Interim Director Bierscheid responded in terms of what was usable, these areas were deemed the best location. He said even with Vista Pines going through there have been a number of challenges with grades.

Commissioner Krech referenced the houses by Target stating half of their land is in the hillside with smaller house lots. He said if there is an issue with developers not being able to get enough lots on it, they won't do it.

Commissioner Ellingboe asked about land north of Settler's Ridge, south of 70th Street where it shows houses. He asked if those were already platted, or if they would be platted in the future if the properties were sold. Commissioner Krech responded those were platted into five acre lots, it doesn't mean those people would sell.

Community Development Director Rand clarified the area in question stating it was southwest of the intersection of 70th Street and South Robert. Those are single family homes. It's possible someday a developer may try to acquire them when those parties are willing to sell and come forward with a plat, redevelopment plan, or development plan. If the land is flatter, it's possible that may be an opportunity for the city to make an acquisition.

Community Development Director Rand stated there is an area further north on Highway 3, north of the Canvas Development. North of the Canvas Development there may be some land that has a flatter area that hopefully the city could make acquisition. She stated the topography in this area is last to be developed with any great density is because it is such a challenge, but also makes it incredibly beautiful to live in.

Interim Director Bierscheid stated the city is working with HKGi on the new Comprehensive Plan for Parks and Recreation. The restudy of areas could take place at that time. Areas that are currently developed with housing, over time may be redeveloped. That is where the desire for land could be indicated.

Motion by Commissioner Krech, second by Commissioner Prickel to accept the Land/Park Dedication and Cash Dedication for Settler's Ridge Development and for the Riley Property as presented.

Commissioner Krech stated that is all that is available unless something else comes up. They don't want to not take it; they need to take the advice of the consultants working with the city because they know what they can do.

Commissioner Prickel stated the land is beautiful, it's not flat. There are incredible views on some of the locations. She agrees its what's available.

Commissioner Schwanz stated #3 looks nice, the topography has some flat areas, but needs to be flatter. He said he is excited to see what happens.

Ayes: 8

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. NW Area Sub-Committee Site Visit

This item was discussed in the previous Agenda Item.

B. Department Happenings

i. Budget Process Update

Recreation Superintendent Julie Dorshak mentioned she was intending to present the Parks and Recreation and Community Center Budget on October 11th. It was determined Staff needed more time to review information and prepare for the Council meeting. She said there are two new Council Members, a new City Administrator, and herself, as well as not having a full time Parks and Recreation Director, that have never been a part of the Parks and Recreation Budget process in the past. Staff decided they needed to take more time and were not fully prepared to answer some of the questions the City Administrator had. Due to the additional time needed, they would be presenting the information to the Council on November 1st. That same presentation will be presented to this Commission at the November 10th meeting. She updated the Commission on the following items relating to Recreation:

- The Department has been working for the last 28 days on transitioning the software MaxGalaxy, which has become extinct. That software is no longer supported by the company (ACTIVE Net) that purchased it.
 - The Department has chosen to move forward and transition to their program.
 - The company underestimated how large of an operation this was when being transitioned for how training would go.
 - As a result, it has taken a lot of work. It has taken about 90% of the Recreation Superintendents time and a number of Staff's time.
 - Have had to pay Staff overtime to implement and transition all registrations over.
 - The current system was shut off and had to physically implement and enter over 550 registrations into programs that started on October 12th.
 - Over 100 programs needed to be entered into the system.
 - For over 2,500 memberships, Staff had to make sure information from the data export worked property.
 - Went active on October 12. Things went smoothly.

She said she was going to give a presentation to the Commission on how the new system works, but not all modules were working yet. The software will be excellent once fully functioning and understanding of all of the different components.

- Currently, only the registration process is functioning online.

- Eventually there will be a registration process that would enable people to put in a request for a Birthday Party.
- Currently everything is all paper. They have PDF's where people apply for their interest in a Birthday Party, Staff reviews, looks at a calendar, finds a space, respond to the requester, payment is sent to Staff, payment is sent elsewhere, staffing has to be looked at.
- Hope to have the process streamlined. Have Ipad's at the site.
- Credit Card payments will be accepted and embedded into the account in the system.

Chair Cook asked if there has been a change for residents, if they noticed a difference, or if there have been any challenges. Superintendent Dorshak responded so far, it's been fine, they are only on day 3 of the process. When the transition was done everyone should receive an email, go in with their old password, sign in to the new system, and be able to double check their information and make sure it came across correctly.

Recreation Superintendent Dorshak continued with the software update:

- One thing that will be missing for the next 2-4 weeks is online scheduling viewing as they make sure all information transitions properly.

Commissioner Krech mentioned they try to rent the facility the second Thursday of the month. He asked how they go about doing that this year, they have not received information back yet. Superintendent Dorshak responded he could get in touch with Al Vandehoef. She said she would also pass along the request to him. Commissioner Krech suggested having him call the office.

Superintendent Dorshak stated they are running into significant part time and seasonal staffing challenges. They are actively running ads and marketing looking for all types of part time staff, for example:

- Childcare workers
- Guest Services workers
- Aquatics Staff: Life Guards, Water Safety Instructors, Pool Attendants, Birthday Party Attendants, Recreation Instructors, Operations, Maintenance, and Zamboni Drivers.

She said if anyone knows of someone looking for a part time position, they are very much in need of Staff.

- The Aquatics facility has noticed the biggest struggle. Staff has been suggesting the public check ahead of time before coming, especially during the week. They may not have all of the features open and be able to be functional because there isn't enough Staff to have slides on or the dive pool open.
- A Life Guard Training Class will take place during the MEA Break.

Chair Cook asked if there was anything about the facility that was deterring people from applying. Superintendent Dorshak responded no, it's a positive environment. All Staff receive a free membership, there are a variety of flexible hours. The facility is open at 5:00 a.m. and closes at 9:00 most days of the week.

Superintendent Dorshak continued:

- Starting to transition from turf on the west rink to ice. Hoping to have the second sheet of ice open by October 28th or 29th.
- Heard from the National Guard that they have to close the National Guard Gym for Covid testing again. Staff received that information today. She said Staff has asked for additional time to prepare and still be able to hold the Halloween Event. An official announcement will go out in the next few days.

Chair Cook said he noticed the former gymnastics space has been cleared out. He asked if there were thoughts of utilizing that space. Superintendent Dorshak responded they have been using it to the best of their ability. Programs may have to be moved into the space.

- The Ghostly Gathering is supposed to be Friday, October 22nd, in the Gym. This is a yearly youth and family event. Over 200 people attend this event. If they can't have it as planned an alternative will be determined.
- Open Skate takes place on Saturday, October 23rd from 6:30 to 8:00 p.m.

Commissioner Krech mentioned they put ultraviolet light in the duct work to kill the bacteria that causes Covid. He said it wasn't that expensive. Sewer water goes through plates of ultraviolet glass that purifies the water before it goes to the river. He said he was surprised they wouldn't do something like that, it's been available for a while. Superintendent Dorshak responded she has not heard yet, but the last time the National Guard used the gym for Covid testing they had to close down that entire end of the building.

Parks Superintendent Brian Swoboda gave the following update on the construction of Vista Pines Park for those that were not along for the northwest area site visit:

- The Bike courses are about 90% complete.
 - The small course is completely finished.
 - The large course has a few more trails that need to be built as soon as the basin is finished.
- The blacktop trail is graded in with recycled material on it. Plan to pave those trails next Wednesday.
- Playground container, concrete curb, and sidewalk around the playground was poured on Tuesday. It looks really good. Waiting on the last piece of playground equipment to come in so it can be installed in November.
- Today they did soil corrections in the basketball court. It consisted of clay which needed to be dug out and replaced with sand and then rock over the top. Hoping to wrap things up this week and pave the court at the same time they pave the trails.
- Xcel Energy was out to coordinate what time/when they should be installing the lights and light fixtures according to the contractor's grading operations.
- There were a few delays with the design of the basin. Originally it was set to have a liner in it. There was some confusion. It is supposed to be an infiltration basin. Redesign work has been done and are ordering different materials to complete the project. City Engineering has signed off. Hoping to get to work on the basin in the near future.

Chair Cook asked if there was a time of completion. Parks Superintendent Swoboda responded June 15th, 2022 is the completion date given to the contractor. The date was given because that is the date the DEED Grant has to be completed by. The basketball court blacktop has to cure for 30 days before it's coated/painted. Due to the colder weather coming up, this would have to be done in the spring. He said they are still waiting on picnic tables and benches. Those items are 3-4 months out, they were ordered 3 months ago.

Superintendent Swoboda continued the Vista Pines Park update:

- The Tree Trust group was contacted today that plans to plant all trees. They will be donating and installing all of the trees.

- Stone Sign: Waiting for the footing to be poured by the entrance. The sign should be ready for delivery any day.

The following update was given relating to Parks:

- Emerald Ash Borer Program: In the process of removing about 120 Ash trees in the right of way or on park property. Once completed they will grind the stumps and restore. Hoping to complete this project by the end of the month.
- Still mowing grass.
- Short staffed. Down to 2 seasonal workers.
- Finished cleaning up from storm damage.
- Blowing out irrigation systems. There are 12 systems. Rich Valley takes one full day.
- Winterizing buildings at Rich Valley.
- Fall Sports are done. Sunday is the last soccer and football games.
- Recently had a Friend at the Dog Park who would like to donate 20 trees to the Dog Park. Plan to plant those next week.
- North Valley Park: The development taking place adjacent to the park is using the same entrance as the park. There have been a few issues with closures and construction vehicles parking in the parking lot. There will be a new timeline for closure of North Valley Park due to replacing curbs and paving the entrance.

ii. Parks and Recreation Director Position Update

Chair Cook stated the City Administrator contacted him and asked him to take part in the interview process. There are 4-5 Candidates they would be interviewing on November 1st. The remainder of the Commission would have an opportunity near the final stages.

iii. Parks and Recreation Master Plan Update

Interim Director Bierscheid stated they are working with HKGi. He said Recreation Superintendent Julie Dorshak has done a great job with the registration system and programming. They are receiving input from the public that will be turned over to HKGi. It's possible the Subcommittee would have an update for the November meeting.

Superintendent Dorshak apologized that she has not had time to get in touch with the Subcommittee for further review. She said she would have to push this item back further, but once there is time, they want to make sure to provide enough time to appropriately review information. Superintendent Dorshak clarified that the National Guard Gym closure is bad news for the Recreation Department, but good news for the city to be able to get Covid testing. She said it is their building, their right, Staff wants to be good partners.

C. Discussion regarding proposed meeting with City Council in early next year

Chair Cook stated the Commission has discussed meeting with the City Council to share ideas and information to see how they can work collaboratively. Nothing formal has been set up at this time. The Council has requested extending the date to meet out a bit further. His recommendation is to wait until there is a new Parks and Recreation Director on board. He said it was important to have that person involved in the process.

Commissioner Schwanz stated his opinion would be to have both meetings, meet now and when there is a new Parks and Recreation Director, maybe in the spring or summer. Chair Cook responded he was unsure they could get a meeting with the City Council before the end of the year.

Interim Director Bierscheid stated the Council has the new City Administrator and are working through a number of steps, that is what is taking up some of the Council's time. Pushing this off more would be better for the Commission. There would be more involvement at a later time.

Chair Cook stated there are things to discuss with the Council, they need to organize what they want to discuss. Support from the actual Director would be helpful in terms of meeting.

D. South Valley Park Update

Interim Director Bierscheid stated the project is moving along. They are about 60% through it. They encourage waiting to send out for bids later to get a better price.

Chair Cook stated he has been receiving questions about whether the building in the park would be open. Superintendent Swoboda responded it would remain open until construction starts. They are hoping spring/summer 2022 is when they would see what the bids come in at.

10. COMMISSION COMMENTS:

A. Commission Comments

Vice Chair Barker said she was sad that Interim Parks and Recreation Director Bierscheid is leaving. She said his experience has been nice and she has appreciated everything he has done.

Chair Cook stated he appreciates the Interim Director's help. It's been nice to have someone supporting them through the process of hiring a new Director. He said if they didn't have Interim Director Jon Oyanagi and Interim Director Bierscheid to help move forward during this time, it would have been very difficult. This Commission appreciates Interim Director Bierscheid's time, flexibility, and willingness to be around like he has been.

Commissioner Ellingboe had no comment.

Commissioner Miller had no comment.

Commissioner Krech had no comment.

Commissioner Prickel had no comment.

Commissioner Christensen had no comment.

Commissioner Schwanz had no comment.

B. Input from Commissioners on the Next Agenda

Chair Cook mentioned all should think about things people may want to add to the Agenda. He, the Vice Chair, and Staff meet before each meeting to form the Agenda.

11. ADJOURN:

Motion by Vice Chair Barker, second by Commissioner Ellingboe, to adjourn the meeting at 8: 32 p.m.

Ayes: 8

Nays: 0

Minutes prepared by Recording Clerk Sheri Yourczek

2022 Budget Recreation & Community Center

City Council Work Session

November 1, 2021

6 pm

Julie Dorshak, Recreation Superintendent
Phil Stier, Operations-Maintenance Supervisor



Recreation Fund – Primary Functions

- Youth and Family Programs (5,000 registered annually)
 - Youth Programs (Sports, Theatre, Arts, Leagues, Camps, Trips)
 - Adult Sports (Softball, Volleyball)
- Community Events – Over 30 events per year
 - Food Trucks – 3 per year
 - Egg Hunts, Ghostly Gathering, Holidays in the Heights
 - Princess Dance, IGH Days, Touch a Truck, Let's Pawty
 - Sponsorships, Volunteers
- Outdoor Athletic Field Rentals (4,000 hours)
- Shelter Rentals (Avg 80-90/year)
- Warming House Program (Avg open 50 days, 2,500 attendees)
- 7 staff (3.0 FTE benefited staff)
- Seasonal/Temporary Staff Varies)

Recreation Fund – 2022 Highlights

- Field rental revenues projected at less than 2019 levels due to reduced use during construction at South Valley Park
- Staffing challenges
 - Competitive Wages
 - Staff Shortages
- Parks and Recreation Seasonal Brochure
- Completion of the Parks & Recreation Master Plan will identify areas for growth potential based on community response, demographics, and/or trends in the field
- Fully utilizing new software for facilities and registration

Recreation Fund – Revenues by Category

Revenues & Transfers In	2021 Adopted Budget	2022 Proposed Budget
Program Fees	\$ 90,000	\$ 143,000
Field Rentals	70,000	64,000
Other Revenues	<u>16,500</u>	<u>19,900</u>
Total Revenues	\$ 176,500	\$ 227,800
Transfer In from General Fund	<u>299,300</u>	<u>299,300</u>
Total Revenues & Transfers	\$ 475,800	\$ 527,100

Recreation Fund – Expenditures by Category

2022 Proposed Budget	2021 Adopted Budget	2022 Proposed Budget
Personnel	\$ 345,200	\$ 381,500
Professional/Technical	50,800	75,900
Purchased Services/Property/Equipment	14,700	18,700
Other Purchased Services	24,000	17,100
Supplies	37,500	37,000
Other Expenses/Expenditures	<u>7,000</u>	<u>8,000</u>
Total	\$ 479,200	\$ 538,200

Recreation Fund Budget

	2021 Adopted Budget	2022 Proposed Budget
Revenues & Transfers	\$ 475,800	\$ 527,100
Expenditures	\$ 479,200	\$ 538,200
Difference	(\$ 3,400)	(\$ 11,100)

In 2020, the Recreation Fund received their full transfers from the General Fund even though program activities were diminished. This resulted in a positive fund balance growth of \$66,500 as of December 31, 2020. The recommendation is to use fund balance in 2022 to bridge the \$11,100 gap between Revenue/Transfer and Expenditure budgets.

Community Center Budget – Primary Functions

- Guest Services/Memberships/Admissions
- Fitness Center and Fitness Classes
- Childcare and Kids Rock
- Senior Center – fully functioning as of June 2021
- Schedule, program and facilitate facility usage
 - Ice and Turf
 - Aquatics Center
 - Community Rooms
 - NG Gym and Classrooms
- 19 benefited staff (13.9 FTE)
- Plus 133 non-benefited part-time and seasonal staff (current)
- VMCC is open daily 5 am-9 pm Mon-Fri, 7 am-7 pm Sat/Sun
- Ice Center hours – ice rented until 10 pm in winter months

Community Center – 2022 Challenges

- Transitioning out of COVID
 - Membership currently estimated at 80% of 2019
 - Fitness Classes – Virtual options
 - Aquatics programs growth, swim lesson #'s up 80%
 - Balance membership needs with programming
 - Fully utilizing new software
- Staffing challenges
 - New staff – 8 out of 19 new since 2019, one vacancy
 - Competitive Wages
 - Staff Shortages
- Aging facility and rising utilities costs

Community Center – Operating Revenues

Category	2021 Adopted Budget	2022 Proposed Budget
Membership/Admissions	\$ 577,000	\$ 1,129,800
Rentals	671,950	726,700
Lessons/Tuition	315,700	308,500
Contributions/Donations	296,000	310,500
Kids Rock/Child Care	186,100	162,000
Other Revenues	<u>87,000</u>	<u>115,300</u>
Total Operating Revenues	\$ 2,133,750	\$ 2,752,800
		+29%

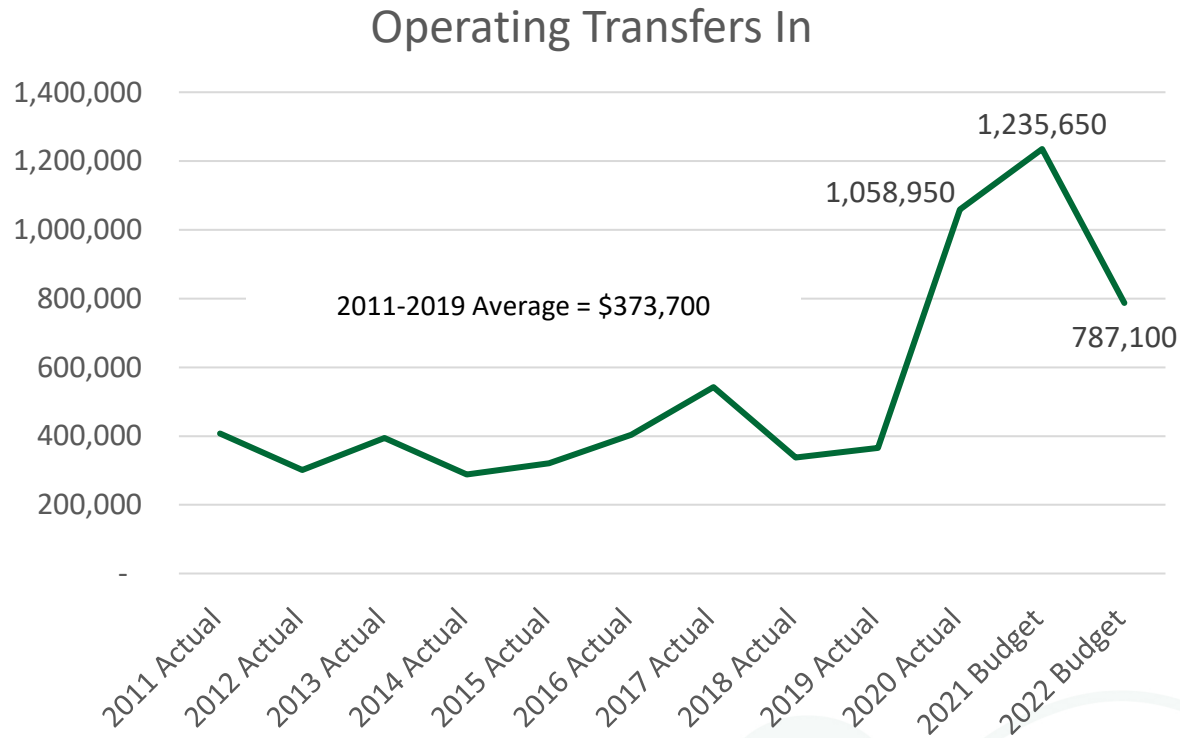
Community Center – Operating Expenditures

Category	2021 Adopted Budget	2022 Proposed Budget
Personnel	\$ 2,190,300	\$ 2,302,000
Professional/Technical	21,300	34,000
Purchased Services/Property/Equipment	786,100	844,400
Other Purchased Services	147,900	131,600
Supplies	176,400	178,800
Other Expenses/Expenditures	46,300	49,100
Cost of Sales	<u>1,100</u>	<u>0</u>
Total Operating Expenditures	\$ 3,369,400	\$ 3,539,900
		+ 5.06%

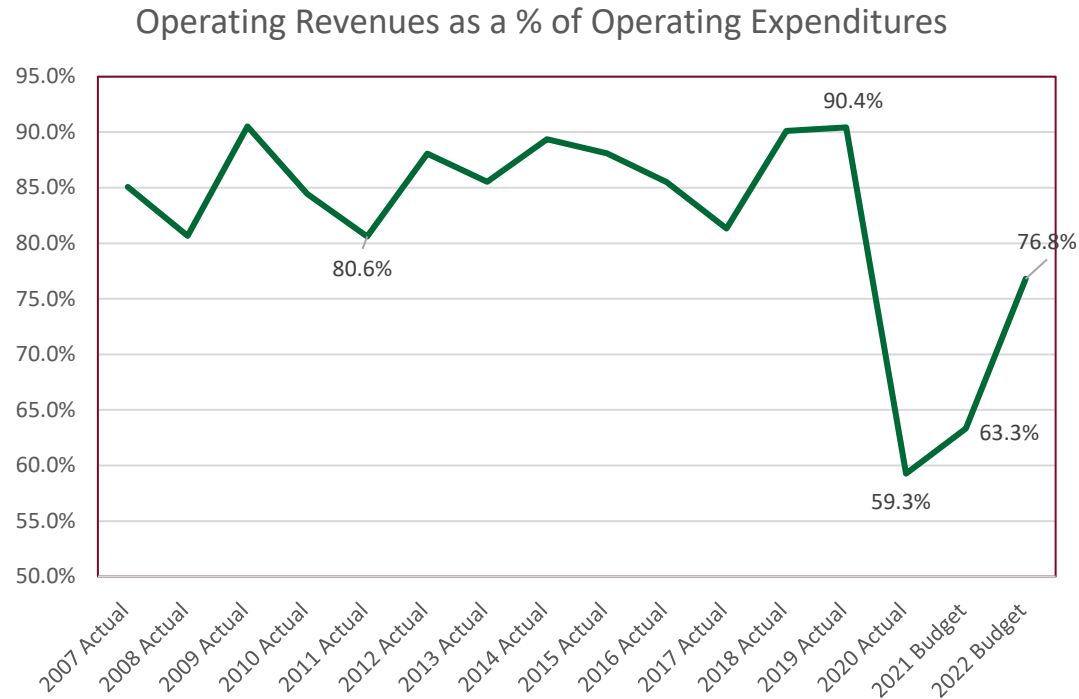
Community Center – Operating Revenues vs. Expenditures

	2021 Adopted Budget	2022 Proposed Budget
Total Operating Expenditures	\$ 3,369,400	\$ 3,539,900
Total Operating Revenues	\$ 2,133,750	\$ 2,752,800
Transfer from Host Community Fund	\$ 1,235,650	\$ 787,100
% of Operating Budget from HCF	36.7%	22.2%

Community Center – Operating Support



Community Center – Performance Measures



~ The Community Center Operational Audit and Business Plan (April 2007) discussed the potential to recover up to 90% of operating expenditures but indicated moving beyond 90% recovery on any consistent basis was not deemed likely. Historically, it appears the City had set a recovery goal of around 85%.

Community Center 2022 Capital Requests

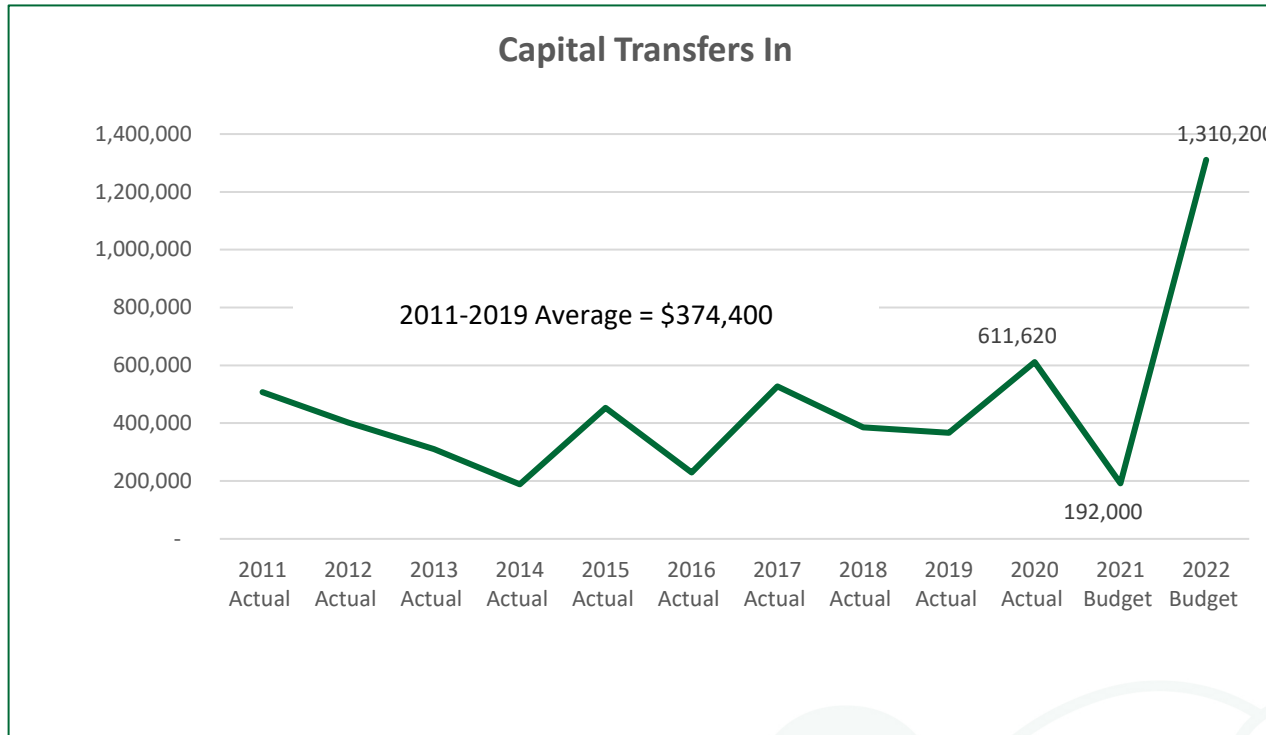
Division	Item Description	Amount
Aquatics	Dive Board & Lifeguard Stand	\$ 23,000
Fitness	Fitness Equipment – annual cost	40,000
Mechanical	Pool Filters & Pumps	884,200
	Condensing Unit #6 (fitness studio)	95,000
	ADA Door Opener	13,000
VMCC-Other	Carpeting/Paint/Lights Community Rooms	105,000
	Racquetball Space Remodel	150,000
	Total Capital Requests	\$ 1,310,200

Community Center - Capital Requests 2023-2026

Division	Item Description	Amount
Aquatics	Dive board, pool features, seating	\$ 254,750
Arena	Replace R-22, LED lighting, matting	654,600
Custodial Equip	Scissors Lift	115,000
Fitness	Flooring, painting, annual equipment	282,000
Mechanical	Boiler, dehumidifier, HVAC units, roof top units, arena roof, rink compressors	1,187,600
VMCC-Other	Benches, card access, Grove Roof, Lockers, various improvements	1,649,600
	Total Capital Requests	\$ 4,430,950

2023	2024	2025	2026	Total
\$ 1,176,500	\$ 852,900	\$ 1,445,000	\$ 956,550	\$ 4,430,950

Community Center – Capital Transfers from Host Community Fund



NOTE: At year-end 2020, the Community Center also had \$2,220,300 in outstanding interfund loans due to the Central Equipment Fund.

Questions?



**Work Plan
2021 Parks and Recreation Advisory Commission
City of Inver Grove Heights**

- 1) Comprehensive Park Plan and Development Guide
- 2) NW Area Park Land Acquisition
 - i) South of 70th
 - (1) NW Area Park #1 (8 acres)
 - (a) park development
 - (b) on-going park maintenance
 - (c) future capital replacement
 - ii) North of 70th
 - (1) Cole Property (15-20 acres) – cooperation/Dakota County Regional Trail
 - (a) property acquisition
 - (b) park development
 - (c) on-going maintenance
 - (d) future capital replacement
 - (2) Riley Property (4-5 acres)
 - (a) property acquisition
 - (b) park development
 - (c) on-going park maintenance
 - (d) future capital replacement
- 3) Heritage Village Park
 - a) Heritage Village Park Phase III (2020-2021)
 - i) Site work
 - b) Heritage Village Park Future Phase IV (2022)
 - i) MN DNR Outdoor Recreation Grant
 - ii) Restroom
 - iii) Picnic Shelters
 - iv) Site Improvements
 - c) Heritage Village Park Future Phases
 - i) Inclusive Playground
 - ii) Old Town Hall
 - iii) Former One-Room School House
 - iv) Amphitheatre/Bandshell
 - v) Splash Pad
 - vi) Historical Interpretation

- 4) North/South Valley Park
 - a) Phase I (2021)
 - i) MN DNR Outdoor Recreation Grant
 - ii) Playground
 - iii) Picnic Shelter
 - iv) SV additional parking
 - b) Phase II (2025)
 - i) Natural Trail around pond
 - ii) Archery Range
 - iii) Disc Golf hole relocation
 - iv) Community Garden
 - v) Lookout Tower
 - vi) Natural Trail identification
- 5) VMCC/Grove
 - a) Parking lot
 - b) Pool Filters
 - c) Audio-Visual Improvements