



**Inver Grove Heights  
Park and Recreation Advisory Commission  
City Council Chambers  
REGULAR MEETING AGENDA  
Wednesday, May 11, 2022  
7:00pm**

***Televised on Town Square TV***

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS –
  - A. Summer Programming Update- Rachel Mikel, Recreation Specialist
4. ANNOUNCEMENTS
  - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at [www.ighmn.gov](http://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: June 15, 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 April 13, 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. Approve recommendation for acceptance of monument donation for Heritage Village Park to City Council.
  - B. Discuss July 13 park tour locations and timing for tour.
10. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
  - A. Park Project Updates
    1. South Valley Update

2. Parks and Recreation Commission Terms ending: Derek Schwanz thank you for your service. New Commissioners will begin at the June meeting.
  - 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
- 

*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 TELEvised ON TOWNSQUARE TELEVISION**

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

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

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**City of Inver Grove Heights Minutes of the Proceedings  
Of the Park and Recreation Advisory Commission  
City Council Chambers - 8150 Barbara Avenue  
Wednesday, April 13, 2022: 7:00 p.m.**

**Televised on Town Square Television**

**1. CALL TO ORDER:**

Chair Steve Cook called the April 13, 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, Willie Krech, Sandra Christensen, Elaine Prickel, Derek Schwanz, and Kari Miller.  
Parks and Recreation Director Adam Lares, Golf Course Clubhouse Superintendent Matt Moynihan, Golf Course Superintendent Joel Metz, Recreation Superintendent Julie Dorshak, and Parks Superintendent Brian Swoboda.

**3. PRESENTATIONS:**

**A. Inver Wood Golf Course Update - Matt Moynihan, Club House Superintendent**

Matt Moynihan, Inver Wood Golf Course Clubhouse Superintendent, gave a presentation on the Golf Course:

- The Golf Course opened in 1992
- 27 Holes: 18 Hole Championship Course, 9 Hole Executive Course
- 36 Station Driving Range
- Remodeling was done in 2016

Programs:

- Juniors:
  - Free Clinics every Friday in the Summer. 9:00-11:00. Begins Friday, June 11<sup>th</sup>
  - Junior Group Lessons: \$80.00 for 5 (five) - 1-hour lessons. Class size, 8 kids
  - Junior Private Instruction: \$35.00 for a 30-minute lesson
  - Junior League: June 15<sup>th</sup> to July 20<sup>th</sup>
- Youth on Course:
  - Youth on Course card, \$20-\$25.00
  - Youth visit a course, get to play for \$5.00 at allowed times
  - Youth on Course Program kicks in the remainder of the Junior Green Fee
  - Inver Wood was one of the first courses in the State of Minnesota to get in with this program
- Family Golf Program:
  - On the Executive Course on Friday's, Saturday's, and Sunday's
  - With a paid adult green fee, the youth plays for free
- Women:
  - Free Women's Clinic Program
    - Saturday mornings from 9:00 to 10:30
    - Begins April 23<sup>rd</sup>. Also offered on April 30<sup>th</sup>, May 14<sup>th</sup>, May 21<sup>st</sup>, and June 4<sup>th</sup>
  - Women's League, Monday nights
- Women's/Men's: Group and Private Lessons
  - Individual Lessons for Adults: \$45.00 for 35-45 minutes
  - Group Lessons: \$120.00. 5 - 1-hour lessons

- Men:
  - Men's League, Tuesday nights
- Seniors:
  - Lowest rate on all courses all of the time
  - 60 and over
  - Senior League: Thursday mornings
  - Lessons
- Foot Golf:
  - On the Executive Golf Course
    - Monday - Thursday: 12:00 to 5:00
    - Friday, Saturday, Sunday: 12:00 to Close
  - Adults: \$12.00. Juniors: \$10.00. Ball Rental: \$3.00. No Soccer Spikes allowed

#### News/Happenings:

- Anniversary Program/Membership Program introduced in 2018
  - Redid the program for 2021, 2022, and 2023 (3-year program)
  - Last year 80,000 rounds were done between the Championship and Executive Courses. Highest to date prior was 73,000 in the late 1990's
- New Point of Sale System implemented this winter
- Driving Range was opened last weekend. Hopeful for the Golf Course next week
- GPS System can be downloaded to Smart Phones in conjunction with Yamaha Golf Cars
- Clubhouse:
  - New carpeting installed
  - Painted interior walls
  - Exterior slated to be cleaned/painted this season

Commissioner Prickel referenced a Public Club Membership and inquired about the possible advantages and if that would be something for Inver Wood to participate in. Superintendent Moynihan replied the courses get a portion of the money. Access to tee sheets are handed over, where he would rather be in control of them. Because there is no problem currently filling in tee sheets, he questioned bringing another partner in.

Commissioner Prickel asked about Mixed Leagues or Couples Leagues. Superintendent Moynihan responded there are Leagues four days a week, he did not want to put Leagues on Friday, Saturday, and Sundays to leave time for open for those working throughout the week. If doing, it would be more worthwhile to do with a larger group of interested couples.

#### **4. ANNOUNCEMENTS:**

**A. You can find information regarding the City of Inver Grove Heights by visiting our website at: [www.ighmn.gov](http://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 Date:**

**A. Wednesday, May 11, 2022. Regular Meeting 7:00 p.m.**

#### **6. CONSENT AGENDA:**

**A. Approval of Agenda**

**B. Approval of Regular Meeting Minutes of March 9, 2022**

## **C. Work Plan**

**Motion by Commissioner Ellingboe to add the Work Plan to the Consent Agenda.**

**Ayes: 8**

**Nays: 0      Motion carried.**

**Motion by Commissioner Prickel, second by Commissioner Schwanz, to approve the Consent Agenda as Amended.**

**Ayes: 8**

**Nays: 0      Motion carried.**

## **7. PUBLIC COMMENT:**

There were no public comments.

## **8. UNFINISHED BUSINESS:**

### **9. REGULAR AGENDA:**

#### **A. Move PRAC Meetings of June 8 and October 12, 2022.**

Chair Cook suggested due to scheduling conflicts, moving the June 8<sup>th</sup> PRAC Meeting to June 15<sup>th</sup> and moving the October 12<sup>th</sup> PRAC Meeting to October 5<sup>th</sup>.

**Motion by Commissioner Krech, second by Vice Chair Barker, to move the Regularly Scheduled Parks and Recreation Advisory Commission Meetings of June 8<sup>th</sup> to June 15<sup>th</sup> and October 12<sup>th</sup> to October 5<sup>th</sup>, 2022.**

**Ayes: 8**

**Nays: 0      Motion carried.**

## **10. ADMINISTRATIVE PRESENTATIONS:**

### **A. Park Project Updates**

Parks and Recreation Director Lares updated the Commission on the following:

- Highlands at Settler's Ridge Development
  - Preparing the final phase to go before the Council for Final Plat and PUD
    - Design grading for the park is included
    - PRAC has approved the two-parcel lot for Land Dedication
    - Developer and Staff are working through approval of design
- Heritage Village Park, Phase 4
  - Included: Roundhouse Shelter, Bench Coverings, Restroom Building
  - At the March 14<sup>th</sup> City Council Meeting, Council approved Staff to move forward with bringing the plans from 90% to 100% while working with WSB
  - Next Steps:
    - Work with Staff to get sign off and approval on design efforts
    - Work with the Subcommittee
    - Come before the PRAC Commission for final approval to authorize bid
    - Cost estimate for Phase 4 would be received
    - PRAC gives a recommendation on how to advance

To note: This project has a DNR Grant for \$250,000 that will expire at the end of 2023.

- PRAC and Staff would recommend moving Phase 4 forward with the \$250,000 match
- The restroom building is included and would have a buildout for the Splash Pad in Phase 5

There was discussion about items already completed at Heritage Village Park in Phase 3 such as the retaining wall, curbing for the playground area, and the base for the roundhouse shelter.

Commissioner Schwanz requested a timeline for when it returns to the PRAC Commission. Director Lares replied 30-60 days. Potential groundbreaking could take place this fall with full construction beginning in Spring 2023.

Commissioner Prickel requested information about the Grant. Director Lares replied with the Grant, the overall project does not need to be completed. Items identified in the DNR Application need to be fully/close to being completed by the end of 2023.

Director Lares continued:

- South Valley
  - Options for the facility were presented to the Commission at the March meeting
  - Recommendations from PRAC Commission discussion will be brought before the City Council at their May 2<sup>nd</sup> Work Session
    - Also includes impacts on the Park Capital Budget versus Operating Costs
    - Park Project Cost
    - Option B was chosen by the Commission and would be brought before the City Council to receive better direction
    - Has a DNR Grant in the amount of \$250,000 that expires at the end of 2023

Commissioner Ellingboe questioned what happens if bids come in exceptionally high. Director Lares replied there are options:

- Finding additional funds within the current Budget
- Requesting additional funds from the City Council
- Look into the potential option of postponing/moving forward with the project
- Phase the projects (could be more expensive)

Staff anticipates potential higher cost estimates due to supply chain issues and cost of materials.

Commissioner Ellingboe referenced a change in scope. Director Lares responded there are alternate options: If doing just the facility, there could be no playground, or have a playground with no facility, or not extending the parking lot. They would be connecting to the city water and sewer system versus being well and septic.

Parks and Recreation Director Lares continued:

Park Dedication Fee Update:

- PRAC proposed raising Park Dedication Fees for Residential Units from \$2,850 to \$3,850
- The recommendation to increase the fees were approved by the City Council
- Effective now

Open Park and Recreation Commission positions:

- Applications will be accepted until end of day, May 2<sup>nd</sup>
- Monday, May 16<sup>th</sup> Appointments will take place in the City Council Chambers

Chair Cook mentioned there would be two open positions:

Commissioner Stone resigned and moved out of State.

Commissioner Schwanz has stated he would be moving out of the city and will no longer be on the Commission.

## **B. Department Happenings**

Recreation Superintendent Julie Dorshak gave the following update:

Community Center:

- Final Year 2021 Membership Updates:
  - Up from 2020
  - Went from 2,081 to over 2,500
  - Back to about 89% of 2019 PreCOVID numbers
- 2021 Admissions:
  - Down in total admissions
  - Up 28% from 2020
  - 119,176 total admissions (open skate, open swim)
  - In 2019 there were 192,000

To Note: First Quarter 2022 seems to be close to returning to PreCOVID numbers
- Use of the National Guard Gym will begin again as of Friday, April 29<sup>th</sup>
- Pool Filter Project:
  - Approved by the City Council on April 12<sup>th</sup>
  - Lap/Dive Pool and Hot Tub will be done early July until mid-August
  - Water Park will stay open (working through programming details. Residents will be notified of changes)
- Kids R.O.C.K.:
  - Back for the summer
  - 118 Participants signed up so far
  - Last year there were 62 participants, the year before there were 115 participants
  - Bringing back Field Trips (all dates are full)
  - Elementary School flyers will be going back out to the public.
- Summer Staffing:
  - Still looking for summer staff
  - A Summer Job Fair was held last night. 14 youth interviewed/picked up information
    - 6 have been hired with the potential of 2 more
- Events:
  - Spring Egg Hunts were held. 470 youth participated
  - Healthy Living Fair: Thursday, April 20<sup>th</sup> from 9:00 a.m. to 12:00 p.m.
- Community Garden Plots:
  - There are 30 plots. 26 are reserved. Located at Salem Hills

Staff is working on a variety of summer programming. Numbers are very strong.

Parks Superintendent Brian Swoboda gave the following update:

- Weather permitting, trying to get on the Ballfields to get them prepared. Hopeful to open April 25<sup>th</sup>
- Trying to hold off soccer play until May 2<sup>nd</sup>
- Crews are cleaning parking lots from the winter. Work will be done on parking lots needing patching repair
- Ball Nets and Basketball Hoops are being placed
- General Contractor plans to get back to work at Vista Pines Park

- Ordered new Fishing Pier for Simley Island. Installation will take place May 11th
  - DNR paid for half
- Disc Golf:
  - Relocate 4-disc golf holes from South Valley Park to the North Valley Park side
  - New equipment will be added
  - Becoming more popular to put two baskets on each hole for different user groups/levels. Looking at pricing
- Working on getting the Rich Valley Concession/Restrooms water turned on
- Getting drinking fountains ready
- Getting the Community Gardens ready for users
- Getting a tree planting list together. Tree removals were done. Stump removal is next

Commissioner Christensen asked how old Applicants need to be. Superintendent Swoboda responded they are supposed to be 16. He prefers Seniors in high school or older but can accommodate younger with supervision and limited driving.

Director Lares acknowledged the hard work full time, part time, seasonal, and temporary employees do to make everything operate. He referenced the great Superintendents that do a great job with their leadership; their teams do a good job too, including the Golf Course.

Commissioner Krech asked if a date had ever been reached to meet with Council. Director Lares replied a proposal will be put together requesting a date/venue/location.

#### **11. COMMISSION COMMENTS:**

Vice Chair Barker shared there was a pink moon outside this evening.

Commissioner Krech wished everyone a Happy Easter.

Commissioner Ellingboe had no comment.

Commissioner Miller had no comment.

Commissioner Prickel said it was good to be back. She was sad to see Commissioner Schwanz go.

Commissioner Christensen had no comment.

Commissioner Schwanz encouraged anyone that may be considering being on this Commission and shared that it is not a huge time commitment. You get to hang out with some great people and find out what's going on in the Community.

#### **11. ADJOURN:**

**Motion by Commissioner Christensen, second by Vice Chair Barker, to adjourn the meeting at 8:23 p.m.**

**Ayes: 8**

**Nays: 0**

Minutes prepared by Recording Secretary Sheri Yourczek



## Request for Park and Recreation Advisory Action

### Consider recommending acceptance and placement of a permanent monument at Heritage Village Park to City Council.

|               |                                           | Fiscal/FTE Impact                  | Mark all that apply |
|---------------|-------------------------------------------|------------------------------------|---------------------|
| Meeting Date: | May 11, 2022                              | None                               |                     |
| Item Type:    | Regular Agenda                            | Amount included in current budget  |                     |
| Contact:      | 651-450-2587                              | Budget amendment requested         |                     |
| Prepared by:  | Adam Lares, Parks and Recreation Director | FTE included in current complement |                     |
| Reviewed by:  |                                           | New FTE requested - N/A            |                     |
|               |                                           | Other                              | X                   |

#### PURPOSE/ACTION REQUESTED

The Park and Recreation Advisory Council is asked to recommend to Council the acceptance and placement of a permanent monument at Heritage Village Park.

#### SUMMARY

A request from a resident has come forth to accept a donation of a permanent monument to be placed within the City's Park system at Heritage Village Park. Given that, the recently adopted Park Donation and Memorial Policy requires the PRAC to review any proposed permanent monument donation for consistency with the City's Park Plans for the individual park where the proposed monument will be located. The PRAC shall then make a recommendation regarding acceptance of the proposed donation to the City Council.

The policy section regarding permanent monuments reads as follows:

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. Donors should contact the Parks and Recreation Director to discuss the suitability of a proposed monument in advance. Permanent monuments shall only be accepted and placed in parks as a form of government speech; City parks are not open to the public as a forum for private speech in the form of permanent monument placement. The City Council has the sole authority to select the location where a donated monument will be installed. At a minimum, all monuments must be comprised of materials suitable for outdoor placement and of a size suitable for placement within a particular park or public open space. Accepted monuments will be installed by the City. All donated monuments become the property of the City upon acceptance. The City makes no representations regarding the length of time a donated item will be maintained or remain within the park where it is originally

placed. The City reserves the right to remove donated monuments at any time. (A copy of the full Park Donation and Memorial Policy is attached)

The proposed donation is made of St. Croix Valley Limestone and is approximately 4,000 lbs, 60" wide, 33" height, and has a depth of 44". It has the inscription "Thank you - To Our Essential Workers, First Responders and Medical Personnel for Their Service and Sacrifice in Response to COVID-19". The imagery includes three essential workers with an American Flag background. (See attached photo for inscription and imagery) The request was for the monument to be placed at Heritage Village Park (HVP). Staff believe a monument of this nature is best placed within a Community Park such as HVP. Staff would not recommend placement at any of the City's neighborhood parks. Additionally, the monument meets material, size, and safety requirements for HVP.

Staff have reviewed the request and have determined the monument meets the standards. The monument is suitable for outdoor placement, has size suitable for placement (see map for placement), and meets safety standards.

**Recommendation:**

Staff recommends the acceptance and placement of the proposed monument at Heritage Village Park.

Imagery of proposed monument at Heritage Village Park



## Approximate Placement of Monument

(see red arrow)



**City of Inver Grove Heights**  
**Park Donation and Memorial Policy**

The City welcomes donations that enhance public spaces, facilities and parks. There are also several options for individuals, businesses, civic groups, and others wishing to memorialize or pay tribute to an individual in a manner that supports the City. All donations are subject to final approval by the City Council, and the Council reserves the right to refuse any donations.

**A. Donation Options**

1. Memorial Trees

Individuals may pay for the cost of a tree to be planted in a City park as a living tribute that benefits present and future generations of park users. Trees will be planted and maintained by City staff. Donors may select from a list of trees approved by the City's Parks Superintendent, who will work with the donor to select appropriate placement within a City Park. Placement in a particular park will be subject to availability and is at the sole discretion of the City's Parks Superintendent. The cost of a memorial tree varies based on the species and size. Memorial plaques or markers are not permitted for tree donations. All donated trees are the property and responsibility of the City.

2. Memorial Benches

Individuals may pay for the cost of a memorial bench for placement within a City park. Donors may select from a list of approved benches provided by the Parks Superintendent. The cost of each bench varies depending on size and style selected. Donors will work with the City's Parks Superintendent to select appropriate park placement. Placement in a particular park will be subject to availability and is at the sole discretion of the City's Parks Superintendent. Benches may be engraved or come with a memorial plaque. The plaque location, size, materials, text and graphics shall be approved by the City's Parks Superintendent. All donated benches are the property and responsibility of the City.

3. Donation of Equipment or Park Amenities

Donations of equipment or other park amenities provide an opportunity for businesses, civic organizations, and individuals to support the City's parks by adding significant amenities to existing parks and enhancing the recreational opportunities for all. Individuals or groups interested in donating equipment or other park amenities, such as playground elements and park shelters should contact the City's Parks Superintendent to discuss options for such donations. All donated equipment and amenities are the property and responsibility of the City.

#### 4. Donation of Permanent Monuments

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. Donors should contact the Parks and Recreation Director to discuss the suitability of a proposed monument in advance. Permanent monuments shall only be accepted and placed in parks as a form of government speech; City parks are not open to the public as a forum for private speech in the form of permanent monument placement. The City Council has the sole authority to select the location where a donated monument will be installed. At a minimum, all monuments must be comprised of materials suitable for outdoor placement and of a size suitable for placement within a particular park or public open space. Accepted monuments will be installed by the City. All donated monuments become the property of the City upon acceptance. The City makes no representations regarding the length of time a donated item will be maintained or remain within the park where it is originally placed. The City reserves the right to remove donated monuments at any time.

#### 5. Financial Contributions

Individuals seeking to support the City's parks with a financial contribution may make a monetary donation directly to the City via the Parks and Recreation Director for such use. Funds may be designated for approved park projects or capital improvements, or may be given as unrestricted funds for use as determined by the City Council.

### **B. Donation Review and Approval Process**

Park staff will work with potential contributors regarding the donation process. Memorial trees and benches may be administratively accepted by the Parks Superintendent, subject to final approval by the City Council. All tree and bench donations shall be submitted to the City Council biannually for final acceptance by the City.

Proposed donations of permanent monuments, playground equipment, other park amenities, or permanent memorials (other than trees and benches) will be referred to the Parks and Recreation Advisory Commission (PRAC) for review for consistency with the City's Park Plans and any master plan for the individual park where the proposed equipment or other amenity will be located. The PRAC shall make a recommendation regarding acceptance of the proposed donation to the City Council. All donations are subject to formal acceptance by the City Council, and the 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 formal Council acceptance.