



**Inver Grove Heights Parks and Recreation
Advisory Commission**

Wednesday, April 13, 2022 at 7:00 PM

**City Council Chambers
8150 Barbara Avenue,
Inver Grove Heights, MN 55077**

AGENDA

Televised on Town Square TV

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentations**
 - A.** Inver Wood Golf Course Update - Matt Maynihan, Club House Superintendent
- 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 Date**
 - A.** May 11, 2022 Regular Meeting 7:00p.m.
- 6. Consent Agenda**

All items on the consent agenda are considered routine and have been made available to the City Council 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 Councilmember 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 March 9, 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**

9. **Regular Agenda**
 - A. Move PRAC meeting to October 5
10. **Administrative Presentations**
 - A. Park Project Updates
 - B. Department Happenings
11. **Commission Comments**
12. **Adjourn**

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Julie Dorshak, Recreation Superintendent, at 651.450.2588 or jdorshak@ighmn.gov.

**City of Inver Grove Heights Minutes of the Proceedings
Of the Park and Recreation Advisory Commission
City Council Chambers - 8150 Barbara Avenue
Wednesday, March 9, 2022: 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Steve Cook called the March 9, 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, Derek Schwanz, and Kari Miller.

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

Absent: Commissioner's: Willie Krech, Elaine Prickel, (Both 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 @IGH Parks

D. Follow us on Instagram: @ighparksrec

5. Next Meeting: Wednesday, April 13, 2022. Regular Meeting 7:00 p.m.

6. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Regular Meeting Minutes of February 9, 2022

Motion by Commissioner Ellingboe, second by Commissioner Christensen, to approve the Regular Meeting Minutes of February 9, 2022.

Ayes: 6

Nays: 0 Motion carried.

7. PUBLIC COMMENT:

There were no public comments.

8. UNFINISHED BUSINESS:

9. REGULAR AGENDA:

A. Review 2022 Work Plan

Parks and Recreation Director Adam Lares presented the 2022 Work Plan consisting of items that would be included on the 2022 Work Agenda for the Park and Recreation Commission.

Motion by Commissioner Christensen, second by Vice Chair Barker, to accept the 2022 Work Plan.

Ayes: 6

Nays: 0 Motion carried.

B. South Valley Park Renovation Update

1. Sub Committee Report and Update

2. Recommend Initial Preferred Design to City Council

Director Lares presented the overall final concept design and what would come of the update. It requests the Parks and Recreation Commission give their initial preferred concept design for the facility. Park history was given:

- The warming house and picnic area were built in 1980
- Playground was replaced in 1999
- The City Council adopted a Master Plan for North/South Valley Park in 2018
- In 2019 the city hired HKGi Consulting Firm to develop a schematic design for North/South Valley Park
- A Subcommittee was formed consisting of several Parks and Recreation Advisory Commission Members
- Community engagement and a Public Hearing were set in 2020
- The City Council approved the agreement with HKGi to develop Plans and Specifications
- In April 2021 the kickoff for South Valley Park's design and construction occurred
- In May 2021, it was revised
- From June to September of 2021, design development reached about 20-30% project set design
- From September to December of 2021, construction documents moved from about 30 to 90% set
- In January 2022 schematic designs were revised further for exploratory options for the shelter design per Staff request
- As discussed with Staff, would like an additional open-air design/open air shelter

Playground Features (if approved):

- Play container for 5-12-year-old
- Free standing play
- Swings
- Play container for 2-5-year-old

Facility Option A - Enclosed:

- Enclosed Shelter
- Kitchen
- Independent Restrooms (universal - 2)
- Mechanical Storage
- 2 Glass Garage Doors (ability to be retracted)
- Entryway Door
- Additional Entryway Door
- Kitchen Door
- Firepit would sit adjacent to the facility
- Approximately 9 picnic tables

Facility Option B - Open Air:

- Walls were taken out with more of a pillar type

- Four bathrooms. Men's/Women's
- Drinking Fountain outside of the entry point of the restroom facilities
- Kitchen is approximately 16 feet across by 14
- Mechanical Room would be shortened
- Plumbing access between both bathrooms
- Additional staging/counter area outside of the doors of the kitchen
- No longer has a garage door wall
- Everything is open and exposed
- Bathroom has been reconfigured with an entryway to enter the bathrooms under a roof
- Retractable garage door for serving from the kitchen
- Tables remain the same as Option A

Facility Construction Cost Comparison:

- Option A: Overall cost of \$2.6 million dollars (including concept design)
- Option B: \$2.5 million dollars
 - Difference of approximately \$100,000

Facility Operating Cost Comparison of each facility:

Facility A - Enclosed:

- 122% increase in operating labor cost
- Equivalent of \$117,260 annually

Facility B - Open Air:

- 42% increase in operating labor cost
- Equivalent of \$40,508 annually

Hours do not reflect: FTE/Seasonal hours, additional cleaning supplies/material, equipment increases/decreases, utility increases

Facility Revenue Project Comparison:

- Current facility:
 - Brings in approximately \$9,600.00 in revenue
 - Does not have a Kitchen
- Facility A - Enclosed:
 - \$26,520 in revenue
 - Includes Kitchen
- Facility B - Open Air:
 - \$18,000 in revenue
 - Includes Kitchen

Staff recommends the Park and Recreation Commission recommend to the City Council to move forward with final design to include Facility Option B - Open Air Shelter, as the preferred facility option.

Vice Chair Barker asked if the enclosed structure would have been heated. Director Lares responded it would have been heated, an element that can be removed for cost savings.

Vice Chair Barker inquired if the facility would charge differently based on the Enclosed or Open-Air options. Director Lares replied it has not been defined yet, but they could to offset costs to operate.

Commissioner Ellingboe asked if a lower rate could be charged if renting the shelter but not the kitchen.

Conversation was had surrounding the bathrooms in the Option/B Open Air Shelter which has access from the outside only.

With Enclosed Option A, there is outside access to an individual use restroom and inside access. There is one inside of the building they would be able to use if open without opening the rest of the building. It could be programmed to be opened or closed. Renting the facility allows access to both. If not renting, it could still be accessible for public use. As a result, some mechanical room storage and kitchen space was lost.

Commissioner Ellingboe updated the Commission on the Subcommittee activities:

- Understood this was being initiated due to concern about drawing down the Fund.
- Planned for years, funding from Council had been added to the Fund for this purpose.
- \$100,000 was matched by a cost difference in operations of about the same cost.
- For Parks Maintenance, Option A would have required additional spending above current spending of more than \$100,000.
- Revenue coming in was lesser than the operating cost.
- Option A added additional risks due to mechanical breakdowns and insurance.
- More appreciative of Option B.
- Enclosed Kitchen would be a significant amenity upgrade from existing.

The Subcommittee was in favor of Option B.

Commissioner Miller expressed disappointment in not having a place to warm up in during sledding season with Option B.

Director Lares stated Staff would be looking at the potential of some type of warming area for a 10 minutes on/10 minutes off type feature if going with Option B. Staff understands construction material costs may have gone up since this was initially approved. Bidding may be moved into another season to give a more competitive rate. A DNR Grant in the amount of \$250,000 was awarded to help offset costs, which expires at the end of 2023.

Motion by Commissioner Ellingboe, second by Commission Schwanz, to recommend Option B for the South Valley Park Renovation.

Ayes: 6

Nays: 0 Motion carried.

C. Recommend Adoption of Donation and Memorial Policy

Director Lares discussed the Park Donation and Memorial Policy:

- The last time this was approved by the City Council was in 2010
- There are 9 guidelines
- The current Policy focuses on Memorial Trees and Benches

The New Park Donation and Memorial Policy would include:

- Memorial Trees
 - Cost will vary based on size and species
 - All donated trees are the property and responsibility of the city
 - Plaques/Markers are not permitted for tree donations
- Memorial Benches
- Donation of Equipment or Park Amenities
- Donation of Permanent Monuments
 - Added to the Policy was the donation of Permanent Monuments
 - May be accepted for placement in City Parks when recommended by the Parks and Recreation Advisory Commission and approved by the City Council.

- Owners contact the Parks and Recreation Director to discuss suitability of the proposed monument in advance
- Can only be accepted and placed in Parks as a form of government speech
- City Parks are not open to public as a forum for private speech
- The City Council has the sole authority to select the location of where a donated monument would be installed
- Accepted monuments would be installed by the city
- All donated monuments are the property and responsibility of the city
- Financial Contributions
- Donation Review and Approval Process
 - Anything accepted as a donation would be the property of the city. Would be repaired/recouped/replaced
 - Staff works with contributors regarding the donation process
 - May be administratively accepted by the Parks Superintendent
 - Subject to final approval by the City Council
 - Donations other than Trees and Benches will be referred to the Parks and Recreation Advisory Commission for review for consistency with plans of the individual parks
 - Parks and Recreation Advisory Commission should make a recommendation regarding acceptance to the City Council
 - City Council reserves the right to refuse any donation
 - The city will not take possession of any permanent monument, playground equipment, or other park amenity prior to formal Council acceptance
 - To note: The City Council can refuse any donation for whatever reason

Staff's recommendation is that the Parks and Recreation Commission recommend that City Council adopt the new Park Donation and Memorial Policy which would replace the existing Policy.

Motion by Commissioner Schwanz, second by Commissioner Ellingboe, to accept and recommend the Adoption of the Donation and Memorial Policy as presented, to the City Council.

Ayes: 6

Nays: 0 Motion carried.

10. ADMINISTRATIVE PRESENTATIONS:

A. Park Project Updates

1. Heritage Village Park Phase IV Update

Director Lares gave the following update relating to Heritage Village Park:

- The City Council directed Staff to check to see if the DNR Grant was available
 - Staff was told it is available through the end of 2023 for construction
- Staff took steps to build the Plans and Specifications to 100% for Heritage Village Park Phase 4
- Design Firm WSB and Associates have been re-engaged to bring the 90% Plans and Specifications to 100%
 - A fee/proposal was received to get Phase 4 to 100%

This will be on the March 14th, City Council Consent Agenda for acceptance

B. Vista Pines Update

1. Change Order

2. Grand Opening/Ribbon Cutting Ceremony - August 23, 6:00-7:30 p.m.

Director Lares provided the following update on Vista Pines:

- A presentation was given before the City Council regarding Vista Pines Change Orders
 - This allows to move forward with the finalization of construction this spring
 - City Council approved the Change Orders
 - There were some Change Orders due to stormwater redesign impacting finalization of completing construction in 2021
 - Construction was halted in 2021
 - The City Council authorized moving forward with those Change Orders
 - Construction will begin in spring
 - Staff anticipates having a Ribbon Cutting Ceremony on August 23rd from 6:00 to 7:30 P.M.

Recreation Superintendent Julie Dorshak continued the discussion recommending all Commissioner's attend and participate.

- Staff would do a Grant Opening
 - Invite Dignitaries and those who helped get the facility to 100%
 - May have food and beverages or a food truck
 - Maybe have a Naturalist attend and do something fun in the Nature Play Area
 - Maybe have a bike demonstration

More information will be coming. Additional assistance is requested from Commissioner's.

C. Department Happenings

1. Parks Update

Director Lares gave the following Parks Update for Parks Superintendent Brian Swoboda who is on vacation:

- Getting prepared for spring
 - Ordering supplies for the season
- Trimming trees
- Fixing/painting current picnic tables
- Warming room shelter cleaning
- Plowing when needed
 - Work with the Public Works Department when needed
- Equipment maintenance
- Putting turf in the West Rink at the VMCC
- Pulling out the aerator at Lion's Park
- Cleaning Park facilities, grounds, unloading trash
- Rinks were cleared for the last time and then finished for the season

2. Recreation Superintendent Update

Superintendent Dorshak updated the Commission on the following relating to Recreation:

- Warming House Program:
 - Opened Warming Houses on December 23rd. Closed them on February 21st.
 - 57 Days of Warming House availability
 - Closed for 4 days
 - The three sites include: Skyview, Oakwood, and Groveland Parks
 - Over 2,500 skaters during Warming House hours (down from previous years)
- Pool Filter Project:

- This item will be going before the Council on Monday, March 14th for the approval of Plans and Specifications and to authorize bidding
- If Council approves, it goes out to bid March 15th
- Review bids on April 5th
- Once a Contractor is selected Staff will work on what the impact would be on pool programs and services
- Plans for programs were followed as initially proposed. Looking to have the summer be as it was if there were no pool project
- Envision pool project going forward. Waiting on what the impact may be on programs/services
- If going as planned the pool would close around/on July 5th, reopening on September 1st
- Looking to work with the Contractor to split the project into two phases allowing some features to be open to the public
- Swimming Lessons:
 - For the spring session there are 416 registered. There were 300 swimmers in 2019
 - Held a special Homeschool Open Swim. Over 100 people attended
- Completed the summer brochure
 - Total of 60 pages
 - Offering Movie in the Park this summer
 - New canoeing, fishing, and hiking event
 - Skateboarding Camp
 - Sewing Camp
 - Outdoor Education Camp
 - Traditional programs such as: Soccer, Baseball, Softball
 - Food Truck Events
- KIDS R.O.C.K. Registration is opening up on Monday
 - Past participants were allowed to pre-register. At this time there are 19 registered out of the 62 they had last year
 - Typical attendance is roughly 80 kids per day
 - Can see about 120 kids participate throughout the year
- Fitness Programs are going strong:
 - Great participation in the Spring Walking Program
 - Offering a new class called Introduction to Tai Chi
 - Having the 2nd Annual Indoor Triathlon on April 10th.
 - Open to ages 12-Adult
 - The Healthy Living Fair takes place on April 20th

The Community Center has been very busy. For those coming to Open Swim on Saturday's and Sunday's, they may have to wait a bit. It's been closing to capacity at times.

11. COMMISSION COMMENTS:

A. Commission Comments

Vice Chair Barker appreciated Daylight Savings Time.

Commissioner Ellingboe commented about Heritage Park Phase 4. He observed comments from the Councilmembers at the Council Meeting he attended. He has concerns proceeding with Phase 4. He understands it's tied to possible future development. He preferred property development happens prior to additional phase spending on the park. He mentioned he has priorities within

other parks in the city before proceeding with more work on Heritage Village Park. He hoped Staff waits for a stronger signal from the Council before asking for spending for additional design work.

Commissioner Christensen had no comment.

Commissioner Miller had no comment.

Commissioner Schwanz had no comment.

Chair Cook had no comment.

B. Input from Commissioners on the Next Agenda

Please let Chair Cook or Vice Chair Barker know if there is anything anyone would like added to the Agenda.

11. ADJOURN:

Motion by Commissioner Miller, second by Vice Chair Barker, to adjourn the meeting at 8:02 p.m.

Ayes: 6

Nays: 0

Minutes prepared by Recording Secretary Sheri Yourczek