



**Inver Grove Heights
Park and Recreation Advisory Commission
City Council Chambers
REGULAR MEETING AGENDA
Wednesday, February 9, 2022
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 @IGHParks
 - D. Follow us on Instagram: @ighparksrec
5. Next Meeting: March 9, 2022 Regular Meeting 7:00 pm
6. 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 January 12, 2022
7. 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.
8. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
9. REGULAR AGENDA - Items requiring action that are new to the Commission.
 - A. Commission Sub-Committee Discussion
 - B. Recommend Approval of Revised Park Dedication Policy
 - C. 2022 Work Plan Coordination: Add 6:00 pm Work Session to March 9, 2022 PRAC Meeting
10. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Park Project Updates: Director Lares
 1. Heritage Village Park Phase IV Update
 - a. Share February 14 Council Presentation

- b. Discuss Next Steps
 - 2. South Valley Park Renovation Update
 - a. Potential Project Revision Discussion
 - b. Sub-Committee Meeting March 2
 - B. Department Happenings
 - 1. Parks Superintendent Update
 - 2. Recreation Superintendent Update
 - 11. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
 - A. Commission Comments
 - B. Input from Commissioners on the Next Agenda
 - 12. ADJOURN
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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 Adam Lares at 651-450-2587 or TDD/TTY 651-450-2501

THIS IS A PUBLIC MEETING

THIS MEETING IS TELEVIEWED 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, January 12, 2022: 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Steve Cook called the January 12, 2022 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, Sandra Christensen, Elaine Prickel, Derek Schwanz, and Kari Miller.

Parks and Recreation Director Adam Lares, Recreation Superintendent Julie Dorshak, and Parks Superintendent Brian Swoboda.

Absent: Willie Krech (excused) and Commissioner Greg Stone (resigned)

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 @IGH Parks

D. Follow us on Instagram: @ighparksrec

5. Next Meeting: Wednesday, February 9, 2022. Regular Meeting 7:00 p.m.

6. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Regular Meeting Minutes of November 10, 2021

Motion by Commissioner Prickel, second by Vice Chair Barker, to approve the Regular Meeting Minutes of November 10, 2021.

Ayes: 7

Nays: 0 Motion carried.

7. PUBLIC COMMENT:

There were no public comments.

8. UNFINISHED BUSINESS:

9. REGULAR AGENDA:

A. Introduction of the new Parks and Recreation Director, Adam Lares.

Chair Cook introduced the new Parks and Recreation Director Adam Lares. The Commission is excited to have him join the team and to be able to move forward with his leadership and guidance along with Staff. They are looking forward to the future of the Parks and Recreation program.

New Parks and Recreation Director Adam Lares introduced himself and said he has met with the Commission this evening and others during team calls. He is excited to be here and be a part of the City of Inver Grove Heights. He extended a big thank you and kudos to Parks Superintendent Brian Swoboda and Recreation Superintendent Julie Dorshak, who have done a fantastic job over the last year and carrying the Parks and Recreation Department. He knew there were some great Interim Parks and Recreation Directors here with Bob and Jon. He wanted to make sure that Brian and Julie were acknowledged for the great work they have done.

Director Lares said he is an 18-year Park and Recreation professional that recently left the Minneapolis Parks and Recreation Board where he has spent the past 18 years. That area is one of the best Parks systems in the Nation. He hopes to bring some of those ideas, philosophies, and infrastructural departmental strategies to Inver Grove Heights. He also recognizes that this Parks and Recreation system is not Minneapolis. He is excited to get a feel of the heart of Inver Grove Heights and its residents so he can do his job to make sure they have the best Park and Recreation system. Most importantly he wants to hear from the residents and constituents of the Council and the Advisory Commission so he can do his best to pave the path forward. He said he is a county resident and lives in Farmington, 14 miles south of here. He has two teenage daughters; one is a Junior in High School and the other is an 8th Grader. He's been happily married for the last 18 years to his wife Dawn, who also works within the County, in Apple Valley.

Chair Cook welcomed Director Lares and said they are happy to have him on board.

Director Lares responded he is excited to be here, excited about the development that is occurring in the city, and the redevelopment of some of the parks. He's been brought up to speed, it's a lot of information. He looks forward to meeting with the Commissioner's individually to get their perspectives, priorities, and the vision they see for the Parks and Recreation system in the city. He encouraged the Commissioner's to call or text, he is willing to meet in person, on Zoom, or on Teams. Whatever works best for them. He wants to hear from the Commission. He said he also sat on his local community Parks and Recreation Advisory Committee for two terms. The work this Commission wants to see done is vital and they are doing this voluntarily. He appreciates that and extended his thank you to them for taking the time to do some civil duty. He said his heart is big into public service, it's always been that way for his family. He is excited to be a part of this city.

Chair Cook requested Director Lares send the Commissioner's a text or email letting them know of the best way to get in touch with him. Director Lares agreed to do so.

**B. Recommend approval of 3-year portable toilet contract with Rent N Save for park system.
Motion by Commissioner, second by Commission**

Parks Superintendent Brian Swoboda requested the Commission's approval of a 3-year portable toilet Contract. He contacted the following three Vendors:

- Rent N' Save
- Biffs
- On-Site Sanitation

The Contract time frame ends in March 2022, the new Contract would start April 1, 2022 and run through March 31st, 2025. This expense is included in the annual Parks Department Operation

Budget. Rent N' Save was the low bid of the three Vendors. They are the current Vendor the city uses and does a good job with cleaning and catering to needs. There are 20 units out in the summer, some regular and some ADA units. In the winter there are 8 units out. The parks are very busy, sometimes needing weekly cleanings, twice weekly cleanings, and sometimes weekend cleanings. This is an important amenity they have in the parks system. He mentioned the quotes came with a damage waiver, if something is broken or vandalized it's included.

- Price per regular unit per month is \$70.00
- The handicapped unit cleaned weekly per month is \$165.00

The other companies were higher than Rent N' Save.

Motion by Commissioner Ellingboe, second by Commissioner Schwanz, to approve a 3-year Portable Toilet Contract with Rent N Save for the park system.

Vice Chair Barker asked why a handicapped unit was more than double to clean, it's not double the size. It felt like a penalty for using. She said to her, why wouldn't they all be ADA. Superintendent Swoboda replied he was unsure why the cost was more. He said the city is increasing the number of ADA portable toilets in the parks system. Last year they added 3-4, this year they are adding 2. They are working to make them all ADA, it's expensive.

Vice Chair Barker said she was really curious why that was. Superintendent Swoboda responded it's a line item in his Operating Budget that he increased for 2022.

Chair Cook said it would be interesting to find out why it's more expensive.

Commissioner Prickel asked how much of an increase this was over last year. Superintendent Swoboda that he believed they were \$10.00 more per month compared to 2019.

Commissioner Prickel asked if this would be the price for three years. Superintendent Swoboda responded yes; the price would not go up in three years.

Chair Cook asked if the company has been responsive to correcting the issue when there are problems. Superintendent Swoboda replied they are responsive if units were vandalized or tipped over. When called they arrive within a few hours. They are used a lot on the weekends for cleaning services at Rich Valley. They make every effort to get there as soon as they can to cater to our needs.

Commissioner Schwanz asked if there was any advantage to going to one of the more expensive ones. He questioned who would use those. Superintendent Swoboda responded he didn't see an advantage. They are all pretty much identical. The service the city receives from Rent N' Save has been good, they know the parks system, know where they are all located, are efficient. They do special events when portable toilets are needed at the last minute, or a hand washing station. They are easy to work with. He could not say for sure that one of the others wouldn't be better, he just hasn't worked with them.

Commissioner Prickel thought it could be that Rent N' Save wants to keep their business. This may not be the pricing they go to others with. If that was the case, it was great. She said it was still a hefty increase when thinking about normal pricing. It's close to 15% but for three years. It's a nice position to be in when knowing the prices would be flat for a few years.

Chair Cook referenced units brought in for special events and asked if those were additional ones that were brought in just for the event, and then removed when the event is over. Superintendent Swoboda agreed. He said they use them for food truck events or any other recreation events that are out of the normal. Recreation Superintendent Julie Dorshak added that the costs are passed on, for example, to IGH Baseball and includes any additional cleanings.

Ayes: 7

Nays: 0 Motion carried

C. Recommend acceptance of Donations and Sponsorships to the Parks and Recreation Department. (Will distribute prior to meeting).

Recreation Superintendent Julie Dorshak mentioned that this was a new item for the Commission, it has not been brought before the Commission in the past. In accordance with State Statute 46503, it is required that the city authorize and accept donations and sponsorships that are donated to the City of Inver Grove Heights. The Parks and Recreation Department receives a number of donations, sponsorships, and in-kind gifts to the city and the Department. For example:

- For Heritage Village Dog Park: Received \$5,080.00.
- Holidays in the Heights: \$4,175.00.
 - One of these was an in-kind donation from Caribou Coffee.
- The Spartan Kids Camp did a Fundraiser for Heritage Village Parks Inclusive Playground: \$4,028.00.
- \$5,350.00 for a variety of youth and family programs offered throughout the year.
- Safety Camp: Received \$1,850.00.
- All Total \$17,483.00

There was also an itemized list of all donations received. To note:

- \$3,800 for 20 native trees that were planted at the Dog Park.

Commissioner Prickel asked if these were solicited or companies that cared about a particular item. Superintendent Dorshak responded twice a year she sends out a letter on behalf of the Parks and Recreation Department. A letter went out in March 2021 to all the businesses in Inver Grove Heights through the Chamber of Commerce. The letter gives an idea of some of the different projects and programs welcoming donations and sponsorships. There is also the opportunity to participate and come to the events and be recognized with a table at the event. The contributor's information is posted on the city website and social media, thanking them for their contributions. Based on the amount of money donated/sponsored, that is level of recognition received. She said she could bring that information in next time to show what is provided to the public as an option. The first letter goes out in March mentioning if interested in sponsoring spring, summer, and fall programming. A separate one is done for Holiday's in the Heights which is sent out in October.

Chair Cook asked if Staff references what is needed when sending out information. He asked how it was laid out. Superintendent Dorshak replied sponsorships fall into the following levels:

- Bronze Level is \$100.00
- Silver is \$250.00
- Gold is \$500.00
- Title Sponsor is \$1,000.00.

Each level has a different level of recognition on the website, flyer, poster, or have a table at an event. The same is done with the Safety Camp; the sponsor's logo is placed on the shirts the kids wear. The same applies to the Youth Leagues.

She stated that the sponsorship program was changed quite a bit this year, they would likely be making additional changes. In the past a lot of people didn't know there were various programs they could sponsor and donate dollars for. She expanded the program a bit differently than it had been offered in the past. It is still being worked on. Donations can be made toward Scholarships for students, a specific program, or to the Department and let Staff choose. A lot of companies like to donate toward special events, the Scholarship Program, or Safety Camp, where a speaker could be sponsored and the kids would be told at the event and there would be a flyer saying the event is sponsored by whatever the company may be.

Commissioner Ellingboe said a couple of the items are for Park Development. He asked about Spartan Kids and said that would take place in Phase 4 or 5 for the park. He questioned if the money gets spent to purchase playground equipment, or if it is held in escrow until that Phase is approved and proceeds. Superintendent Dorshak replied it is held in a city escrow account.

Chair Cook asked if that was something listed or if the group requested doing it for that cause. Vice Chair Barker replied one of the Leaders of the Spartan Kids contacted her and asked her for information about it.

Superintendent Dorshak mentioned the Inclusive Playground and the Dog Park are two committees that operate outside of the city. They have different events and bring those checks into the city; the city holds onto them until they want to utilize the funds to help pay for whatever is needed at the time.

Chair Cook suggested as they move ahead with Phases at Heritage Village Park, they may want to do a more direct appeal. This could be recognition if people contribute toward the Inclusive Playground or another aspect of future development.

Motion by Commissioner Miller, second by Commissioner Christensen, to approve Donations and Sponsorships to the Parks and Recreation Department.

Ayes: 7

Nays: 0 Motion carried.

10. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

i. Parks Superintendent Update

Parks Superintendent Swoboda gave the following update relating to the Parks Department:

- Vista Pines Park:
 - Due to the freeze, there has been very little work happening.
 - There have been some miscellaneous items crews have been able to do.
 - Expect to be full force as soon as road restrictions go off in the spring.
 - The playground was delivered and received late this fall. Due to snow and frost, they were unable to install. Installation will take place in early spring.
 - Items that still need to be done:
 - Storm basin needs to be completed
 - Basketball Court needs to be color coded
 - Seeding
 - Landscaping

- Looking at working with HKGi and Max Steininger to come together with an action plan for spring.

Chair Cook asked if they were backordered on any equipment and if they have everything. Superintendent Swoboda replied they were waiting on items he ordered in July; picnic tables, benches, and bike racks. He wanted to receive those in the winter months so the crew can put the items together.

Chair Cook asked if Staff still thought it would be June or July for the Dedication and Opening of the Park. Superintendent Swoboda replied yes. The DEED Grant received to fund a portion of the project had to be used up at the end of May. They have already spent enough to use up the DEED Money. They are hoping for the best, hoping to get the grass established quickly and hope to have a summer opening.

Superintendent Swoboda gave the following update on South Valley Park:

- Working on renovation plans/project for South Valley.
 - Redoing the parking lot.
 - Tearing down the picnic shelter, warming house, and playground.
 - Replacing it with a new building, picnic shelter that would accommodate 100 plus people, adding onto the parking lot, making the trail ADA accessible, moving the playground out front where you can see it.

HKGi is the Engineering Firm working on the plans. They have recently shared the 90% Plans with Staff; a lot of the details have been worked out. Once the new Parks and Recreation Director is brought up to speed a bit more, they are hopeful the 90% plans become 100% plans. Those plans would be shared with the Subcommittee and the Commission. Eventually it would go out for bid in the spring with Commission and Council approval.

Superintendent Swoboda mentioned he has been working with Dakota County. Dakota County has a City/County Conservation Collaborative, it's Grant money the County has that does natural resource projects within the city. The first part of that would be to pick a few parks that need natural resource maintenance done. He has been trying to determine which parks are the highest priority for things such as buckthorn removal, shoreline restoration, prairie maintenance. Things that the Parks crew doesn't have time to get to. While working with the County he identified the following three parks:

1. Heritage Village Park
2. Seidl's Lake Park
3. Harmon Park

All have different natural resource maintenance that could take place. Staff, himself, and Dakota County would put together Natural Resource Plans for all three parks. When they determine what the highest priority is and what work needs to be done, he would be requesting permission to apply for a Grant. The Grant covers 90% of all projects with 10% coming from the city. The 10% can be cash or in-kind, meaning help of the crew to do certain maintenance tasks. He is hoping to update the Commission further mid-summer.

Commissioner Ellingboe asked if that was a new program or a variation of an existing program. Superintendent Swoboda believed it was a new program the County received to work with Dakota County cities.

Superintendent Swoboda discussed the Veteran's Memorial Community Center Greenway, formally known as the Rich Valley Greenway. The County has reached out to the Parks Department to discuss where the trail alignment is going to be. The trail would take off from City Hall and run all the way to Eagan. It would run past Rich Valley, down through Southern Lakes Park, and into Eagan. It is a 12-15-mile trail. With a potential start in 2023, the plan is to do the middle section of the trail first. Different memorials would be along the trail system in nodes and would include different branches of the Military and supporting the Military. The County is requesting to put Memorial/nodes at two city parks. One in Rich Valley and one in Southern Lakes. He has viewed concepts and ideas and is waiting to hear back to get the Boards approval. The County is working on this. It will be a huge asset to the community to safely get to the southern area by trail. The project is being funded by Federal, State, and Bonding cash.

Chair Cook asked if there was an estimate of when the total project would be completed. Superintendent Swoboda believed it could be 2026/2027 for all three segments.

Superintendent Swoboda shared the following Parks Crew update:

- During the winter months they have been plowing snow
- Cleaning and flooding rinks
 - There are 3 Hockey Rinks and 6 Pleasure Rinks
- Keeping the shelters clean
- Maintaining equipment
- Trimming trees
- Doing trash
- Yesterday they installed the aerator at Lion's Lake

Chair Cook asked when the rinks were ready. Superintendent Dorshak responded the rinks opened December 23rd. Superintendent Swoboda mentioned with the snow and cold weather it has been a difficult season. Last night the rinks were used very heavily.

Chair Cook commented there has been discussion over the years about how many rinks they wanted to continue to have. Superintendent Swoboda said it takes a lot of effort to care for the 9 rinks and flood them. This year it took a few extra days due to the 60-degree warm up in December. There is currently excellent ice out there.

Commissioner Miller asked if it's been noticed that the rinks were being used and if it was worth the effort. Superintendent Swoboda replied yes and no. They are very weather dependent. Holiday's have people all over, it's hard to tell given the circumstances. When rinks are attended, they keep a record of how many are there, which helps guide them. He said the Recreation Superintendent and Staff look at those numbers after the skating season is over. He mentioned his crew really doesn't know how many people are actually using them. This morning they were skated up pretty bad, in that case they have to broom them off, blow them off, and reflood.

ii. Recreation Superintendent Update

Recreation Superintendent Julie Dorshak mentioned that back in November she presented the CIP (Capital Improvement Plan) expectation for 2022. One of those items was the pool pumps and filter replacement. They have begun the process but are concerned about the timing of it. A Contract would be awarded to US Aquatics on January 24th. Unfortunately, information about their cost estimate/proposal for services would not be received until this Friday, which is after today's meeting date. It's anticipated to be a reasonable cost because they were the company that assisted

with the plans and specifications in 2019, for their initial plan. At that point bids came in too high, were rejected, and they chose to hold off on the project. The plan is to move forward with this, this year. Staff would bring back information about the plans and specifications along with the different phases of the project and award the Contract, to the Commission and the Council in February and March. Staff is concerned about the timing and availability of product for implementation of the project. Staff hopes to receive good bids and an estimation of the timeline. They will have to hold off on any pool planning. The Aquatics Coordinator, along with herself, were going to create a variety of options that could be implemented once the timing is in place. She was hopeful to reach out to some of the bidding companies ahead of time to get an idea of what kind of timeline to expect. It could be determined if the project could be done in the May/June timeline like anticipated or to look at something later on in the season, which impacts operations. More information would be brought before the Commission as it's received.

Chair Cook said he realizes this is a large expense item. He asked what their experience has been with how long these filters and pumps last. He questioned how long the current ones have lasted. Superintendent Dorshak replied the current ones have lasted 10+ years.

Superintendent Dorshak updated the Commission on the following:

- Started the summer brochure process. Anticipate completing by early March.
 - The City Council voted to bring back the printed Parks and Recreation brochure, so they will be printing a summer brochure. It will be mailed to all Inver Grove Heights residents. It should arrive to households in mid-March.

Chair Cook asked why they were doing that now; they had stopped sending them. Superintendent Dorshak responded it was digital throughout Covid, for the last 1½ to 2 years. The older adult population came forward and requested they receive the printed materials as they had in the past. Council agreed it was a good use of the city financial system, they will be moving back to a printed brochure.

Chair Cook asked if it would be ongoing. Superintendent Dorshak replied it will still be offered online/digital.

Superintendent Dorshak continued with a Recreation Update:

- Covid is still impacting their operation.
 - Have noticed an uptick in Staff exposures, outside of work. It's definitely affecting work operations.
 - The National Guard Gym Covid Testing has been expanded and extended to March 17th. It is still primarily Monday through Thursday, there would be some Friday's added. People are encouraged to check the State of Minnesota Testing Site to make sure they have the correct information.
- ActiveNet software migration.
 - Still a challenge. Staff is learning and growing everyday as they continue to learn how to use the different components. There are a lot of parameters. There have been glitches but they are continuing to move forward with it despite the challenge.
- No membership or participation numbers to share.

Superintendent Dorshak said she was not trusting that they have the information prepared, coordinated, and inputted in a way she is comfortable with sharing. Staff hopes to have that prepared and ready to share with the Commission at the February meeting.

- The Community Center has been really busy:

- Fitness Classes are full
- Aquatics Classes
- Different programs
- Hockey/Rinks/Learn to Skate

Seeing growth and good numbers in the participation.

- Updated the Parks and Recreation Commissioner Roster. Hard copies were provided to the Commission. Information will also be shared via email.
- Provided a copy of the Insights flyer Staff puts together.
 - There is a variety of information coming up. A lot of programs and fun things for people to do.
 - Fun winter programs:
 - Snowshoeing
 - Princess Dance (Formerly known as the Daddy/Daughter Dance) February 5th.
 - Craft Fair
 - Tried to do a couple of Youth and Teen Programs. They can't seem to get connected to the teen group in the city and getting them interested in participating. Hopeful that once they can begin collaborating and partnering on programs with the School District again that may help.
 - Super Hero Skating Party. This event is a free partnership with the Police and Fire Departments who would be there skating along with the Learn to Skate Staff.
 - There will be an Open House with the Learn to Skate Staff prior to the Super Hero event.
 - Skates will be free as long as supplies last.
- For Youth:
 - Basketball
 - Swimming Lessons
- Senior Center: Currently up and running with daily programming.

Superintendent Dorshak mentioned Staff is excited to bring back the community and have people stop in, say hi, and participate in programs. If anyone has ideas for programs, feel free to reach out to Recreation Superintendent Julie Dorshak or join the Community Center.

Vice Chair Barker referenced the Commission list and noted some terms when Commissioners began was incorrect. It should list when started. Her and Chair Cook began in 2018. Superintendent Dorshak replied she would fix, revise, and resend the document to the Commission.

Commissioner Christensen asked if the Winter Clothing Swap was done through Parks and Recreation. Superintendent Dorshak replied that was done through the Recycling Department and was very popular.

Commissioner Christensen asked if they were considering doing it again with a spring/summer clothing swap. Superintendent Dorshak responded that she could check with Environmental Specialist Ally Sutherland regarding that.

Vice Chair Barker said she was not at the November Commission meeting when former Interim Parks and Recreation Director Bob Bierscheid shared his final thoughts. She read through the notes and ideas and was reminded of an idea about creating a Youth Commission. She questioned if that would be a way to get teens involved, thinking ahead in terms of what they want to see. Superintendent Dorshak replied it could be a Teen Council, Youth Advisory, or Committee.

It has definitely been on her radar since she started with the city. She would love to move forward with something like that. She mentioned that she tasked Recreation Coordinator Chelsea Swiggum, with helping her to put that together. Until they can get into the schools to be able to put a table up during their lunches, she sees it being a challenge to get information in front of the youth. She said there are 18 young people signed up for the winter fun day, dog sledding, and sliding. There was a field trip a couple of weeks ago. They are starting to get some interest in programs. She agreed it was an idea Staff has as well.

Chair Cook said he was unsure if it was the former Interim Parks and Recreation Director's idea or not, but it was mentioned having a Youth Commissioner on the Commission at some point to reflect younger input.

Chair Cook said some of the things that were mentioned by the former Interim should be things they should determine a way to talk about, see about ways to follow up on, and if they may/may not be viable moving forward.

Superintendent Dorshak mentioned as they move through the Parks and Recreation Master Plan process, hopefully something like this would elevate itself to the top and be an area of opportunity.

Director Lares mentioned that everything that Superintendents Dorshak and Swoboda have shared have been a great updates. He said he was really looking forward to seeing the development happen within what they currently have on the docket with Vista Pines, the northwest area, South Valley, and any additional development with Heritage Village Park.

B. Commissioner Greg Stone has announced his resignation of his seat on the Commission.

Chair Cook shared that Commissioner Greg Stone contacted the Commission and due to family concerns, he needs to resign from the Commission. His term was set to expire in 2022, this year. At this point the plan is not to fill his seat at this time, but at the time his position and two others, would be renewed or filled, when the Council considers Commissioner Applications in May.

He said they hoped Greg would join them this evening so the Commission could recognize him for his time and contributions. He said Greg's input and accent will be missed. Commissioner Prickel jokingly said everything sounded nicer when he spoke.

Chair Cook said he reached out to Greg recently, who said he was hoping to come to one of the future meetings so the Commission would have a chance to recognize him for his efforts.

Director Lares addressed the vacancy and said the Application process would be starting next month. Publication will be through the website and social media. They would be advertising for the vacancy and renewal or potential openings. This process would go through April with an Interview process with the Council taking place in May.

Chair Cook mentioned that 1/3 of the membership is considered each year, for either vacancies or renewals.

C. Reminder of maximum \$5 gift policy for City Employees and Commission Members; donation to a program is a more appropriate contribution.

11. COMMISSION COMMENTS:

A. Commission Comments

Vice Chair Barker welcomed Parks and Recreation Director Lares and said goodbye to Greg Stone who will be missed.

Commissioner Ellingboe mentioned he had nothing to add to Vice Chair Barker's comments.

Commissioner Miller commented that Vice Chair Barker said it all perfectly.

Chair Cook said he appreciated Superintendents Swoboda and Dorshak stepping up during this period of time. It felt good to have a Director and have the team complete. He is looking forward to being able to pick up and move forward in a way they haven't been able to do for a year.

Commissioner Prickel agreed with what has been said. She welcomed new Parks and Recreation Director Lares and thanked Superintendent's Swoboda and Dorshak. Both have been great.

Commissioner Christensen agreed with what was said by Commissioner Prickel. She addressed Parks Superintendent Swoboda and Staff saying that she enjoyed the 52 Trail today knowing she could safely walk it and not come home with wet feet.

Commissioner Schwanz welcomed Parks and Recreation Director Lares and thanked everyone.

B. Input from Commissioners on the Next Agenda

Chair Cook encouraged those viewing to come and bring their concerns or good things to say about what is happening with the Parks and Recreation Program. People can bring issues to this Commission that they feel the Commission should be considering. All are welcome to do that if able.

He said he meets with Vice Chair Barker and Staff prior to meetings to create the Agenda. He encouraged people to contact them if they would like items included for the Commission to be considering.

11. ADJOURN:

Motion by Commissioner Christensen, second by Vice Chair Barker, to adjourn the meeting at 7:58 p.m.

Ayes: 7

Nays: 0

Minutes prepared by Recording Clerk Sheri Yourczek

City of Inver Grove Heights
2021 Park and Recreation Commission
Subcommittee Assignments

	HVP Master Plan	HVP Historical	South Valley	NW Area	Comp Park Plan
Ellingboe	X		X		X
Cook		X		X	
Barker	X				X
Schwanz	X			X	
Stone			X		X
Krech	X	X			
Christensen			X		X
Miller			X	X	
Prickel				X	X

Curt Ellingboe – curte@usfamily.net

Steve Cook – cookfallon@comcast.net

Niki Barker – nikitasenorita@gmail.com

Derek Schwanz – derek.schwanz@gmail.com

Greg Stone – paperman1@live.com

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Sandra Christensen – sandychristensen501@hotmail.com

Kari Miller – karielimail@yahoo.com

Elaine Prikel – elaineprickel@skyline.com

**Request for Parks and Recreation
Advisory Commission Action****TITLE: Recommend Approval of the Ordinance Amending Certain Park
Dedication Fees**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	February 9, 2022	None	
Item Type:	Regular	Amount included in current budget	
Contact:	Adam Lares, Parks and Recreation Director	Budget amendment requested	
Prepared by:	Adam Lares	FTE included in current complement	
Reviewed by:	Bridget Nason, City Attorney	New FTE requested - N/A	
		Other	x

PURPOSE/ACTION REQUESTED:

The City has not updated its park dedication fees since 2014. In September of 2021, the Parks and Recreation Advisory Commission reviewed a presentation regarding the City's current park dedication fees and a proposal to increase the park dedication fees for residential units in the R-1 and R-2 zoning districts, as well as the A, E-1, and E-2 zoning districts. Based on the PRAC's recommendation of approval, the attached ordinance formally amending those fees has been prepared for final recommendation by the Commission. If recommended for Council approval, the Council will consider adoption of the same at a future meeting.

SUMMARY:

The Parks and Recreation Commission is asked to consider recommending that the City Council adopt the attached ordinance amending certain park dedication fee (cash contribution) requirements.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. _____
AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 11,
CHAPTER 4, SECTION 6 RELATING TO PARK DEDICATION FEES**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Inver Grove Heights City Code Title 11, Chapter 4, Section 6 is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

11-4-6: CASH CONTRIBUTION:

A. Residential Subdivisions: The following cash contribution fees per residential unit shall be made at the time of final plat approval:

Zoning District	Cash Contribution Per Residential Unit
A, E-1 and E-2	\$2,850.00 <u>\$3,850.00</u>
R-1 and R-2	2,850.00 <u>\$3,850.00</u>
R-3A and R-3B	<u>\$4,000.00</u>
R-3C	<u>\$4,900.00</u>

Section Two. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

Thomas Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk

Heritage Village Park

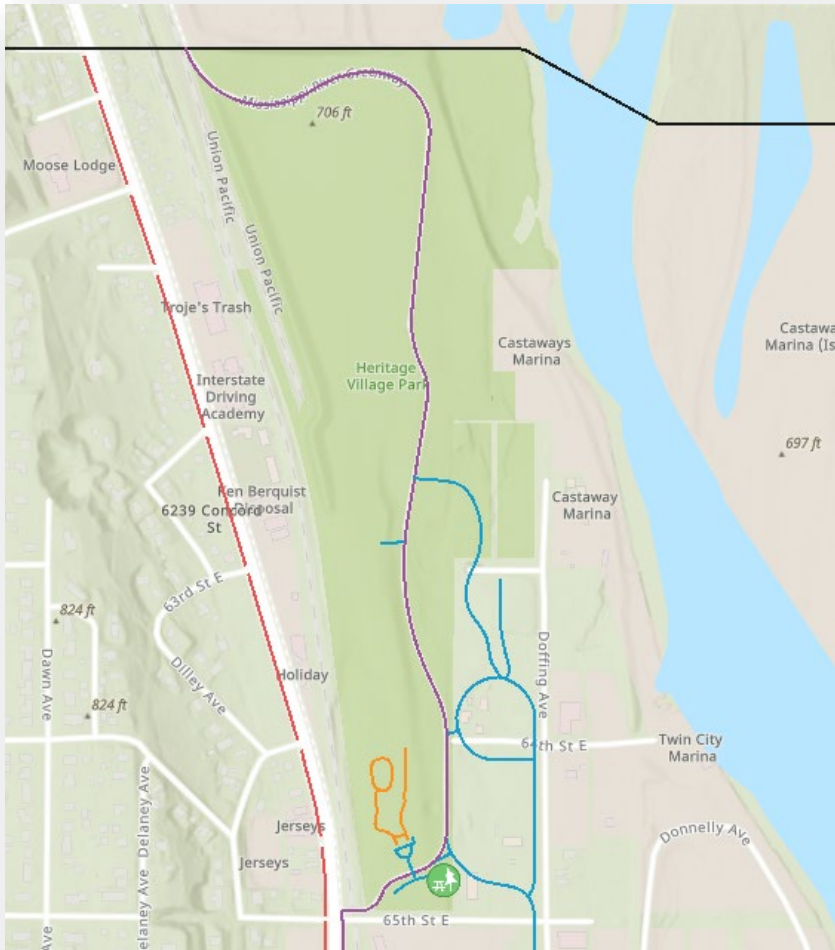
*Kris Wilson, City Administrator
Adam Lares, Parks and Recreation Director
January 24, 2022*



DEPARTMENT NAME

www.ighmn.gov

65 – Acre Park



East of Concord Blvd



West of Doffing Ave



North of 65th St



West of Mississippi River &
Rock Island Swing Bridge Park

Park Development



15 + years of development efforts.



First 3 phases completed to date.



Former contaminated railroad site.



Has met satisfaction of the Minnesota Pollution Control Agency (MPCA) for remediation/capping of environmental contaminants.

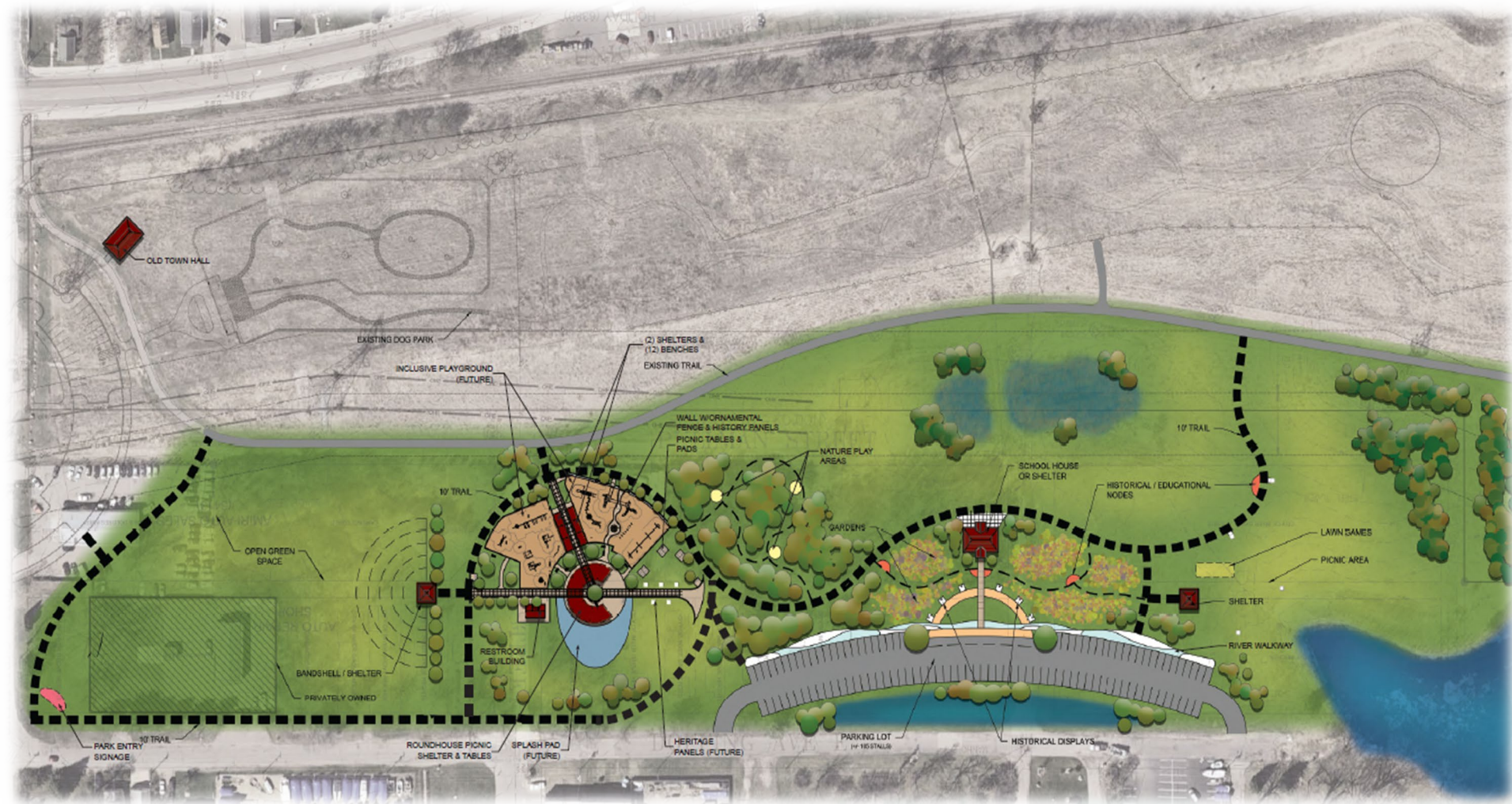


Dog Park opened in 2019.

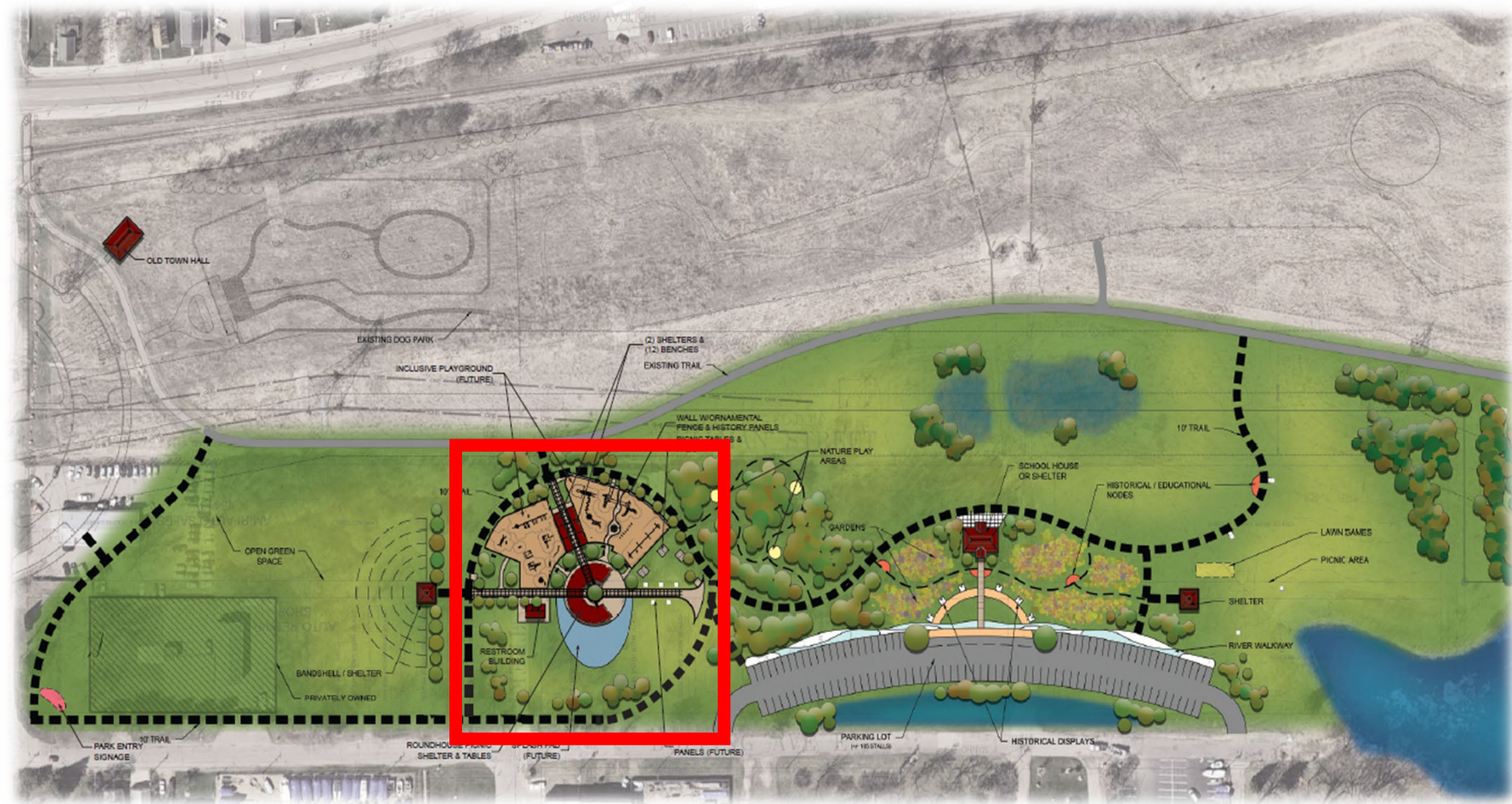
Funding for Phase 1, 2, & 3

Dakota County	\$1,792,000
MN DNR Grant	\$201,852
MN Deed Grants	\$831,250
State Bonding	\$2,500,000
Community Development Block Grant	\$69,381
Park Acquisition & Development Fund	\$284,749
Total	\$5,679,232

Park Master Plan



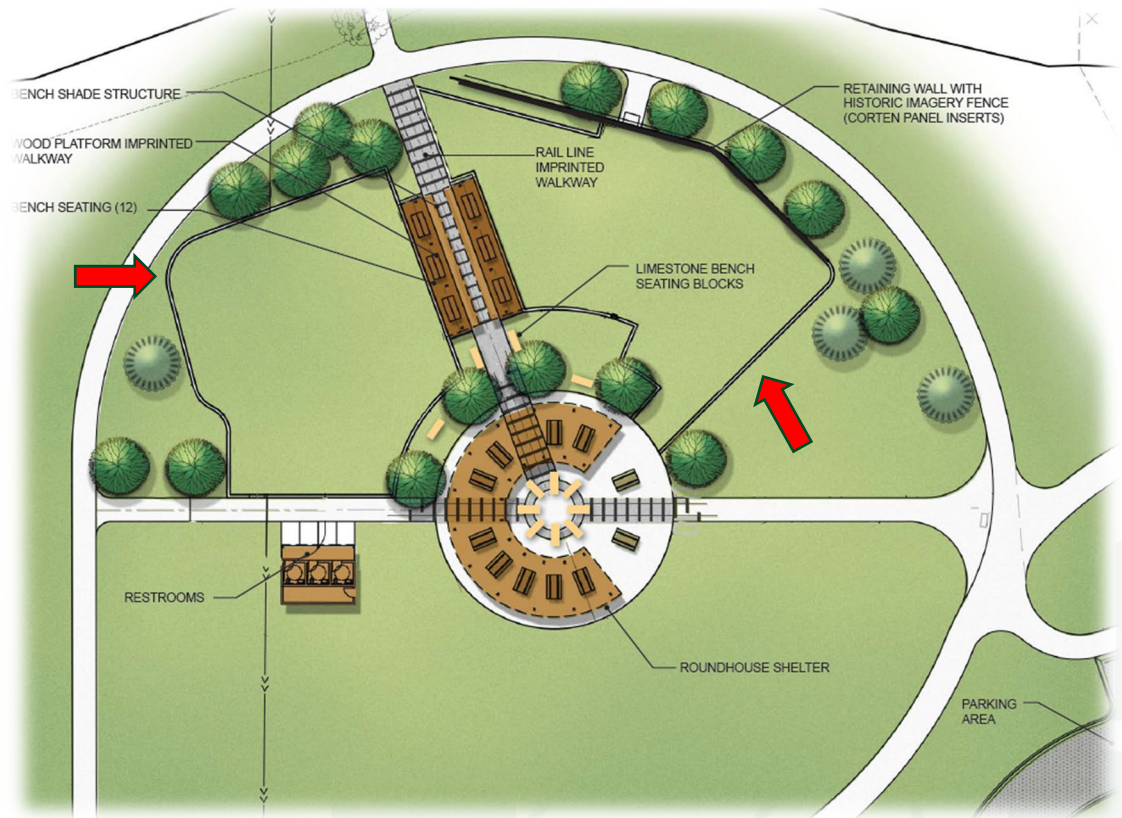
Focus on Phase 4 & 5



Phase 4

- Roundhouse Shelter
- Bench Covering
- Restroom Building
- Drinking Fountain
- Concrete Pavement
- Railroad Walkways
- Landscaping

Curbing for each play area were installed as part of Phase 3.



Phase 4

- These are the primary park buildings that will provide the necessary infrastructure to support the existing improvements and prepare for future phases.
- The roundhouse shelter is designed to recall the railroad that once existed on the site. It can accommodate roughly 9 picnic tables beneath the shelter and 4 additional picnic tables on the concrete pad.
- Plans and specifications are 99% complete.



Phase 4 – Estimated Cost



Total Cost: **\$1,340,625**



Proposed Revenue:
DNR Grant = \$250,000
City = \$1,090,625

Breakdown of Project Cost – Phase 4

ESTIMATE OF PROBABLE COSTS					
No.	Phase 4: Building Structures	Est. Qty.	Unit	Unit Price	Low Total
1	Earthwork & Excavation	1	LS	\$24,000	\$24,000
2	Drinking Fountain	1	EA	\$7,500	\$7,500
3	Water & Sanitary Extensions	1	LS	\$23,500	\$23,500
4	Roundhouse Picnic Shelter	1	LS	\$355,600	\$355,600
5	Bench Shade Shelter	1	LS	\$201,000	\$201,000
6	Restroom Building	1	LS	\$328,400	\$328,400
7	Concrete Walks - Standard	5,600	SF	\$10	\$56,000
8	Concrete Walks - Specialty	3,000	SF	\$20	\$60,000
9	Playground Curb	100	LF	\$30	\$3,000
10	Restoration (seeding)	1	LS	\$7,000	\$7,000
11	Erosion Control	1	LS	\$6,500	\$6,500
ESTIMATE SUBTOTAL:					\$1,072,500
Construction Contingency & Mobilization (15%)					\$160,875
Estimated Professional Design, Engineering & Permit Fees (10%)					\$107,250
ESTIMATED PROJECT TOTAL:					\$1,340,625

DNR Grant – Phase 4



City Council approved applying for grant on **March 8, 2021**.



DNR awarded the grant to the city on **June 30, 2021**.



Waivers have been given to start project without agreement.



Grant has not been accepted by city council.



Grant funds expire in 2023.

DNR Grant – notables



Phase 4 is the *scope of the project* described in application.



Scope of the project needs to remain consistent with grant application.



Total Phase 4 estimated cost: **\$1,340,625**



Grant Request: \$250,000



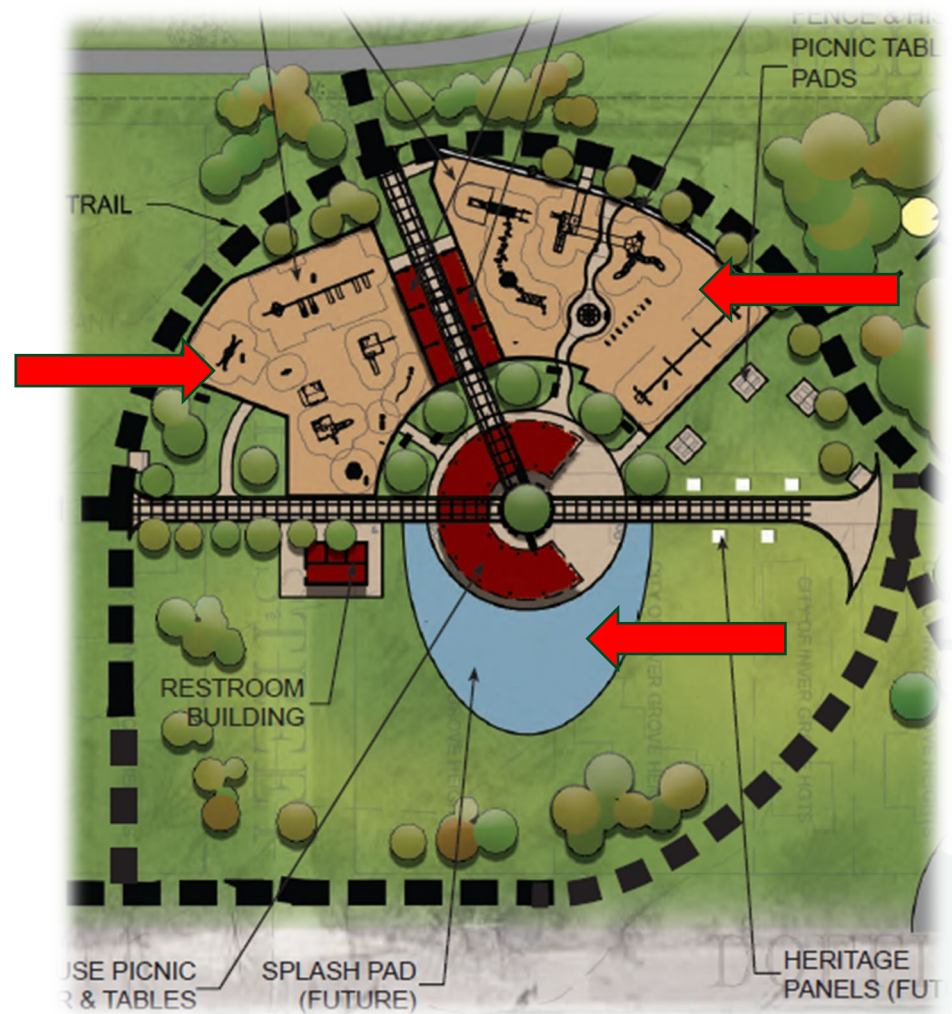
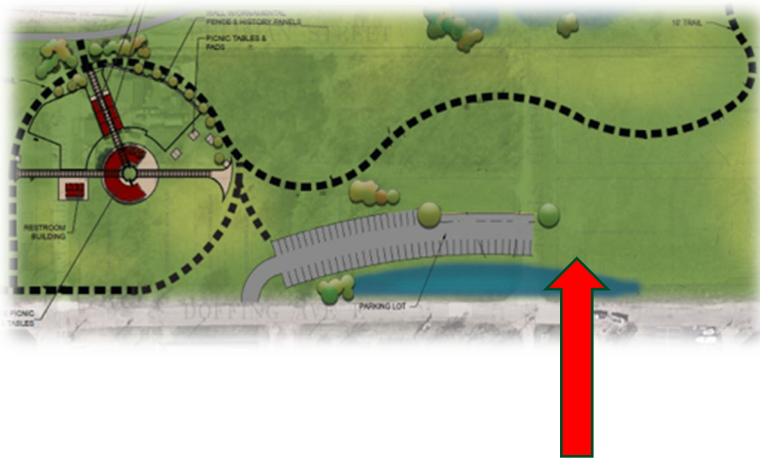
Match Amount: \$1,090,625

Current state of Park with **only** Phase 4 complete



Phase 5

- Inclusive Playground
- Inclusive Splash Pad
- Extend Parking Lot



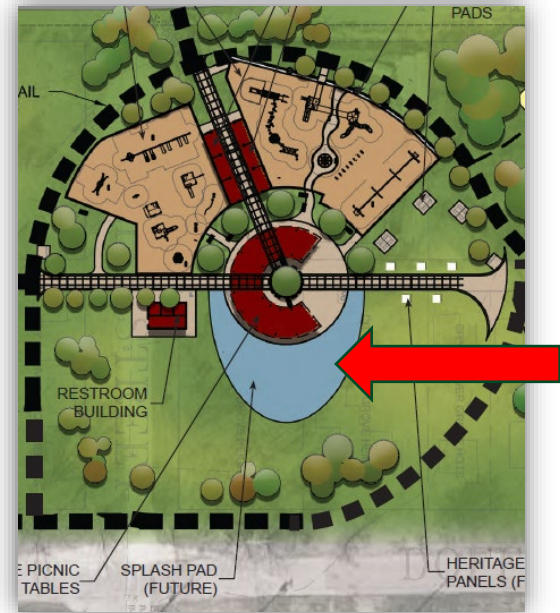
Inclusive Playground

- Design will incorporate themes such as the historic railroad, lift bridge, and village.
- Accessible for ages and ability levels
- Two separate play areas.
 - 2-5yr (top image)
 - 5-12yr (bottom image)
- Curbing for each play area were installed as part of Phase 3.



Inclusive Splash Pad

- Safe for all ages
 - No risk of drowning
- Accessible for ages and ability levels
 - No depth
 - Zero entry
- Uses a “Recycling System” to clean and reuse the water.
 - Operate on timer (set by staff)
 - Play features activated by user. Once activated they are on timers.



Phase 5 – Estimated Cost



Total Cost: **\$2,646,800**



Proposed Revenue:

MN Bonding = \$2,000,000

City = \$646,800

Breakdown of Project Cost – Phase 5

No.	Phase 5: Playground & Splash Pad	Est. Qty.	Unit	Unit Price	Low Total
	Parking Lot				
1	Earthwork & Excavation	1	LS	\$100,000	\$100,000
2	Traffic Control	1	LS	\$5,000	\$5,000
3	Bituminous Parking Lot	1,400	SY	\$32	\$44,800
4	10' Wide Bituminous Trail	400	SY	\$28	\$11,200
5	Curb & Gutter	650	LF	\$28	\$18,200
6	Draintile Cleanout	4	EA	\$300	\$1,200
7	Perforated Draintile	500	LF	\$25	\$12,500
8	Catch Basins	1	EA	\$3,500	\$3,500
9	Stormwater Pipe	200	LF	\$50	\$10,000
10	Stormwater FES and Splash Blocks	1	EA	\$1,000	\$1,000
11	Ornamental Light Posts	3	EA	\$9,500	\$28,500
12	Striping and Signage	1	LS	\$4,000	\$4,000
13	Construction Exit	1	EA	\$2,000	\$2,000
14	Erosion Control	1	LS	\$3,000	\$3,000
15	Restoration (seeding)	1	LS	\$3,000	\$3,000
	Playground & Splash Pad				
16	Earthwork & Excavation	1	LS	\$40,000	\$40,000
17	Concrete Walks & Pads - Standard	800	SF	\$10	\$8,000
18	Draintile Cleanout	3	LF	\$300	\$900
19	Perforated Draintile	400	LF	\$25	\$10,000
20	Solid Pipe	100	LF	\$25	\$2,500
21	Precast Apron / Headwall	1	EA	\$500	\$500
22	Playground Equipment	1	LS	\$425,000	\$425,000
23	Rubber Playground Surfacing	14,500	SF	\$30	\$435,000
24	Splash Pad Equipment (budget)	1	LS	\$400,000	\$400,000
25	Concrete Splash Pad Surfacing	4,000	SF	\$18	\$72,000
26	Benches	12	EA	\$2,500	\$30,000
27	Picnic Tables	16	EA	\$2,500	\$40,000
28	Receptacles	4	EA	\$2,500	\$10,000
29	Bike Rack	2	EA	\$1,500	\$3,000
30	Place Limestone Block	1	LS	\$2,000	\$2,000
31	Irrigation	1	LS	\$250,000	\$250,000
32	Deciduous Tree - overstory	21	EA	\$650	\$13,650
33	Deciduous Tree - understory	8	EA	\$350	\$2,800
34	Coniferous Tree	5	EA	\$400	\$2,000
35	Shrub	30	EA	\$75	\$2,250
36	Perennial	500	EA	\$25	\$12,500
37	Erosion Control	1	LS	\$2,500	\$2,500
38	Restoration (seeding)	1	LS	\$3,500	\$3,500
39	Intepretive Elements (budget)	1	LS	\$20,000	\$20,000
ESTIMATE SUBTOTAL:					\$2,036,000
Construction Contingency & Mobilization (15%)					\$305,400
Estimated Professional Design, Engineering & Permit Fees (15%)					\$305,400
ESTIMATED PROJECT TOTAL:					\$2,646,800

*Updated January 2022

Phase 4 & 5 complete



*Splash Pad not depicted

Park Acquisition & Development Fund

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Balance as of Dec. 31, 2021	\$3,517,370
Transfer In - Jan 24 City Council Meeting	\$1,231,814
Remaining Expenses Vista Pines	-\$90,191
NWA - Peltier Pocket Park (<i>estimated</i>)	-\$500,000
NWA - Highlands Pocket Park (<i>estimated</i>)	-\$500,000
NWA - At Home Apartments Park (<i>estimated</i>)	-\$1,000,000
Subtotal	\$2,839,374
Phase IV HVP (after DNR Grant)	-\$1,090,625
Remaining Balance	\$1,748,749

*Updated January 2022

Staff Recommendation

- To proceed with the steps necessary to accept the DNR grant for Phase 4 and to prepare plans, specs and bid documents for Phase 4.
- That the City support legislation providing \$2 million in state bonding for Phase 5, with an exemption from the standard match requirement as our second priority for bonding funds.

Staff Recommendation

- Substantial Public investment has been made to get the park to this point. Phase 4 and 5 are needed to fully realize the benefits of the park investment.
- The park complements and supports economic redevelopment of the Concord Blvd area.
- Provides large community gathering space and new recreational amenity for residents.



CITY ADMINISTRATION

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

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