

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 11, 2014
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Introduction of Department Intern – Josh Fischer
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
 - B. Next Meeting; July 16, 2014 Regular Meeting 7:00pm
5. CONSENT AGENDA – All items on the Consent Agenda are considered routine and have been made available to the Commission at least two days prior to the meeting; the times will be enacted in one motion. There will be no separate discussion of these items unless a Commission member or citizen so request, in which event the item will be removed from this Agenda and considered in normal sequence.
 - A. Approval of Agenda
 - B. Approval of Minutes of May 14, 2014
6. PUBLIC COMMENT – Public comment provides an opportunity for the public to address the Commission on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes. Comments will be limited to three (3) minutes per person.
7. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
8. REGULAR AGENDA - Items requiring action that are new to the Commission.
 - A. Elect Chair and Vice Chair
 - B. Discuss Proposed Goose Control Program
 - C. Discuss Dog Park Location – Heritage Village Park
 - D. Change July PRAC Meeting Date from July 9 to July 16
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Review Commissioners Handbook
 - B. Northwest Area Park and Trail Plan
 - C. Department Happenings
 - D. Future of Our Parks Report – Park & Recreation System Plan
10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
11. ADJOURN

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

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

**City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Wednesday, May 14, 2014**

1. CALL TO ORDER:

Chair Eiden called the May 14, 2014 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Vice Chair Dennis Schueller; Commissioners: Willie Krech, Mary Hapka, Deb Tix and Mark Freer

Parks and Recreation Director Eric Carlson

Absent: Commissioners: Stan Johnson, Joe Boehmer, and Jim Huffman

Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

A. You can find information regarding the City of Inver Grove Heights by visiting our Web Site at:

www.invergroveheights.org

B. Next Meeting: June 11, 2014. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of April 9, 2014

Motion by Commissioner Hapka, seconded by Commissioner Krech, to approve the Consent Agenda as presented.

Aye: 6

Nay: 0

Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Park Dedication Requirements for Meridian Land Company (Fox Glen) – Case No. 14-12PUD

Park and Recreation Director Eric Carlson stated the Meridian Land Company is proposing a 44 single family residential sub-division referred to as Fox Glen, located at 1401-80th Street East, just west of the golf course on

80th Street. It amounts to a little over 20 acres of gross land. There is no indication of park land in this general area. We are recommending the developer pay a cash dedication at 44 units x 28.50 or \$125,400. We are also recommending the developer provide right of way for a trail along 80th once that gets reconstructed, and they also install a trail along the back of the lots between the lots and the golf course. There is a pond there, so it's not right next to the golf course. The trail should be 8 to 10 feet wide constructed of six inches of class five and three inches of compacted bituminous.

Commissioner Freer asked if that is the same width required along 80th?

Director Carlson responded it is.

Chair Eiden asked, that when we do these kinds of things, do we ever have any situations where we tell them not to put all the trees back and take the cash and put it back into the fund?

Director Carlson responded the Planning Department administers the tree preservation policy that the City has in place. There are times when the Planning Department requires them to replace trees. It depends on what the land looked like prior to development, in regards to trees on the property, and related that to the ordinance. When the two numbers are not equal, that is when Cash Dedication comes into play.

Chair Eiden asked if we had the option, if we don't want the parkland, to have them give us money? Our tree fund is getting low. It gets replenished when they don't put as many trees back.

Director Carlson responded he wasn't sure how the tree preservation ordinance worked.

Commissioner Krech asked if a housing development this big would have a youth playground out there?

Director Carlson responded with 44 units of housing, it doesn't rise to the level of a public park. We will be bringing the northwest area park plan to the City Council in June; it's possible they will ask to have it come before the Parks Commission. As a part of that plan, we envision a public park to the west of this area. That location would serve the residents in the general area.

Commissioner Krech felt that sometimes they set aside an acre or two for a small park. Or they had the developer do it.

Director Carlson responded there weren't any homes in that part of town. You may be thinking of the homes built in the Argenta Hills development.

Commissioner Krech felt that area is also getting bigger and there isn't anything out there. Southern Lakes has an area.

Director Carlson stated the plan envisions a park to serve the Argenta Hills neighborhood. It would be located west of where those homes are now, but east of Argenta Trail. That location can pick up as many homes in that area as possible.

Chair Eiden felt that when we do the Friends of the Park, and The Future or our Parks, maybe we can do that as an alternative or adjunct location. It may not be big enough for a public park as the City sees it, but maybe we can ask developers to do it as part of the complex.

Motion by Commissioner Freer, seconded by Commissioner Krech, to take \$125,400 for cash dedication.

Aye: 6
Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Update on Goose Management

Parks Superintendent Mark Borgwardt hoped they all had a chance to read the article he included in their packets from a goose removal contractor. It provides a good history as to why we have so many geese and what has been done to date to try to control that population. The parks division did have a trapping program that commenced in 1999, and was conducted for three to five years. We no longer do that as the Police now administer a hunting program where we have an annual goose hunt. It's a DNR endorsed program to help control the goose population in Inver Grove Heights. In speaking to Police Chief Stanger, they plan to propose to do that every year. Chief Stanger stated that the plan will come before the City Council in August. The DNR has established policies and procedures as they are the state regulating agency. You go through the DNR and have to get a permit and then they require that you adhere to eight or nine steps to establish a goose control program in your City. Those steps are as follows:

1. The DNR, along with City Personnel, try to determine a target goose reduction population.
2. We need to determine how many geese we want to remove. We have done that before with the Pond behind City Hall, Simley Pond, and Rich Valley.
3. Take it to the City Council and propose the goose management program, the number of geese, the sites.
4. Ascertain goose population and site characteristics. The site removal contractor comes out and reviews the sites you choose. They prepare a contract based on those facts. How many geese do you think that area can support? Is it wooded all the way around? High grasses? Then they determine what they are going to charge you based on the conditions of the site. There are a lot of variables the contractor uses to determine what the charges will be. Last time this was done, the City campus was \$1500, along with Simley. You pay so much per bird or gosling. That is how the charge structure is organized.
5. Prepare and approve removal contract.
6. The contractor would obtain the state permit from the DNR.
7. The DNR and the contractor would capture and ship the birds in summer. They are flightless mid-June to the end of June.
8. The contractor, the City, and the DNR, monitor the area to determine the effectiveness of the removal program.
9. Then we come to the City Council and ask if you want to continue this program, discontinue, as well as getting input and ideas.

He thinks the geese population at Simley Lake and City Hall has been pretty stable over the past few years. In the past you wouldn't be able to walk out at Simley. It's not that bad now. The seasonal workers are required to blow the sidewalks off down there, and that has been the standard over the past few years since we have stopped trapping the geese about ten years ago.

In order to proceed with trapping the geese again you need contact the DNR, bring it to the City Council, and get a quote from a contractor.

Commissioner Freer felt the problem area is mainly Simley Lake. They are starting to gather. The problem usually comes in when there are goslings with their mom, and you have eight or nine of them at a time. Then you end up with forty or fifty birds. He didn't feel you can go on the grass at Simley at all when there are that many out there. There are communities that use egg oil to control them. That way you can manage that piece of it. It's not necessarily how many adults that are there, it's when they have all the babies.

Superintendent Borgwardt commented they used to go out there with the DNR and the Contractor and addle the eggs. You go out there while the goose is on the nest and shake the eggs. That usually kills them. He always thought it was kind of cruel though.

Commissioner Freer felt if you limited the number of goslings to one or two instead of eight or ten it's much more manageable. There is a need to make the parks useable, especially Simley Island. That area is just a mess.

Chair Eiden asked if those are the two major areas that have issues? What about the Golf Course and Rich Valley?

Superintendent Borgwardt responded the Golf Course contracted with a vendor and brought dogs in at one point. They also looked into the possibility of dogs, but some of the sites were unsuitable for them. The City Hall pond for example, was too big and too wild around it for the geese to get away from the dogs.

Chair Eiden asked who contracts and works with the vendors?

Superintendent Borgwardt responded they have in the past. We have used Tom Keith with Canada Goose Management.

Commissioner Freer asked if they do any oiling?

Superintendent Borgwardt stated they do addling, shaking, and they do trapping.

Commissioner Freer felt we should concentrate on the eggs instead of removing the adults.

Chair Eiden asked what is our expected level of geese?

Superintendent Borgwardt commented that historically you can see some of the figures. At the end of the season they do a report that gives us figures on what was sustainable at these different sites. How many there should be, how many to remove, effective methods to remove them, addling the eggs, etc. There are a few options that they look at. Mr. Keith looks at the sites with us and looks at what is going on.

Vice Chair Schueller stated he lives on Simley Lake. He has had as many as 30 geese in his yard at one time. They make a big mess. They can make a perfectly good yard into an unusable yard. With his personal situation, he is for this as he has had nothing but problems with the geese. There are not any easy answers. The main problem isn't the geese, but the droppings. At the Golf Course, the 18th hole is on a little pond, and that green can have droppings on it, which creates a problem. The path at Simley can hardly be used at times because it is so messed up. Personally, as a homeowner, he is all for doing something about this problem. If any other homeowners are out there and have a similar problem, please call the City and let them know.

Commissioner Krech felt there was no reason why we can't get those eggs and take them to the zoo and feed the animals or something. There is no reason that you have to shake them to kill them when we have plenty of things we can use them for.

Superintendent Borgwardt will talk to someone out at the golf course and see if they have a plan.

Commissioner Freer asked how much an assessment costs?

Superintendent Borgwardt responded that since they have worked with him before, they may just do it for free.

Commissioner Krech commented that if you picked up the eggs, they will just leave the nest. There is an easier way rather than killing them or harvesting them. Then you can get a water truck in there and squirt off the rocks and sidewalks.

Superintendent Borgwardt stated in 1954 we didn't have any geese in the metro area. There was a big effort to bring them to Minnesota because we wanted them due to the lakes, and the turf, as it was prime habitat for

geese. They are out of control now. The article he referenced earlier states that in 1982 they collected 400 geese in the Twin Cities metro area. In the 1990's, annually, the harvest was about 6000 to 8000 geese. In 1996 they used to trap them and haul them back to Texas, Arkansas, and Missouri where they had a shortage of geese, but that is no longer possible. The adults were then processed for food shelves. That method changed, and then a more socially acceptable means of utilizing adult geese was established. In 2006 goslings were no longer able to be relocated. Another program for utilizing the goslings for animal food began in 2006. To date 125,000 geese have been removed from the Twin Cities.

Commissioner Freer hoped we can use Simley Park again. He asked if there was a funding mechanism you can use for that?

Superintendent Borgwardt stated they would have to budget for that in 2015, that is, if they start the program up again. They could go down there and get some ideas now, if you wish. They can also discuss the Golf Course, City campus, Rich Valley, and Simley.

Chair Eiden asked if it was an issue at Lion's Park?

Superintendent Borgwardt responded it hasn't been an issue there.

Commissioner Krech asked if they made a motion now, could they get something done? He doesn't see the need to shake them and let them rot in the nest; at least they can be used for food. He felt we needed to make a motion that states you need this much money to get this done. He will do that if you can tell him how much you need.

Superintendent Borgwardt felt \$5,000 would be sufficient for parks. He is unsure about the Golf Course.

Motion by Commissioner Krech to use \$5,000 to help control the goose population, but still go ahead with a hunt. Seconded by Vice Chair Schueller.

Superintendent Borgwardt stated they needed a funding source.

Director Carlson stated that before we do anything, this is an item we need to take before the City Council. In the past, this activity was funded out of our operating budget. We need to get feedback from the City Council to actively manage the goose population. City Staff can't go out there and do anything as we are not trained, licensed, nor have a permit. We need to hire a firm that is able and capable to do that. It is an issue going on in other cities too. There needs to be some discussion about it before it just happens.

Commissioner Krech commented that if we just sit here nothing will happen. We need to let them know what we think should be done.

Director Carlson didn't feel they needed a dollar amount yet. A company will come out and give an assessment with an estimate. All you need to do is state that the City is interested in doing goose management and let the City Council decide whether to proceed or not.

Commissioner Krech stated this Commission needs to agree that we need to do something and get this at the next Council meeting so we can get something done.

Chair Eiden agreed that something needs to be done.

Commissioner Hapka agreed there is a problem. Have someone come out and give us some options.

Commissioner Tix felt the priority should be placed where our citizens are visiting. Simley Park being number one, the Golf Course, etc. The places where the citizens are not visiting at a daily basis would be less important.

Vice Chair Schueller felt this wasn't just a problem for parks, it's a problem for tax payers in this City too.

Aye: 6

Nay: 0 Motion carried.

Superintendent Borgwardt stated he will call Tom tomorrow and see if he can come out this week yet. He will also get in touch with the Golf Course too.

B. Discuss the City and Park & Recreation Department Mission Statement(s)

Director Carlson stated the City Council recently established a mission statement for the City. It states that "The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant Community". The Parks and Recreation Department also has a mission statement. That is "We dedicate ourselves to providing quality programs, services, and facilities. We take pride in consistently adding value to the Community and creating a positive experience for those we serve". Ideally we want to make sure both of those mission statements are in concert with each other and they don't conflict. The City Council is interested in all Councils reviewing the Cities mission's statement.

Commissioner Freer felt they were well thought out and states what the City stands for.

Chair Eiden commented it was his understanding that the Council has contacted other Communities to try to establish our mission statement for our City.

Director Carlson responded it was established by City Staff. They reviewed other cities and organizations mission statements and then they put together some options for the group to consider. It was then narrowed down to what you see in front of you. The Council did tweak a bit of what you see in front of you. This wasn't a statement one person came up with. It has been a collaborative process with lots of involvement.

Chair Eiden commented that if you do a mission statement, you need to be careful that you don't change it very often, or at all. Where are we in the process with either or both of these?

Director Carlson responded the Council is asking for feedback from the Commissions, the School District, the Chamber of Commerce, and the Community at large. It is their hopes to establish this one, or get one close to it. Assuming they get positive feedback, they are also working on establishing some vision statements. They also established a set of values: Ethical, engaged, and excellence. Once they get the vision and the values established, they will want that in place for quite some time. We then let people know what our mission is, and what vision and values we want our Community to be in the future.

Chair Eiden assumes there will be a formal adoption once they get all the feedback established?

Director Carlson responded there would be.

Chair Eiden stated he would like to see our recreation statement be a little shorter. He would propose that they start it with the second sentence as follows: "We take pride in, and dedicate ourselves to consistently adding value to the Community and making a positive experience to those we serve". It is just his suggestion. He likes the statements short. He thinks we should already be giving them quality programs, so he doesn't think we should be saying that.

Commissioner Freer felt that when you say that though, you are stating that we are trying to give them quality programs. Saying it is just our way of talking to them.

Commissioner Hapka liked the expanded form. She felt the programs and facilities helps identify us as the Park and Recreation Department versus another department in the City. She doesn't think you should get to general as far as having it come from each department.

Vice Chair Schueller liked the preciseness of the statements. They are short and to the point. He thinks almost any statement can be interpreted in different ways.

Commissioner Krech liked a statement that states we provide a competitive service. We don't have an open billfold here. We should let people know that there is a financial figure in that. That there is some cost in services.

Commissioner Hapka agreed with that. Especially working on the committee and working on the comp plan, one of the struggles is feasibility.

Chair Eiden stated the Council is primarily interested in their mission statement right now. For ours, we have some time. He would like us to take a week or two to see what they would like to see in ours. Maybe we can talk about this at our park meeting next month.

Director Carlson stated a formal action is not needed. What he is hearing is that the Cities mission statement is well thought out and precise. He will make sure those comments are passed on.

C. Department Happenings

Director Carlson stated he will stand by for questions.

Commissioner Krech asked if Vice Chair Schueller had anything to say about how the Golf Course is doing.

Vice Chair Schueller stated they did have one meeting for the work group that is looking at the possibility of out-sourcing the Golf Course. We are going to have a tour of Inver Wood tomorrow to get a better idea of the layout there. The other process that is also in action is reviewing and/or changing some of the programs at Inver Wood. He went to Eric, Matt, and Leon Ottness. Leon and Matt are working at the course now and have replaced the previous manager. He went to them with about 15 ideas about programming and they came back to him with some responses. As a result of their responses, they had another meeting. They made considerable progress toward some program changes. He went to several Golf Courses in the metro area and looked at the programs they had and then brought them back before those at Inver Wood. By looking at those programs and what we have done in the past, we have been able to make some moves toward changing some of the programming at Inver Wood. He is very satisfied with the movement they are making. He thinks it will increase participation, as well as rounds and revenue. Besides increasing and improving programs, they are providing an improved culture at Inver Wood. We are moving forward in not only in the change of programs, but change of culture. They are also looking at a new tournament format. We are looking at a possibility of junior memberships, and then maybe moving forward with memberships for season passes for adults. They have revised the group outing program. We are looking at changing some of the process over at the driving range and the clubhouse. It is a more consumer friendly environment right now. As this process goes on, he can go into more detail with what is happening. We are currently in the planning stages.

Commissioner Krech asked how we are doing with talking with people? He realizes that other Golf Courses have more leagues and tournaments. Are we looking into those?

Vice Chair Schueller stated they have already established a tournament format. That means you can now have tournaments here. In the past we had one very successful and profitable tournament. Now we have a tournament format and you can have them there. As far as leagues, Inver Wood does have two or three corporate leagues. They are setting themselves up for a men's league. They also have a women's league and a women's club. We don't have a men's club. Now that we have looked around, we have noticed that men's clubs have lost a lot of the popularity. We will try to move forward with junior memberships and junior leagues. We need to get back to where we have more core golfers at Inver Wood. That means those that play there regularly over the summer and not just once and then go elsewhere. In the work that he has done so far, they have made some progress. We have set the stage for more progress in the future. This will be a longer process than just this year. It will take time to get those numbers up. In talking with other high school coaches, the day we open a membership for juniors, and then set categories for where they can play with others of the same ability, he feels they will have a number of kids interested. He is happy with the progress they have made so far. The Golf Course was not in very good shape this spring. It has been a very bad start for the grounds. That can be worked on and changed. It's just not in great shape this year. Other courses did not have the same problems that Inver Wood had.

D. Future of Our Parks Report – Park & Recreation System Plan

Chair Eiden stated he was not at the last meeting, but Commissioner Hapka was.

Commissioner Hapka said it was a good meeting. There were other residents there as well and it was a small group. We are still welcoming residents who have any input for what they see in parks in the next 10 to 15 years. The Council did not decide to go with a franchise fee. That was a disappointment to her, as it was one way to help generate some revenue to sustain some of our facilities and amenities. We are trying to come up with a vision. We did agree as a group to move forward and have staff put together some ideas based on recreation trends, population growth, and the life span of our amenities. We want to create a chart with that information. We are looking at quality versus quantity. The majority of our residents probably drive to our playgrounds nowadays anyway instead of biking and walking. We are going to look at proximity to neighborhoods. There are a lot of variables we are looking at. We will get some feedback from the residents and then go back to the Council. We envision a plan for the next 10 to 15 years. I

Commissioner Freer asked if it would be brought back to this group?

Commissioner Hapka responded yes.

Chair Eiden commented that population demographics are important. We have to move with that. We need to find out how many young people there are, is the city aging, etc. They also need to look at what kinds of activities they are taking part in, or interested in. The traditional stuff may be going away. For example, there is a new sport called Pickle Ball. Look at how lacrosse and soccer are beginning to compete with baseball and football. The biggest one that we cannot forget is that we have millions of dollars of amenities out there. If we need to replace them, that has to be part of the plan and how we are going to do it. He is pleased that the committee is having good discussions and moving forward.

10. COMMISSION COMMENTS:

Commissioner Freer enjoyed the tour of the Swing Bridge. He also visited North and South Valley Parks, and saw some of the building problems there. It's good for the committee to get out and see some of the things that we are going to be faced with in the future. The discussion here tonight was very good. These are good relevant topics that make it fun to come here and work through the process.

Commissioner Hapka also went on the tour and felt it was nice to get out, especially since they were out in the evening, when the parks were in full use. There were a number of kids and teams using the parks and

playgrounds. It was nice to see them utilized. They went to Skyview and saw the new lacrosse and soccer field. They did a great job designing that. It will be a great asset to the community with lacrosse taking off as it is, and soccer still being a big sport. They went to South Valley Park and saw the amenities there. We discussed that the building has started to deteriorate. That is probably our most heavily used rental. The Future of Our Parks committee will need to discuss what we can do to make that a quality amenity to our residents. That will probably be needed in the next five years or so.

Commissioner Tix commented about the Future of Our Parks and the plan. There were three parks that noted the playgrounds are at the end of their use, but are continued to be used as they are not a safety threat yet. We need to keep in mind that they need to be replaced at some point in the future and that they are not being replaced earlier because we do not have the funds.

Commissioner Krech was happy to hear they made the tour since they are newer to the Commission. We do have a lot of options in the City but we do have to maintain them. We have had well problems that have cost money to fix. There is a temporary facility out by the Schoolhouse that helps save money. We have done things to help make things more efficient to maintain the facility. Some of our warming shacks are older and beaten up pretty bad, he was not sure how we can address those but we need to. Maybe we need volunteers to sponsor parks and help with some of the costs, which is similar to adopting roads.

Vice Chair Schueller went on the tour as well and wanted to thank Superintendent Borgwardt and Director Carlson for conducting it. He urges that we continue to do that in the future. He always sees something he hasn't seen before. It's fun to see all the kids out there using the parks. It reaffirms that we are going in the right direction.

He helps with the high school golf team, and on an average weekday, we probably have between 200 to 250 kids at that Golf Course. We have students there from West St. Paul, South St. Paul, Eagan, Simley, Visitation, and St. Thomas. It is an unbelievably active place. The staff at Inver Wood is very accommodating and helpful. The other day when we had lightening, it was a safe process as all the kids went inside and they were not able to go back out until the all clear. The process is in line for the safety of the kids that are there, or anyone that plays there. The staff does an excellent job with the high school teams.

Chair Eiden commented the snow is now gone, we hope for good. The parks are open and all the amenities are available. We encourage you to use them. If you are not going out of town for the holiday, it's a perfect time to get out and see the City.

He also wanted to note that we have a guest in the audience. There is a young lady that is doing some civics work. He likes to see people that are looking into what is going on in State and National Government. He wanted to point out that if she needed any other information about tonight's meeting, Director Carlson could help you out with that.

11. ADJOURN

Motion by Commissioner Krech, seconded by Commissioner Freer, to adjourn the meeting at 7:19 p.m.

Aye: 6

Nay: 0

Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Appointment of Chair and Vice-Chair of Park and Recreation Commission

Meeting Date: June 11, 2014
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

The Park and Recreation Commission should appoint a Chair and Vice-Chair to serve for the next 12-month period.

SUMMARY

The Commission needs to determine a Chair and Vice-Chair. Commissioner Eiden has served as Chair and Commissioner Schueller has served as Vice-Chair the past 12-months.

The Commission should discuss, nominate, and vote on a Chair and Vice-Chair.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Canada Goose Management

Meeting Date: June 11, 2014
 Item Type: Regular Agenda
 Contact: Mark Borgwardt – 651.450.2581
 Prepared by: Mark Borgwardt
 Reviewed by: Eric Carlson – Parks & Recreation

	Fiscal/FTE Impact:
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Approve trapping and removal of Canada geese from City Hall Campus ponds and Simley Lake. Removals done by Tom Keefe of Canada Goose Management Inc., for a sum not to exceed \$4,000 taken from Park Operating Budget.

SUMMARY

Canada goose population at two sites is a growing nuisance. Goose droppings make sites unsanitary and increasingly unusable. Turf condition and shoreline plantings are deteriorating. Aggressive bird behavior threatens small children at Simley Island and Community Center playground.

The Canada geese population is becoming an increasing problem at these two “high activity” park sites. I receive many complaints throughout the summer about unsanitary conditions due to goose droppings, quality of turf and landscape plants and aggressive geese. The ideal goose habitat at these two sites has created a Canada goose population that is not sustainable and is leading to natural resource degradation. The Canada Goose Program run by Dr. James A. Cooper, the metro areas preeminent authority on Canada geese, has been in existence for 31 years. Tom Keefe is continuing program due to Dr. Cooper’s retirement. A DNR permit is required before any geese can be removed. Trapping would be done during the June 20-July 20 period when 95% of the birds are flightless. Many metro communities utilize the program to trap and remove Canada geese from parks and area ponds and lakes. Canada geese have been trapped and removed from Schmidt Lake in Inver Grove Heights since 1998. The program has reduced the population there from 150 birds in 1998 to 15 in 2001.

Approve expenditure of \$4,000 from Park operating budget to contract with Tom Keefe of Canada Goose Management Inc. to trap and remove Canada geese from Simley Island Park and City Campus ponds during June 20 to July 20, 2014, after securing permit from Minnesota DNR.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Recommend Dog Park Location

Meeting Date: June 11, 2014
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Mark Borgwardt
 Tracy Petersen

Fiscal/FTE Impact:

<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

The Commission is asked to recommend Heritage Village Park as a location for an Off Leash Dog Area (Dog Park).

SUMMARY

A dog park is an amenity that residents have asked for over the last several years. The term “dog park” is generally used where the purpose and design of the park is such as to invite dogs, often in an unleashed environment. Dogs are popular and people want a safe place to socialize and exercise their dogs.

Off-leash parks offer substantial benefits as a way for dog and owner to get exercise and meet new friends. Dog parks are relatively inexpensive to maintain, have no significant history of claims and have generally been thought to be successful where they have been created. Dog parks are created for both dogs and their owners and is comparable to a family going to the park to have their children play on the playground equipment and having an opportunity for the adults visiting the park to get to know one another in a social setting.

Location

We have reviewed several locations in the City for a dog park and are recommending that a 6 acre portion of Heritage Village Park be considered as outlined in Attachment A.

Attachment B is the Heritage Village Park Master Plan. There will need to be some minor adjustments to the Master Plan but everything should work out.

Insurance

Staff has made contact with the League of MN Cities Insurance Trust and they indicated that our insurance premiums will not be impacted should we add a dog park.

Permit Application

Dog owners wanting to use the dog park would need to fill out an application (Attachment C) on an annually basis. During the application process City staff would check to make sure the dog is licensed and vaccinated.

Rules

The City would establish rules for the use of the dog park and they would need to be adopted by the City Council. A set of draft rules are attached as Attachment D.

Fees

We have surveyed some of the surrounding dog parks and the fees charged are as follows:

	Resident	Non-Resident
Burnsville	\$20	
Dakota County	\$43	
Eagan	\$20	\$40
South St. Paul	\$20	\$30

It is recommended that our fee structure be \$20 for residents and \$40 for non-residents annually.

Capital Improvements

At a minimum there will need to be a parking lot and fencing, the anticipated costs for these are:

Parking	Off-street 15-20 cars	\$100,000 - \$200,000
Fencing	Metal (\$20/ft)	\$50,000 - \$60,000
Site amenities	Benches, trash cans, etc.	\$5,000 - \$10,000
Landscaping	Trees	\$1,000 - \$5,000
Total		\$156,000 – \$275,000

Other improvements can be added as interest and budget allows as follows:

Sun Shelter(s)	Size and quantity optional	\$15,000 - \$60,000
Trails	Unpaved woodchip trails	\$10,000 - \$20,000
Site amenities	Water, dog events, etc.	\$30,000 - \$50,000
Total		\$55,000 - \$130,000

It is important to point out that if/when a dog park is added, the “new” amenities will create a need to add more funding for the Park Capital Replacement Fund (Fund 444).

Funding

There are three funding sources that can be considered and they include:

Park Acquisition and Development Fund (Fund 402)

Balance of the fund is approximately \$1,300,000

Metropolitan Council Grant (SG-2010-049)

Balance of the fund is approximately \$397,000. This source must be used by December 2015 and does not need to be matched with City sources.

State of MN Bonding Money

The City of Inver Grove Heights will be receiving \$2,000,000 from the 2014 State of MN Bonding Bill. Details regarding the grant are not known at this time.

Ordinance Amendment(s)

The City’s current park ordinances don’t allow for dogs to be off-leash. It will be necessary to amend our City ordinance to allow for dogs to be off-leash as long as they are in a City sponsored dog park.

Questions for consideration

Is the Commission interested in continuing to pursue a dog park at the Heritage Village Park?

Does the Commission want to put the dog park concept on hold?

Attachment A



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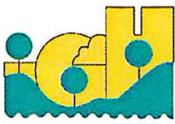


City of Inver Grove Heights, MN

Proposed Dog Park Heritage Village Park, 2014

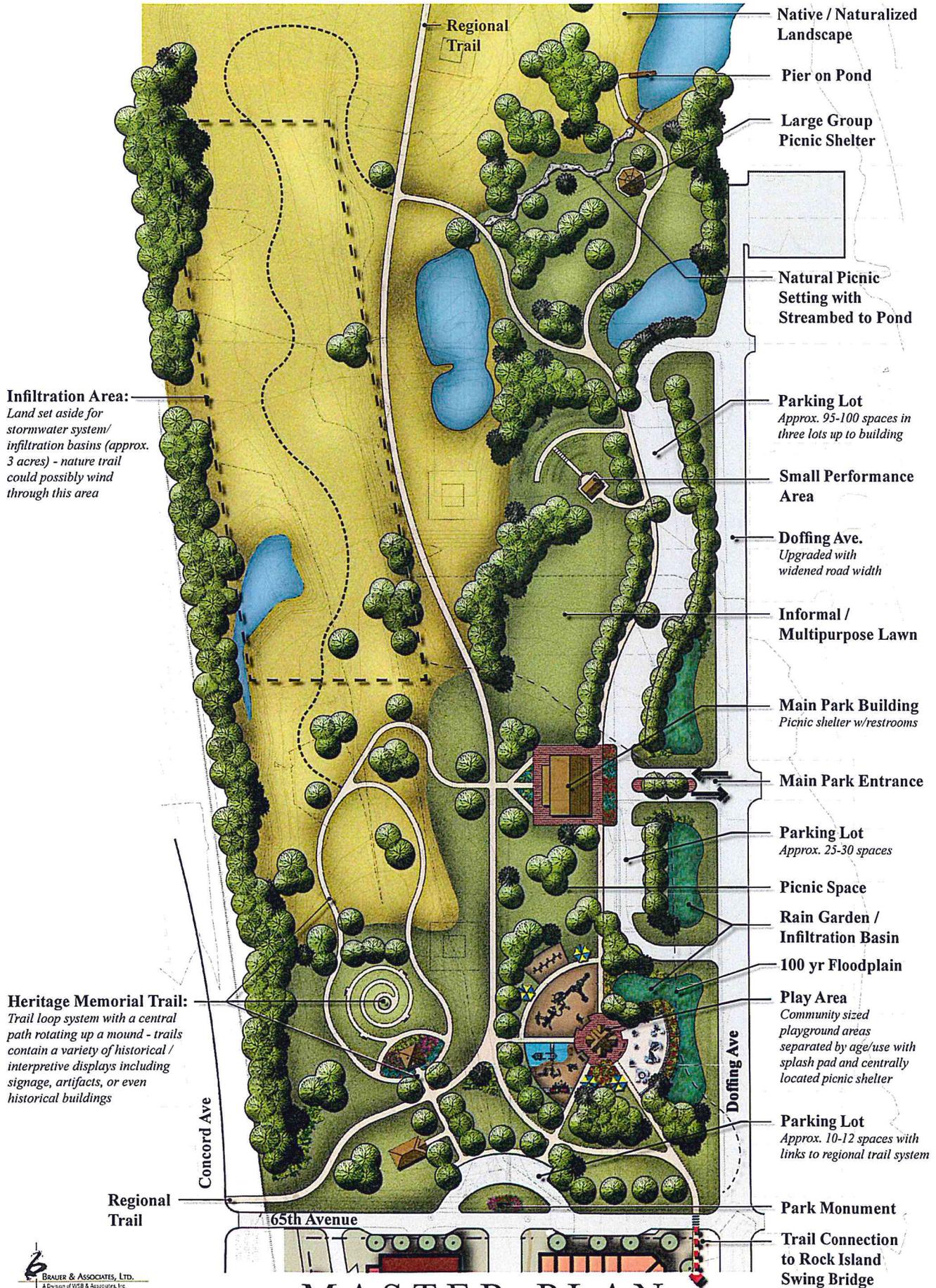
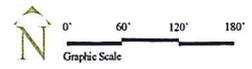
THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

Map produced by the City of Inver Grove Heights
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Attachment B

Heritage Village Park ON THE MISSISSIPPI RIVER



Infiltration Area:
Land set aside for stormwater system/ infiltration basins (approx. 3 acres) - nature trail could possibly wind through this area

Heritage Memorial Trail:
Trail loop system with a central path rotating up a mound - trails contain a variety of historical / interpretive displays including signage, artifacts, or even historical buildings

- Native / Naturalized Landscape
- Pier on Pond
- Large Group Picnic Shelter
- Natural Picnic Setting with Streambed to Pond
- Parking Lot
Approx. 95-100 spaces in three lots up to building
- Small Performance Area
- Doffing Ave.
Upgraded with widened road width
- Informal / Multipurpose Lawn
- Main Park Building
Picnic shelter w/restrooms
- Main Park Entrance
- Parking Lot
Approx. 25-30 spaces
- Picnic Space
- Rain Garden / Infiltration Basin
- 100 yr Floodplain
- Play Area
Community sized playground areas separated by age/use with splash pad and centrally located picnic shelter
- Parking Lot
Approx. 10-12 spaces with links to regional trail system
- Park Monument
- Trail Connection to Rock Island Swing Bridge

MASTER PLAN

Attachment C

City of Inver Grove Heights
 Parks & Recreation Department
 8150 Barbara Ave
 Inver Grove Heights MN 55077

Off Leash Dog Area Permit Application Permit Expires on December 31st

Resident Status	Resident	I understand that as a resident of Inver Grove Heights my dog(s) must have a current City of Inver Grove Heights dog license to use the Off-Leash Dog Area.				
	Non-Resident	I am a resident of another city purchasing an Off-Leash Dog Area permit.				
Dogs registered as Dangerous or Potentially Dangerous in any jurisdiction are NOT ALLOWED. By applying for this permit I certify that this dog(s) is not registered as Dangerous or Potentially Dangerous						
Dog Owner's Information:	Name			Home Phone		
	Address			Cell Phone		
	City, State, Zip			Email		
Dog 1 Information	Dog Name		Breed		Coat Color	
	Gender	License	Required: Residents Only By checking YES I certify my dog(s) is/are currently with their rabies vaccinations.		Yes	No
	Required: Non-Residents ONLY I have attached a copy of my dog(s) current rabies vaccination				Yes	No
Dog 2 Information	Dog Name		Breed		Coat Color	
	Gender	License	Required: Residents Only By checking YES I certify my dog(s) is/are currently with their rabies vaccinations.		Yes	No
	Required: Non-Residents ONLY I have attached a copy of my dog(s) current rabies vaccination				Yes	No

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

Acceptance of the terms and conditions of this release and adherence to Off leash Dog Area rules are conditions of permit approval, retention, and renewal. Permits may be revoked for noncompliance.

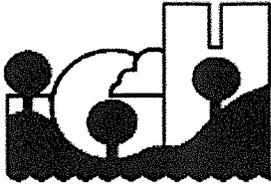
I hereby acknowledge that I voluntarily have applied to participate and use with my dog(s), the Off Leash Dog Area designated by the City of Inver Grove Heights. I understand that the acts of unleashing my dog(s) or being physically present inside the Off Leash Dog Area necessarily involves risk of injury to me, other people, my dog(s), and other dog(s) including but not limited to, risks resulting from aggressive or dangerous dog(s) unpredictable behavior, lack of training, and lack of vaccination. I expressly assume these risks and responsibility for the actions of my dog(s) and myself. I understand that no agents or employee of the City of Inver Grove Heights will supervise the Off Leash Dog Area at any time. I further understand and agree that the City of Inver Grove Heights is not liable for any loss, damage, or injury of any kind sustained by any human or dog while using the Off Leash Dog Area. I therefore expressly assume all risks associated with using the Off Leash Dog Area as well as any fixtures or equipment located therein.

By signing this release of liability and using the Off Leash Dog Area, I hereby fully and forever release and discharge the City of Inver Grove Heights, their employees and agents from any and all claims, demands, damages, or causes of action present or future, whether the same be known and unknown, anticipated or unanticipated, resulting from or arising out of my intended use of said Off Leash Dog Area premises, facilities, or equipment.

 Signature

 Date

Attachment D



City of Inver Grove Heights Off Leash Dog Area Rules & Regulations

1. Use of the Off-Leash Dog Area is at the discretion of the handler. The Off-Leash Dog Area is not staffed. The City makes no guarantees nor assumes any liability for the physical condition of the grounds or the behavior or vaccination history of any dog. The handler/owner assumes liability for injury or damages caused by their dog.
2. A current, annual permit must be displayed by all dog owners while in the Off-Leash Dog Area; permits may not be transferred to other dogs. The city reserves the right to revoke or reject a permit or application at any time.
3. Dog owners are required to provide proof (License #) of City dog licensure.
4. Dogs must be properly vaccinated; handlers must provide proof of vaccination (vets certification or tag) with application.
5. No more than two dogs per handler are allowed in an area at one time. A handler must be at least 16 years of age.
6. Dogs that have been declared dangerous or potentially dangerous in any community or that have a known history of aggressive behavior are not allowed in the Off-Leash Dog Area. Any dog that exhibits aggressive behaviors must be removed immediately by the handler.
7. Dogs must be under visual contact and voice control of the handler at all times. A dog is considered under voice control if it will come when called. Dogs are never to be left unattended. Permission must be granted by each handler for dogs to play or interact with another dog.
8. Dogs must be leashed prior to entering and upon leaving the Off-Leash Dog Area. A dog may not be leashed within the Off-Leash Dog Area except for immediate removal. The handler must keep the leash on their person at all times.
9. The handler must clean up after their dog in all areas of the Off-Leash Dog Area including the tall grass areas and woodlands. All waste, including trash, is to be disposed of only in a designated waste container. Use a provided bag or a comparable bag for dog waste. Do not leave empty or full bags in the mesh of the fence.
10. Children under the age of 16 are not allowed in the Off-Leash Dog Area without a supervising adult.
11. Puppies under four months of age or female dogs in heat are not allowed in the Off-Leash Dog Area.
12. No food other than pocketed dog training treats is allowed in the Off-Leash Dog Area.
13. For the protection of the natural environment and the safety of other users and dogs, no smoking is allowed in the Off-Leash Dog Area. No alcohol of any type is allowed.
14. No bicycles, strollers, or wheeled or motorized vehicles, except wheel chairs or other assistive equipment used by people with disabilities are allowed. The surface may be uneven and steep.
15. All City park rules and ordinances apply to Off-Leash Dog Area users. Off-Leash Dog Area hours are from 6 a.m. to 10 p.m. or as otherwise posted.
16. In the event of injury or conflict, contact Police Dispatch by dialing 911.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Change July PRAC Meeting Date from July 9 to July 16

Meeting Date: June 11, 2014
Item Type: Regular Agenda
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE requested – N/A
 Other

PURPOSE/ACTION REQUESTED

Approve moving the July meeting from July 9th to July 16th.

SUMMARY

The Commission is asked to approve changing the July meeting date to July 16th.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner's Handbook

Meeting Date: June 11, 2014
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Review the Commissioner Handbook which outlines the role and responsibility Commissioners have while serving as Park and Recreation Commissioners. We also welcome re-appointed Commissioners:

Commissioner Al Eiden
Commissioner Mark Freer

We would like to extend a special welcome to newly appointed Commissioner:

Commissioner Kathryn Bauer

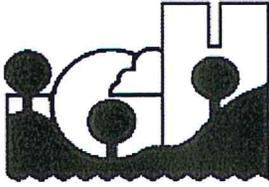
We would also like to send our sincere thanks to Commissioner Stan Johnson who served the Park and Recreation Commission since May 2005 (9-years).

SUMMARY

In 2007, a Park and Recreation Commissioners Handbook was created to help give guidance to Commissioners on their role and responsibility as Commissioners. The Handbook has useful information about being a Commissioner and has information specific to the Parks and Recreation Department. Commissioners are encouraged to review the information and ask questions.

Inver Grove Heights Parks & Recreation Advisory Commission Manual





June 2014

To Inver Grove Heights Park & Recreation Commissioner:

First, thanks for your support and participation as a member of the Inver Grove Heights Parks and Recreation Commission. On behalf of the Parks and Recreation staff, it is a pleasure having you serve in guiding the planning and leadership for a balanced program of recreation and leisure services and facilities to the residents of Inver Grove Heights.

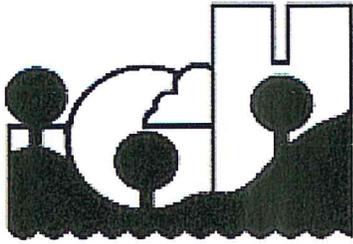
To help provide an overview of the Parks and Recreation Department and to place Parks and Recreation in the broader context of City operations, a Commission Manual has been prepared for you. You will find sections on the organization of the department, budget, major policy documents, and other pertinent information.

I hope this manual will be a useful tool as you carry out your responsibilities. If you need more information or have questions, please don't hesitate to let me know. I look forward to working with you.

Sincerely,

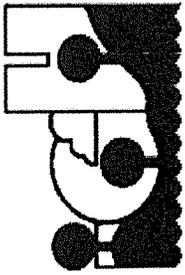
A handwritten signature in blue ink that reads "Eric Carlson". The signature is written in a cursive, flowing style.

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights



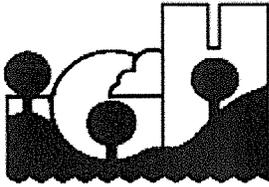
2014 Roster
Inver Grove Heights
Parks & Recreation Commission

<p>Joseph Boehmer 9320 Barnes Ave E Inver Grove Heights MN 55076 Home: 651.450.0167 Work: 651.451.1384 Email: monjoeb@aol.com Term Began: May 2000 Term Expires: May 2015</p>	<p>Dennis Schueller 8081 Carmen Ave E Inver Grove Heights MN 55076 Home: 651.455.2614 Work: 651.303.5763 Email: dkschueller@comcast.net Term Began: May 2006 Term Expires: May 2015</p>
<p>Mary Hapka 9330 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.2564 Work: 651.270.7606 Email: hapkam@comcast.net Term Began: June 2012 Term Expires: May 2015</p>	<p>James Huffman 4237 Denton Way Inver Grove Heights MN 55076 Home: 651.552.7082 Work: Email: Term Began: June 2008 Term Expires: May 2016</p>
<p>Wilfred Krech 9574 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.6861 Work: 651.451.1384 Email: Term Began: June 1992 Term Expires: May 2016</p>	<p>Deb Tix 8391 Corcoran Circle Inver Grove Heights MN 55076 Home: 651.451.3043 Work: 651.793.1231 Email: deborah.tix@metrostate.edu Term Began: June 2013 Term Expires: May 2016</p>
<p>Mark Freer 7561 Barbara Ave Inver Grove Heights MN 55076 Work: Home: 651.451.2577 Email: moonv426@yahoo.com Term Began: March 2013 Term Expires: May 2017</p>	<p>Albert Eiden 7810 Boyd Ave Inver Grove Heights MN 55076 Home: 651.451.0436 Work 651.355.5179 Cell: 651.324.5010 Email: atjaeiden@hotmail.com Term Began: June 1993 Term Expires: May 2017</p>
<p>Kathryn Bauer 6895 Cain Ave E Inver Grove Heights MN 55076 Home: 651.592.8796 Work: 651.431.2911 Email: mrsurbanbauer@hotmail.com Term Began: May 2014 Term Expires: May 2017</p>	<p>Eric Carlson (staff) 8055 Barbara Avenue Inver Grove Heights MN 55077 Work: 651.450.2587 Cell: 763.350.8850 Email: ecarlson@invergroveheights.org Employment Began: January 2007</p>



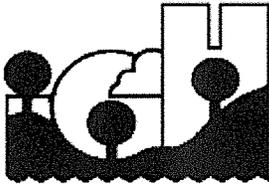
2014 Inver Grove Heights Parks & Recreation Fact Sheet

<p><u>Park Facts</u></p> <p>28 City Parks 844 acres of City parkland 26 miles of paved trails 4 warming houses \ recreation buildings 20 baseball \ softball fields 4 lighted 4 soccer \ football fields 0 lighted 5 basketball courts 4 picnic shelters 14 playground sets 8 outdoor hockey rinks 4 outdoor skating rinks 11 tennis courts 4 lighted 2 sand-volleyball courts</p> <p><u>VMCC/Grove Facts</u></p> <p>2 NHL sheet of ice (200 x 85) Fitness Center Aquatic Center Gymnasium Senior Center Meeting Rooms Park & Recreation Administrative Office</p>	<p><u>Park Dedication</u></p> <p><u>Residential</u></p> <p>Developers are required to pay \$2,850 per unit as a cash equivalent for single family and \$4,000 for multi-family. Or up to 30% land dedication</p> <p><u>Commercial/Industrial</u></p> <p>Developers are required to provide 4% - 30% of land or \$5,000 - \$7,000 per acre as a cash equivalent.</p>	<p><u>Recreation Facts</u></p> <p>200+ programs annually 10,000 – 15,000+ participants annually</p> <p><u>Employee Facts</u> <i>Parks and Recreation Department (Parks, Recreation, Inver Wood Golf Course, Veterans Memorial Community Center)</i></p> <p>31.42 benefitted (FTE's) 36.29 seasonal (FTE's)</p> <p><u>Inver Wood Golf Course</u></p> <p>18-hole Championship Course 9-hole Executive Course Clubhouse, Pro Shop, & Maintenance Facility</p>
	<p><u>Operating Budget(s)</u></p> <p>\$1,726,600 (Parks) \$609,300 (Recreation) \$250,200 (Recreation Program Revenue) \$1,825,200 (Inver Wood Golf Course) \$1,586,600 (Inver Wood Revenue) \$3,063,700 (VMCC/Grove) \$2,184,200 (VMCC/Grove Revenue)</p>	<p><u>Miscellaneous Facts</u></p> <p>City is 28.7 square miles Water area covers 1.5 square miles Population is 34,000 City Web Sites: www.invergroveheights.org Inver Wood Web Site: www.inverwood.org VMCC Web Site: www.funatthegrove.com</p>



Parks and Recreation Commission Annual Planning Calendar

<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Work Session to Develop Goals\Work Plan for coming year • Preview Park Projects - Mark • Grove Membership Update – Bethany 	<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Open
<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Set Goals\Work Plan for the year • Preview Inver Wood Golf Course – Matt • Set VMCC Ice Rates 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Open
<p style="text-align: center;">March</p> <ul style="list-style-type: none"> • Preview Spring\Summer Recreation Programs – Tracy, Al, Jen 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Preview Fitness Programs – Amy • Recreation Overview – Tracy
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> • Tour of Park System – Mark • Preview Aquatic Programs – Tammy 	<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Preview VMCC Programs – Tracy/Bethany • Tour of Park System – Mark
<p style="text-align: center;">May</p> <ul style="list-style-type: none"> • Tour Golf Course – Matt • Review Marketing Efforts - Beth 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Preview Winter Recreation Programs – Tracy, Al, Jen
<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • Welcome Reappointed\New Commissioners • Elect Chair & Vice Chair 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Review Operational and CIP Budgets • Review Park and Recreational Fees • Review Park Dedication Rates • Review Goals\Work Plan from the year



CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Date: June 2010

POSITION CLASSIFICATION: Park & Recreation Commissioner

DEPARTMENT: Parks and Recreation

ACCOUNTABLE TO: City Council
City Administrator
Parks & Recreation Director
Park & Recreation Commission
Community

POSITION STATUS: Community Volunteer (non-paid)

JOB SUMMARY

To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality, cost effective park and recreation system.

DUTIES & RESPONSIBILITIES

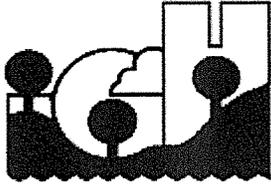
1. Participate actively at meetings and attend regularly.
2. Serve on committees.
3. Seek input from community contacts and report to the Parks and Recreation Commission.
4. Participate in workshops, conferences and seminars.
5. Work to meet objectives of the Parks and Recreation Commission.
6. Participate in planning Parks and Recreation programs.
7. Review budget allocations.
8. Become informed about Parks and Recreation programs and issues.
9. Participate in Parks and Recreation programs.
10. Become informed about projects in other communities.
11. Maintain atmosphere conducive to honest and free discussion at meetings.
12. Promote Parks and Recreation to the community.

QUALIFICATIONS

1. Resident of the City of Inver Grove Heights.
2. Willing to make appropriate time commitment.
3. Interested in the development and maintenance of Parks and Recreation programs and facilities.
4. Willing to work on projects and committees.
5. Willing to seek input from neighborhoods, organizations and individuals.

Call to Order For Meeting

- 1) Call to Order the Inver Grove Heights Park and Recreation Commission meeting for *date*
- 2) Roll Call: Starting from my right and the viewers left.
- 3) Approval of the Agenda:
 - a) Is there any additions or deletions?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "Yes or I".
 - e) All against, say "No or Nay"
 - f) Motion "Passes" or "Fails"/ or "The Agenda is Approved"
- 4) Approval of the minutes of the last Meeting of "State date of last meeting".
 - a) Is there any corrections?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "I".
 - e) All against, say "No"
 - f) Motion "Passes" or "Fails" / or the minutes are approved.
- 5) Open Forum: Open the "Open Forum"
 - a) Read Purpose statement below: The purpose of the "open forum" is to give the resident the opportunity to bring forward any issues or concerns they may have regarding the Inver Grove Heights parks or recreation programs. Presentations should remain short. Although the Park and Recreation Commission will not take formal action tonight, city staff will research the issue or concern and report back to the commission at a future regularly scheduled meeting.
 - b) Note: If the issues/concern is on this agenda tonight, will be talked about when in the sequence of the approved agenda.
 - c) If no one is present, close the open forum.
- 6) Presentations from staff:
 - a) Item number 1 (etc.)
 - b) Staff will present.
 - c) Open to the public comment if present. (If a person speaks: Come to podium, state name & address for the record)
 - d) Open to Commission members for comment / questions.
 - e) Ask for Motion.
 - f) Ask for second to motion.
 - g) Ask for further discussion.
 - h) Call for Vote: Motion passes or fails
- 7) Adjournment: If there is no objection, this meeting is adjourned.



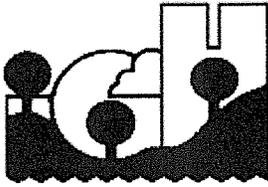
Commission Meeting Procedure

Call to Order	The Chairperson says. "The meeting will please come to order"
Roll Call	Absences noted. Commission must vote whether the absence is to be excused or unexcused, based on established policy. The policy says, in effect, that the only absences to be excused are those involving a Commissioner on Commission business or a medical/family emergency.
Approval of Agenda	Commission or staff may request changes to the agenda. Ultimately the agenda is approved.
Approval of Minutes	Commission may request changes and/or vote to approve the minutes.
Announcements	Chair reads prepared announcements
Open Forum	Members of the Public may address the Commission on any matter not on the agenda. Staff will research the question if necessary and provide a report at the next scheduled meeting. The Commission cannot take any action.
Special Presentations	Section on agenda for members of the public or community groups to provide information to the Commission that does not require action.
Unfinished Business	Section on agenda for items that have been previously discussed that have not yet been resolved. Commission discusses and votes on agenda item.

New Business	<p>Section on agenda for new items to be introduced. Commission discusses and votes on agenda item.</p> <ul style="list-style-type: none"> • Chair calls for staff report • Staff gives brief report, and outlines action/decision needed. • Commission may ask questions of Staff regarding the report for clarification. It is not an opportunity for debate or opinion. • Chair opens the item for public comment. Each person may testify. Commissioners may ask questions of the individual testifying. • Chair closes the public comment and opens discussion up for Commission comments. • Chair calls for a motion which is made and seconded and then debate may continue if necessary. Generally the person making the motion is allowed to speak first, followed by the person who seconded the motion. • Amendments may be suggested and require a second. If an amendment is made and seconded, then debate occurs on the amendment, not the main motion. After any discussion, the Chair calls for a vote by repeating the motion. Alternatively, a member of the Commission may “call the question” to end debate. It requires a second and is immediately voted upon. If 2/3 majority agree, it goes to a vote on the motion, but no debate is allowed. • After all debate, the Chair calls the question and the Commission vote is taken.
Commission Presentations	Commission may make general comments, ask questions, and request an item be placed on the next agenda.
Administrative Presentations	Staff may make general comments, ask questions, and review happenings of the department.
Adjournment	The Chair entertains a motion to adjourn the meeting. A second is required, no debate and the motion is then voted upon.

Parliamentary Procedure – At A Glance

To Do This	You Say This	Can you interrupt the speaker?	Do you need a second?	Is it Debatable?	Can it be amended?	What votes is needed?	Can it be reconsidered?
Adjourn meeting	I move that we adjourn	No	Yes	No	No	Majority	No
Call an intermission	I move that we recess for	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc...	I rise to a question of privilege	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	I move to table the motion	No	Yes	No	No	Majority	No
End debate and amendments	I move the previous question	No	Yes	No	No	Two-Thirds	No
Postpone discussion for a certain time	I move to postpone the discussion until	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	I move to refer the matter to committee						
Amend a motion	I move to amend the motion by...						
Introduce business	I move that...						



Operating Procedures

Purpose

Serve in an advisory capacity to the City Council, City Administrator, Parks & Recreation Director, Park & Recreation Commission, and Community.

Terms

Appointed for three (3) year staggered terms and may be reappointed to additional three (3) year terms at the pleasure of the City Council.

Calendar

June – May

Meetings

1. Meetings of the Commission are held on the 2nd Wednesday of each month.
2. The meetings are normally held at Inver Grove Heights City Hall unless otherwise specified.
3. Meeting times are normally at 7:00pm unless otherwise specified.
4. The Chair or the Parks & Recreation Director may call Special Meetings whenever deemed necessary. In calling for Special Meeting, the subject matters for consideration must be specified in the notice.
5. 50% or more of the current Commission roster constitutes a quorum at any meeting.
6. The Parks & Recreation Director sends written notice of all meetings to each Commissioner through the mail or by messenger.

Officers

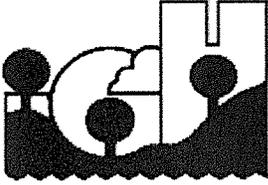
1. The Officers shall consist of a Chair and a Vice Chair, who shall be members of the Commission, and who shall be elected at the June meeting. The Parks & Recreation Director is an ex officio member of the Commission.
2. The Chair shall preside at all meetings of the Commission. The Chair represents the Commission at Council Meetings, Council Work Sessions and other public functions as necessary.
3. In the absence of the Chair, the Vice Chair performs the duties of the Chair.

Committees

Committees may be appointed by the Chair at any time, subject to the approval or direction of the Commission.

Meeting Procedures

Although generally informal, Roberts Rules of Order are used to guide Commission meetings.



Some Common Commission Questions

What Do I Do If...

- **I want to get an item on the Commission's agenda?**

If this is something you wish to discuss at a meeting and are aware of it beforehand, it is preferable to have the item listed on the Commission agenda. This way other members can be prepared, staff can have information available and action may be taken. To place an item on the agenda, notify the Parks & Recreation Director. The Director will select the appropriate time to schedule the item.

- **I want to discuss a matter with the Director or other Commission members?**

Discussion with the Director and fellow Commissioners is always encouraged. However, it is helpful to have items on the agenda so they can be discussed in a more formal setting. You may find that all Commissioners are interested in joining in the discussion, and would welcome the opportunity to do so together.

- **I need to discuss a matter in the Commission meeting?**

Again, in order for action to be taken, the item needs to be on the agenda. There is, however, scheduled time during each meeting for Commissioner's comments, when you would be able to mention an item of interest to you and to check with other Commissioners to see if they would like to have it added to a future agenda for discussion.

- **I will not be able to make a Commission meeting, or will be late?**

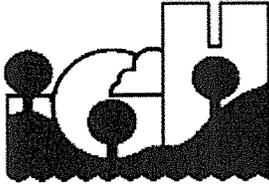
Please notify the Parks & Recreation Director. You may call (651) 450.2587.

- **I need to talk to City staff?**

Feel free to talk to City staff for information or clarification. However, if action needs to be taken, please take that matter up with the Director. The Commission is advisory to the City Council in matters pertaining to Parks and Recreation. The Commission does not have authority to direct the staff to take any action related to a program, activity or event, except in the form of recommendation to the City Council.

- **A citizen approaches me with a question or problem?**

Again, Commissioners are encouraged to have contact with and gather information from the community. However, you may wish to notify the Director when approached regarding a more complex or long range questions or problem. When issues arise, the best forum may well be the Commission meeting, where they can be discussed and handled as agenda items. Operational issues raised by citizens are best dealt with by talking directly to the Director. In your response, however, you will need to make it very clear whether you are responding from a personal point of view or on behalf of the Commission. One should not speak on the Commission's behalf unless the Commission grants that authority by past action(s) or policy direction.



Commission Role and Responsibilities

Introduction

Certainly it is expected that each “new” Parks and Recreation Commission, as well as individual Commissioners, gives thought as to the role and responsibilities of the Commission as a whole, as well as individual members of the Commission. It has always seemed to staff that this type of thought is valuable in reflecting on the advisory nature of your responsibilities. In approaching this discussion, staff believes it is also important to really appreciate the fact that effectiveness as a Commission, or as Commission members, is an evolving process of planning, strategy development, problem solving and creative thinking.

Initial Thoughts on Commission’s Purpose

The following are some general thoughts as to purpose to help focus initial impressions of the Commission:

1. Assists the City Council in achieving its goals for the City.
2. Helps meld goals and objectives of individuals and groups.
3. Upholds the City’s integrity. Gives the Council the courage to take the policy route rather than the contingency or expectation route.
4. Asks all the questions that need to be asked.
5. Becomes a buffer, filter and detective to undercover matters prior to City Council review. Helps the Council to anticipate those issues that need to be uncovered including "pre-warning" matters and presenting alternatives and recommendations.
6. Pays attention to the City budget (specifically as relating to Parks and Recreation), Reviews Capital Projects as well as Operating Budgets.

Advisory Role of Commission

To “advise” is indeed a broad area. Staff’s interpretation of this advisory challenge is an overview responsibility of matters pertaining to Parks and Recreation in Inver Grove Heights. The Commission might view itself as a generator of public trust to enable the City Council to:

1. Establish and operate broad and diversified services;
2. Provide resources for leisure use that “sparkle” – accessible to all those we seek to serve;
3. Budget properly and oversee the expenditure of tax monies and other incomes in a cost-effective way; and
4. Offer assistance to organizations and volunteers to facilitate the development of services.

Some Specific Goals of the Commission

1. To oversee and promote the advancement of parks and recreation in Inver Grove Heights through development of individual and citizen participation.
2. To become acquainted with and offer oversight recommendations as to parks and recreation programs, activities and operational practices.
3. To promote the education of citizens and citizens' groups as to the needs, opportunities and potentials of recreation and park services throughout the City.
4. To work for proper recognition and financial support of parks and recreation services.
5. To advise in the establishment of policies and general guidelines in operational and special project matters.

What a Commissioner or Commission Needs and Should Expect from the City

1. Occasional opportunities to discuss matters with the City Council, either individually or collectively. Typically, these types of discussions have occurred in a joint meeting format with the Council.
2. Commissioners Manual that includes various policy matters, fee and pricing schedules, organizational structure and other reference materials.
3. Opportunity to meet City staff in an effort to help share ideas and concerns while also developing and understanding as to the scope of services and effectiveness of service delivery.

Some "Pitfalls" that May Occur

1. From a staff perspective, sometimes staff gets caught in the middle. Obviously, the Director of the Department works for the City Administrator and the Commission is advisory to the City Council. At times there may be different recommendations(s) coming from the Commission or staff. From staff's perspective, there is absolutely nothing wrong with this. The key ingredient is to represent all positions to the City Council. Obviously, these situations occur in varying ways, but mainly through Commission minutes of meetings and action or informational reports.
2. Commissioners getting "caught". Sometimes citizens may allege that staff either mishandled a situation or the service provided was less than desirable. Hopefully, a Commissioner in these situations would gather the facts and hold comments until all sides or issues unfold. Occasionally, a Commissioner may want to talk about an action(s) of a staff matter. These matters should be dealt directly and confidentially with the Director. If the matter involves the Director, certainly it would be appropriate that they inquiry and/or discussion be made directly to the City Administrator.

3. Meeting discussions. Sometimes meeting discussions may drift and simply not appear to be getting anywhere. It is crucial in these situations for the Commission to get a motion on the table. The discussion can get focused as to the issues.
4. Differing Commission information needs. Often times, Commission members have different informational needs. I submit the key in this regard is for the Commission to establish its own "ground rules" so that all Commissioners and staff are in unison as to informational expectations.

Concluding Remarks

The following remarks are intended to provide thoughts for your discussion only. It is beneficial to regularly pause and take stock in an organization's planning, strategy development, and simply creative thinking.

- | Do | Don't |
|--|---|
| <ul style="list-style-type: none">• Accept responsibility• Learn job duties• Learn role of Commission• Participate at meetings• Associate with other Commissions• Become familiar with the entire Parks and Recreation program• Visit facilities and programs• Voice opinions• Be fair, firm and factual• Be an active representative• Be enthusiastic about your civic responsibility | <ul style="list-style-type: none">• Try to run the show• Do staff's job• Make decisions with political motivation• Make promises you can't keep• Break the chain of command• Try to always get your own way at meetings• Become a one-interest Commissioner |

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Northwest Area Park and Trail Plan

Meeting Date: June 11, 2014
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Item is for informational purposes only. The Commission will review the information and make a recommendation for Council consideration on July 16th.

SUMMARY

In 2007, the City adopted a NW Area Park and Trail Plan (Attachment A) and in 2009 as a part of the 2030 Comprehensive Plan process the Park and Trail Plan was updated (Attachment B). To date the City has not acquired any property in the NW for the purpose of parks although we have required some of the developers to provide trail easements and in most cases construct the associated trail(s). As the economy continues to improve and developers become more and more interested in developing in the NW Area the City needs to have more specific plans in place related to parks and recreation facilities to help guide where these amenities will be located.

The intent of this park planning effort is to get out ahead of development in the NW Area and proactively plan for future park improvements that enhance accessibility and encourage active living and healthy lifestyles. In general our work included:

- Evaluation of park service areas of existing parks near the NW Area and establish park service areas based on anticipated development patterns and the need for future parks in the NW Area
- Evaluation of trails in the NW Area to ensure they will connect to existing trails and future parks, neighborhoods, and commercial areas taking advantage of interesting topography and/or natural features
- Identify conceptual program design for each park
- Establish preliminary park development cost estimates
- Establish preliminary park dedication revenue projections

Staff from Engineering, Community Development, Parks and Recreation, and GIS have been meeting over the course of the last several months to try and develop a park and trail plan (Attachment C) for the NW Area so developers know what our thoughts and intentions are. Some of the steps we have followed include:

- Collection and compilation of updated background information related to the NW Area that included topographic data, Natural Resource Inventory (NRI) data, storm water data, future roadway data, steep slope data, land use data, etc.
- Reviewed potential develop patterns based on utility phasing and land use data
- Developed a park and trail service area map that would efficiently and effectively service the NW Area park and trail needs

As outlined in the following table, the City currently has 28 parks, 26 miles of trails, and 609 acres of park land (not including Inver Wood Golf Course) with a current population of approximately 34,000. With the expected population to be approximately 49,000 residents when the NW Area is completed the following table outlines how the ratio of park and recreation facilities that exist today will stay fairly consistent in comparison to what is proposed.

Current Population 34,000		NW Area Developed	Projected Population 49,000	
			Low	High
28 Parks	1,214 residents per park	34 Parks	1,441 residents per park	
26 Miles of trails	1,307 residents per mile of trail	36 – 41 Miles of Trails	1,361 residents per park	1,195 residents per park
609 Acres of Parks	56 residents per acre	665 - 691 Acres of Parks	74 residents per acre	71 residents per acre
14 playground sites	2,428 residents per site	19 playground sites	2,578 residents per site	

The City Council recently updated the Park Dedication Ordinance and based on the 2014 fee schedule and anticipated development it is estimated that the City will generate approximately \$19,800,000 in park dedication fees in the NW Area as outlined in the following table:

Anticipated Park Dedication Revenue

Land Use	Dwelling Units	Dedication per Unit	Acres	Dedication per Acre	Total Dedication
Single Family	1,559	\$2,850			\$4,443,150
Multi-Family	3,273	\$4,000			\$13,092,000
Office			100	\$7,000	\$700,000
Commercial			51	\$7,000	\$357,000
Industrial			168	\$5,000	\$840,000
Mixed Use			20	\$7,000	\$140,000
Public/Semi Public			56	\$5,000	\$280,000
Total					\$19,852,150

Assumptions

Single Family calculated at 80% of 1,949 units

Multi-Family calculated at 80% of 4,091 units

The anticipated development investments for the NW Area Park and Trail Plan is between \$16,000,000 - \$28,000,000 as outlined in the following table. It is important to point out that the proposed park plan includes two "C" parks and two "D" parks.

Anticipated Park Development Investments

	Anticipated Size	Potential Amenities	Probable Development Costs	Comparison to Existing Park
A	3-6 acres	<ul style="list-style-type: none"> • Along body of water • Connected by a trail • Playground equipment 	<ul style="list-style-type: none"> • Land Acquisition \$300,000 - \$600,000 • Development \$100,000 - \$300,000 	Lions Park
B	3-6 acres	<ul style="list-style-type: none"> • Open field • Shelter • Connected by a trail 	<ul style="list-style-type: none"> • Land Acquisition \$300,000 - \$600,000 • Development \$100,000 - \$300,000 	Siedl's Lake Park
C	5-10 acres	<ul style="list-style-type: none"> • Open field • Playground equipment • Hard surface court(s) • Shelter • Connected by a trail • Off street parking 	<ul style="list-style-type: none"> • Land Acquisition \$500,000 - \$1,000,000 • Development \$500,000 - \$800,000 	Sleepy Hollow Park
D	20-25 acres	<ul style="list-style-type: none"> • Open field • Playground equipment • Hard surface court(s) • Shelter • Athletic fields • Connected by a trail • Off street parking 	<ul style="list-style-type: none"> • Land Acquisition \$2,000,000 - \$2,500,000 • Development \$1,000,000 - \$2,000,000 	Oakwood Park
Trails	10 – 15 miles	<ul style="list-style-type: none"> • 8' – 10' trail • Benches • Trash receptacles • Signage 	<ul style="list-style-type: none"> • Land Acquisition \$2,000,000 - \$5,000,000 • Development \$2,640,000 - \$3,960,000 	
Grade Separated Crossings	4-6 crossings	<ul style="list-style-type: none"> • Grade separated crossings 	<ul style="list-style-type: none"> • \$3,200,000 - \$4,800,000 	
Total	56 – 82		\$16,640,000 – \$28,160,000	

Notes

Assumes land is \$100,000 per acre

Assumes trail construction is \$50 per lineal foot with a 20' easement/ROW

Assumes grade separated crossings are \$800,000 each

Next Steps:

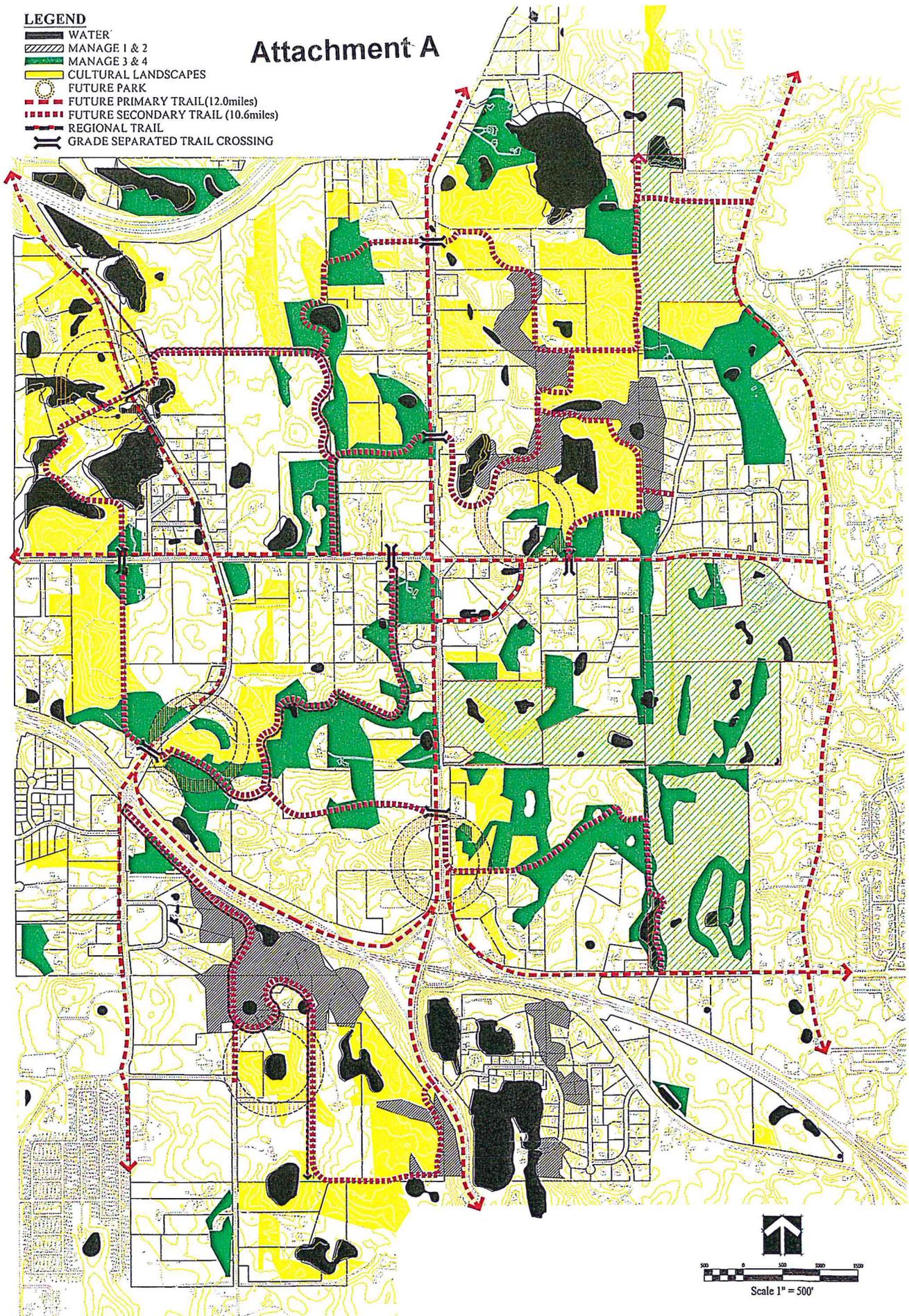
- Host a Open House (June 25, 2014) to invite land owners and residents to the Open House to provide feedback and comment on the plan
- Bring the Plan and feedback received at the Open House to the Park and Recreation Commission on July 16th for review and comment
- Bring the Plan and hold a Public Hearing before the Planning Commission for review and comment
- Bring the Plan and feedback to the Council for review, comment, and adoption

Once approved, the plan should provide the Commission, Council and landowners with an increased awareness of how parks can contribute to the greater quality of life and provide stronger, healthier neighborhoods. Once the plan is adopted the City should begin to identify specific parcels that the City should consider acquiring either through the plat approval process or through outright purchase so that landowners know what our intentions are as they relate to the parks and trails in the NW Area.

LEGEND

-  WATER
-  MANAGE 1 & 2
-  MANAGE 3 & 4
-  CULTURAL LANDSCAPES
-  FUTURE PARK
-  FUTURE PRIMARY TRAIL (12.0 miles)
-  FUTURE SECONDARY TRAIL (10.6 miles)
-  REGIONAL TRAIL
-  GRADE SEPARATED TRAIL CROSSING

Attachment A



Prepared by:


BRAWLEY & ASSOCIATES, LTD.
ENGINEERS, PLANNERS, ARCHITECTS
Project # 05-36
Date: March 29th, 2007

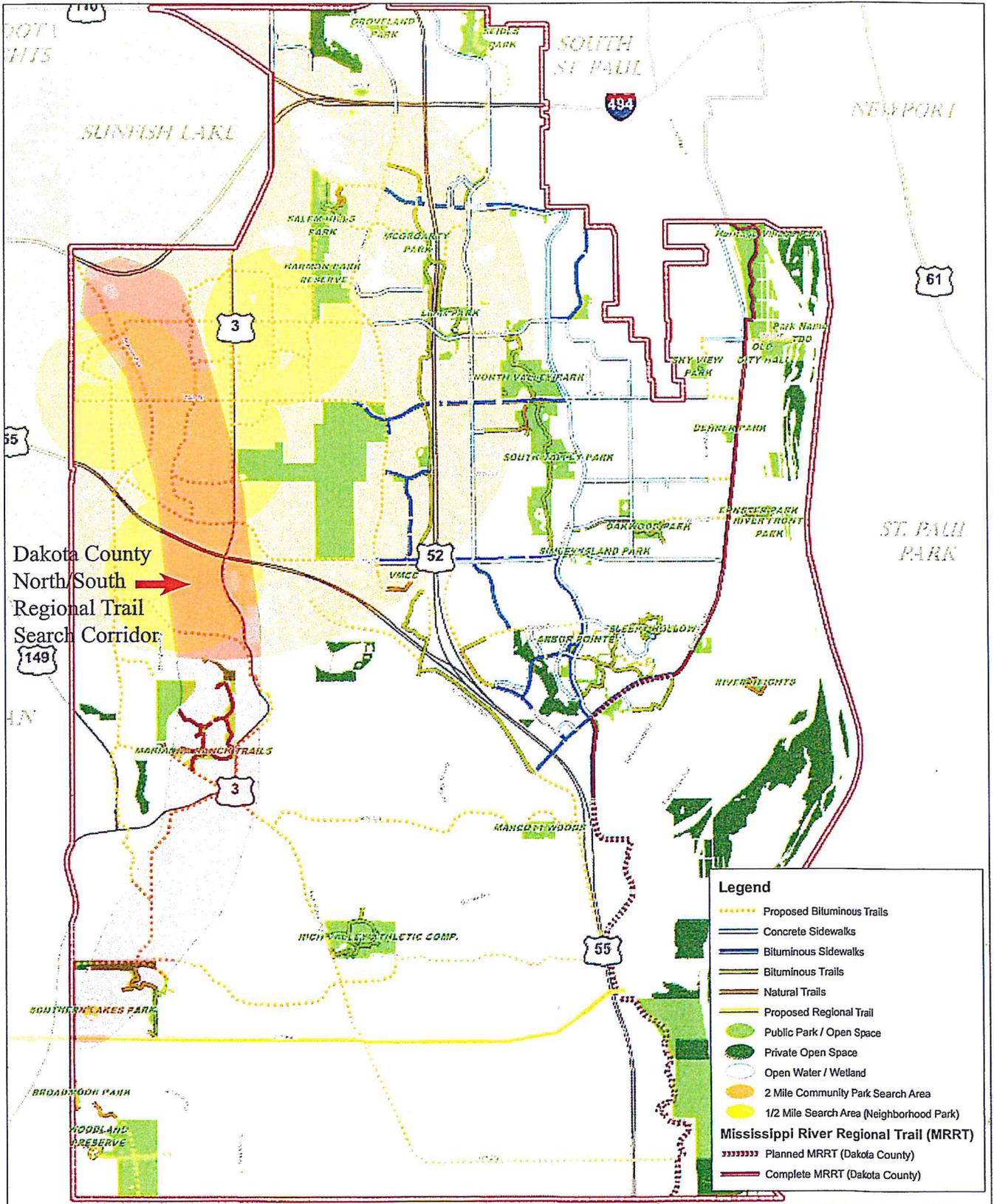
Inver Grove Heights
NW Expansion Area Park System Plan
FINAL CONCEPT



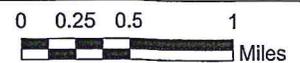
Attachment B

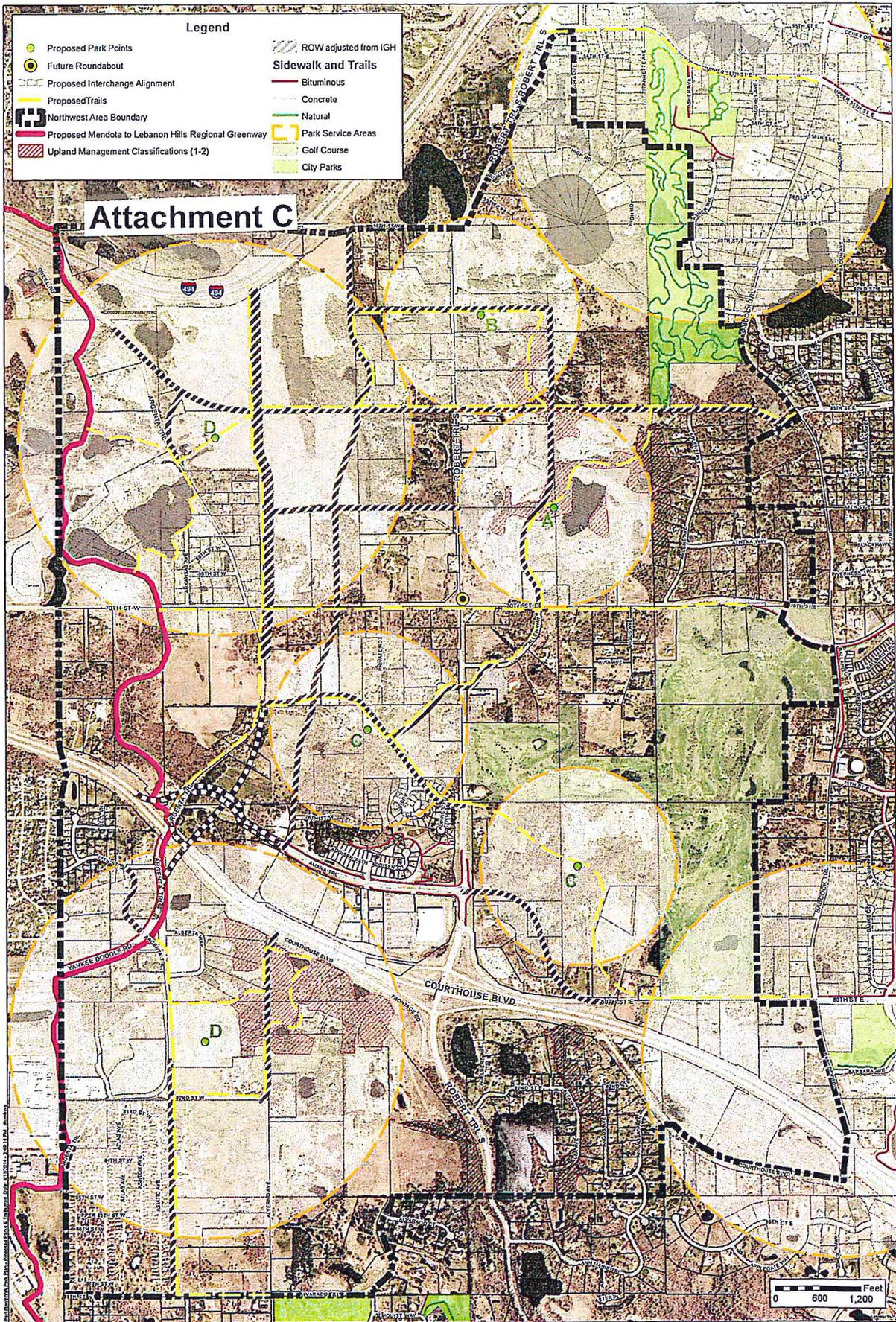
6. Parks and Recreation

Figure 6.7: 2030 Parks, Trails & Open Space Plan (The proposed trail alignments are conceptual.)



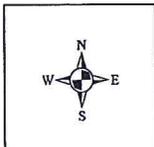
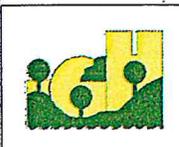
2030 Parks, Trails and Open Space Plan





- Legend**
- Proposed Park Points
 - Future Roundabout
 - Proposed Interchange Alignment
 - Proposed Trails
 - Northwest Area Boundary
 - Proposed Mendota to Lebanon Hills Regional Greenway
 - Upland Management Classifications (1-2)
 - ROW adjusted from IGH
 - Sidewalk and Trails**
 - Bituminous
 - Concrete
 - Natural
 - Park Service Areas
 - Golf Course
 - City Parks

Attachment C

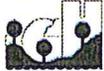


Northwest Area Park Plan Proposed Parks & Trails

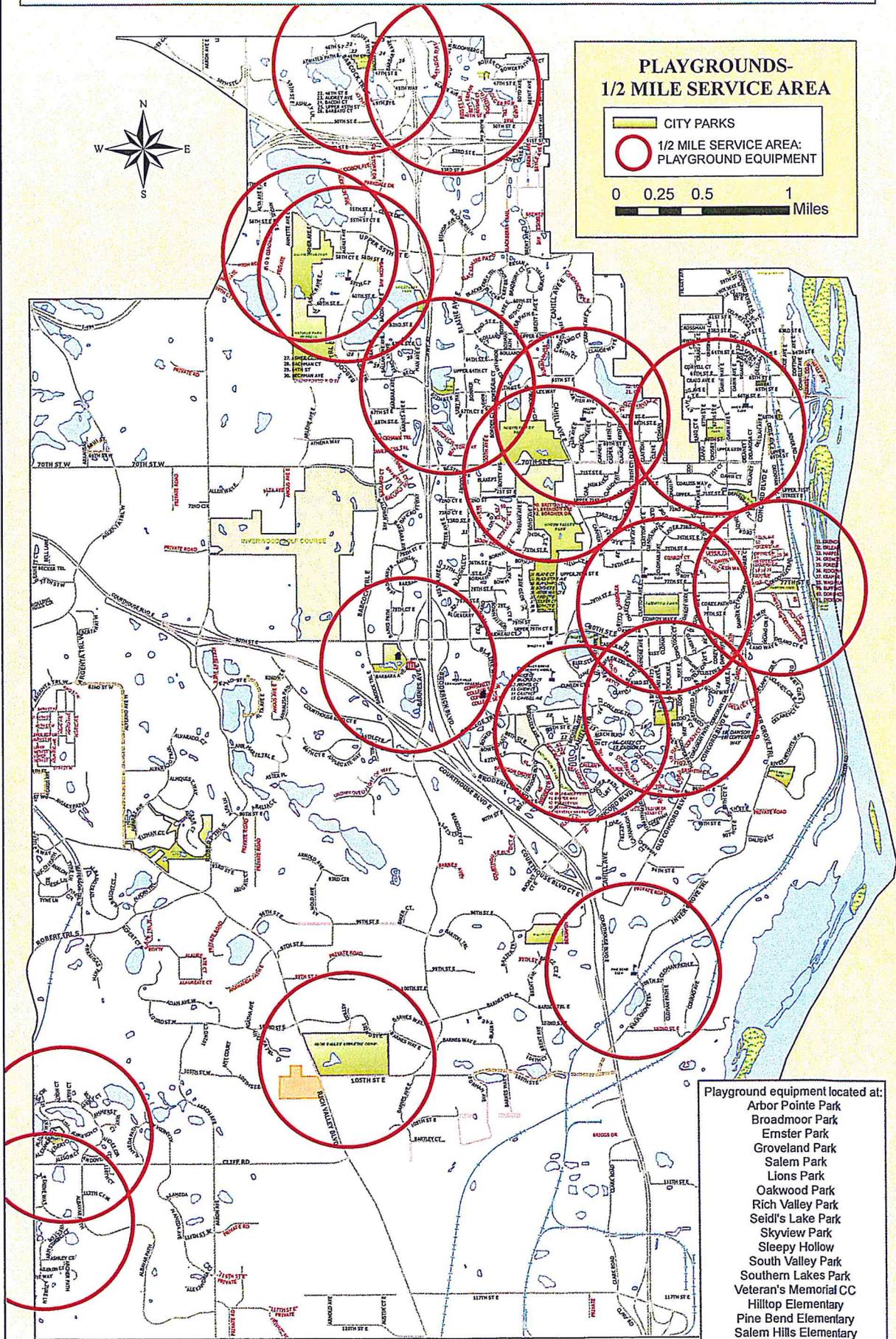
City of Inver Grove Heights, MN

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Map produced by the City of Inver Grove Heights
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CITY OF INVER GROVE HEIGHTS



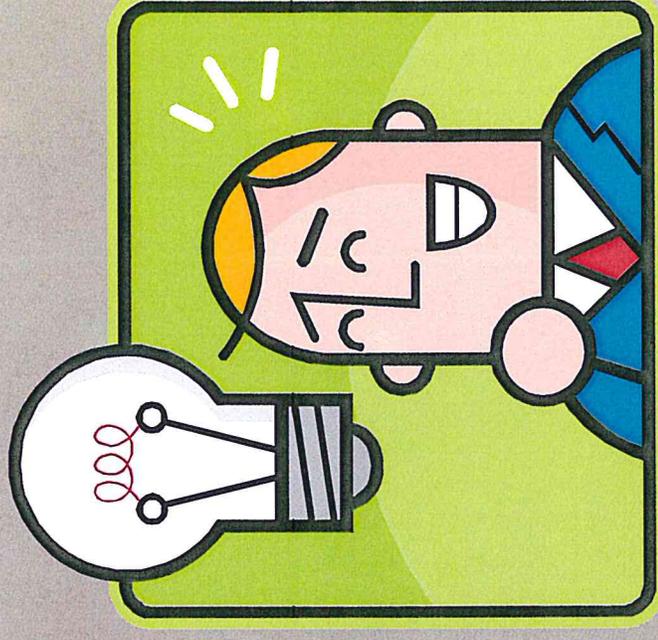
Northwest Area Park Plan

Park & Recreation Commission

6.11.14

NW Area Park Planning

- 2007 NW Area Park & Trail Plan
- 2009 - 2030 Comprehensive Plan
- Evaluate Park Service Area(s)
- Connect trails to parks and people
- Goal is to eventually identify properties to acquire



Park & Trail System Comparison

Current Population 34,000

28 Parks	1,214 residents per park
26 Miles of trails	1,307 residents per mile of trail
609 Acres of Parks	56 residents per acre
14 playground sites	2,428 residents per site

NW Area Developed Projected Population 49,000

Low

34 Parks	1,441 residents per park	High
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C x 2	5-10 acres	<ul style="list-style-type: none"> • Open field • Playground equipment • Hard surface court(s) • Shelter • Connected by a trail • Off street parking 	<ul style="list-style-type: none"> • Land Acquisition \$500,000 - \$1,000,000 • Development \$500,000 - \$800,000
D x 2	20-25 acres	<ul style="list-style-type: none"> • Open field • Playground equipment • Hard surface court(s) • Shelter • Athletic fields • Connected by a trail • Off street parking 	<ul style="list-style-type: none"> • Land Acquisition \$2,000,000 - \$2,500,000 • Development \$1,000,000 - \$2,000,000
Trails	10 - 15 miles	<ul style="list-style-type: none"> • Connected by a trail • Off street parking • 8' - 10' trail • Benches • Trash receptacles • Signage 	<ul style="list-style-type: none"> • Land Acquisition \$2,000,000 - \$5,000,000 • Development \$2,640,000 - \$3,960,000
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Total	56 - 82		\$16,640,000 - \$28,160,000

Next Steps



Meeting	Date
Host Open House	June 25, 2014
Park & Recreation Commission	July 16, 2014
Planning Commission Public Hearing	July xx, 2014
City Council Review/Adoption	August 11, 2014

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 11, 2014
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

No action required. Item is for informational purposes and Commissioners are encouraged to ask appropriate questions.

SUMMARY

Items included:

- Department Happenings Report
- Miscellaneous



Parks & Recreation Department Department Happenings



Parks

Community Garden at Salem Hills Park

Park crews prepared the Salem Hills Community Garden by tilling soil, hauling away rock, adding fertilizer, placing rain garden and compost bin. Some of the perimeter fencing was repaired and water to fountain and spigot was turned on for the season.

EAB Tree Removals

City Forester Brian Swoboda with the assistance of Dennis Tumberg in GIS, has prepared an inventory map of all boulevard ash trees and a planned removal of boulevard trees in the city over a 6 year period. This follows the EAB removal plan approved by the city council. The specific plan including funding, removal timeline, numbers and areas to be removed will be presented in near future.

Swing Bridge Park

Work has started on wayside rest and picnic shelter buildings in Swing Bridge Park. Concrete footings for both buildings have been poured and the block walls are starting to give the wayside rest building some idea of size. Utility work for building is taking place at the same time connecting building to sanitary and storm sewer and city water line. Preparations to place historic artifacts salvaged by Commissioner Jim Huffman, such as dated arch, gears and railroad switching boxes are taking place. It is important to note that the bridge remains open during construction. It can be accessed by the upper trail where old rail bed ran. It also provides a bird's eye view to observe construction.

Skyview Soccer Project

Play started this spring on the new irrigated soccer/lacrosse/football field at Skyview Park. The parks crew has done an excellent job in growing in the athletic turf and managing the irrigation system. We receive many complements on the high quality of our irrigated athletic turf at Skyview and Rich Valley parks. Parks crew has been very busy preparing the parks and turf for summer use. With all the rain and warm weather all of our mowers have been busy attempting to keep up with the explosion of growth.



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

The Inver Wood staff is continuing to work hard at making the golf experience at Inver Wood the best that it can be. One of the programs we continue to try and grow for the future of golf is our junior program. We have always offered junior clinics, camps and have a fantastic junior league. New in 2014 we are going to offer a Junior Season Pass on a trial basis for 2014 and then again in 2015. We plan to track the use the pass receives to see how it affects our overall revenue at the course. We will make any necessary adjustments for the 2015 season. If we find that the Season Pass has produced positive feedback and financial results we will consider expanding a season pass option to Seniors and Adults in 2016



Parks & Recreation Department Department Happenings



Recreation

Free Events at South Valley

Over the summer the Recreation Division provides free story time days and kid's music days at South Valley Park. These free activities for preschoolers have proven to be very popular for our residents. A list of dates and times can be found on our website at www.invergroveheights.org

Free MN Twins Clinic

Once again, Rich Valley Athletic Complex has been selected as a host site for a free youth Twins Clinic. The clinic will be held on Friday, July 25 from 2-3:30pm for kids ages 6-9 and from 3:30-5pm for kids ages 10-16. No pre-registration is required.

Salem Hills Receives Grant for Mountain Bike Course

In partnership with the Minnesota Off-Road Cyclists (MORC), the City has received a grant to help with restoration and improvement work for the Salem Hills Mountain Bike Course. As this course sees continued increased usage, this grant will assist in making the course a great amenity in our park system.

Nice Weather Brings People to the Parks

With finally some nice weather, our calls for picnic shelter rentals are starting to pick up. The most used shelter continues to be South Valley. Hopefully next year we can begin to rent the picnic shelter at Swing Bridge Park.

Skyview Multi-Use Fields

The new turf on the lacrosse/soccer/football fields is receiving rave reviews! We've been able to slowly start using the facilities this spring for soccer and lacrosse and this fall it will be utilized for tackle football and soccer.



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Farmers' Market Moving to Sundays!

The St. Paul Farmer's Market is moving to Sundays, June 22-October 5 from 8am-1pm in the VMCC parking lot.

VMCC Hosts Inver Glen Library Events

With the closing of the Inver Glen Library due to construction, the VMCC will be hosting eight (8) free kid's activity events in partnership with the library staff. These events will include art, music, and special guest visitors. Events will take place on Tuesdays/Thursdays beginning in late June.

Summer Pool Specials

There will be a number of great pool specials this season including: Summer is Half Over Day, Itty Bitty Beach Party, \$2.50 days, Father's Day and Dairy Queen Days! Visit www.funatthegrove.com for more information.

Summer Swim Lessons

We will be in full swing for summer swim lessons with sessions starting in June and running through August. We have multiple options for class dates/times that make it flexible for families.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: June 11, 2014
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Mark Borgwardt
Tracy Petersen
Bethany Adams

Fiscal/FTE Impact:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE requested – N/A
 Other

PURPOSE/ACTION REQUESTED

The subcommittee will provide the full Commission with monthly updates regarding efforts to update our Comprehensive Park Plan and Development Guide.

SUMMARY

The Commission set up a sub-committee consisting of Chair Al Eiden and Commissioners Mary Hapka along with Park Superintendent Mark Borgwardt, Recreation Superintendent Tracy Petersen, and myself.

We will provide the entire commission with an update each month.

Feel free to ask appropriate questions regarding the sub-committees efforts.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 11, 2014
Item Type: Commission Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE requested – N/A
 Other

PURPOSE/ACTION REQUESTED

No action required. Commissioners are encouraged to make appropriate comments.

SUMMARY

None.