Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, March 11, 2015
8150 Barbara Avenue
7:00pm

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
   A. Preview Spring\Summer Recreation Programs – Jen
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 7:00pm
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 front this Agenda and considered in normal sequence.
   A. Approval of Agenda
   B. Approval of Minutes of:
      i. November 12, 2014;
      ii. December 10, 2014;
      iii. January 14, 2015;
      iv. February 11, 2015
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. Consider Approval of Rich Valley Dugout Cover Project
   B. Consider Approval of 2015 Tree Replacement Plan
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
   A. Discuss Dog Park
   B. Department Happenings
   C. 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, November 12, 2014

1. CALL TO ORDER:

Chair Eiden called the November 12, 2014 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Commissioners: Kathryn Bauer, Willie Krech, Mark Freer, Mary Hapka, and Jim Huffman
Parks and Recreation Director Eric Carlson
Absent: Vice Chair Dennis Schueller; Commissioner: Joe Boehmer
Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Preview of Winter Recreation Programs (Tracy/Jen/Al)

Recreation Superintendent Tracy Petersen updated the Commission on the following items that will take place over the winter, as well as a few things they may not have heard about.

-Facilities:

-Salem Hills Bike Course located at Salem Hills Park

They have seen a significant increase in that facility over the past few years with mountain bikers, walkers, and runners. There is now a Minnesota State High School Cycling League. They have used that facility for their first race because the course is flat.

It has also been used for clinics by REI and the High School League. Park and Recreation has used it for the Harmon Farms Trail Run and a National Walking Day event. That facility has tripled in use over the last four to five years.

The Community Gardens are also located there. Those were made possible by a National Grant as well as a partnership with Salem Hills School. There are 20 – 25 plots at that site. For next year they have installed a permanent water source at the garden.

-North Valley

North Valley has two Pickle Ball courts down there. They have been doing some clinics and demos to get more information out about this newer activity. They partnered with West St. Paul on those and did an open play league. That will probably grow during the next four to five years. They are also considering having a temporary court in the National Guard Gym at the Community Center to try to get some winter use for that same sport.

The North Valley Disc Golf Course is also located there. For the last three years they have partnered along with Fairway Flyerz and have gone toward a pay-to-play system. It has gone well, but attendance was down due to weather. This location was one of nine sites in the metro to host the World Amateur Disc Golf Championship. We heard a lot of good compliments from the users of that event. We hope to continue to work with Fairway in doing the pay-to-play, as it seems to work out well. That payment method tends to deter the unwanted behaviors that may take place down there; however, we did see an increase in that last year. We will need to work with our Police Department on that issue, as it does detract some from wanting to use that facility.

-South Valley

There are about 100 rentals a year. Most of those take place at South Valley.

-Rich Valley

We have seen significant use of the small pavilion at Rich Valley. The only deterrent is that it is a bit small for groups larger than 15-20. We have a lot of people who want to use that facility. We also use it for Park and Recreation events.

-Swing Bridge Park

In 2015 the new pavilion by the pier at Swing Bridge Park will open. We will be renting it out and charging a higher rate. Resident and Non-Resident will have the same rate. We are getting a lot of different kinds of interest in that shelter. There was a commercial shoot down there a couple of weeks ago. We are starting reservations for that on January 2nd.

-Skyview Park

We turned the baseball fields into multi-use soccer and lacrosse fields. This was the first year with a full season of use. The fields held up pretty well. We received a ton of comments in terms of the condition of the turf and how well it held up for football, lacrosse, and soccer use. That field was made possible with a partnership between the Soccer Association and the Youth Football Association. They participated financially in that project and that has worked out well. We also use that for our own Park and Recreation Lacrosse Program, which continues to grow. It's been a nice site for that use.

-Rich Valley Athletic Complex

In 2014 the facility was used by the Baseball, Soccer, and Softball Athletic Associations. In addition to that we had 35 other groups that used it on a regular basis. Those are paid uses. 11 youth tournaments were held there from May through October. The soccer fields have continued to receive heavy use. We need to continue to monitor that. They get seven day a week use from May through October. They will keep their eyes on that.

In 2015 the Baseball and Softball Associations are interested in possibly putting in some dugout covers. They will look into forming a partnership with the City and putting together a sponsorship package and some funding. They will come before us in January or February with a proposal on what they would like to do and what the plans are. They have wanted to do that for a number of years. There is no sun or wind protection there. It is also a safety concern.

-Programming:

-Community Center

There is indoor turf in one of the hockey rinks from early March through October. We got new turf in 2014. Our main users are ourselves, Heat Soccer, Independent School District 199, and the MN Swarm also uses it for Youth Box Lacrosse. On average we have been taking in between $20,000 to $25,000 dollars per year. The facility also allows us to do a lot of Community events such as the Home Improvement Expo, gymnastics meets, etc. We moved our toy and garage sale into that area too and it works out well.

-Special Events

We continue to try to promote large events such as the Arts and Crafts Show, Aging Fair, and Touch a Truck. The goal is to bring different demographics into the Community Center. We don't talk a lot about the sponsorships and partnerships, but that's how we are able to bring programming in the department. We work with 50 to 75 outside groups. Which in turn helps us program or partner with different agencies, such as a school or agency that provides a service that we cannot. That's a big part of what we do.

-Sponsorships

In 2014 we took in $10,000 in sponsorships. That helps support activities such as our Movies in the Park, the Kids Music series, etc. That's been a big part of what we are able to do during the summertime to provide activities for little or no cost.

-Grants

We have a great relationship with the MN Twins. This year we received a Grant to help our T-ball program, Tiny Twins Grant. We have also received seven years of funding with one of our major youth baseball tournaments that we do out at Rich Valley.
The National Recreation of Park Association received a Grant for $4,000 to do a Walk with Ease Program at the Community Center. It's an arthritis based program that helps introduce those to walking that need to get active, mobile, or have an injury. It was so successful that we received another Grant from Allina Neighborhood Heart Health Connection for over $5,000 that allows us to continue the program further down the road. It helps us offer a reasonable rate of $5.00 for members, $10.00 for non-members.
Sponsorships and partnerships are crucial to what we do. We often don't talk about that as a piece of programming.

-Trends

Sports. If you look at sports in general, we have softball, baseball, basketball, and tennis. Those are common sports that are pretty much staying flat. Lacrosse is one that is increasing in growth. While we have kept them going and they are still successful, we have tweaked the ages, who we work with, what we do, etc., and those are staying constant.
For the older adults, we have the walking event at Salem Hills, and Pickleball. We are going to have to start looking at things more closely for that demographic. There's a need there and we need to look at how we can program for that.

-Marketing.

We have found that it is a challenging Community for marketing.
They took place in Night to Unite and hit 35 neighborhoods during that event.
We have done actual door knocking at the Argenta Hills Development and are talking about doing that at the new development down on Concord. It's a great way to reach the Community. Those are two areas that don't have physical parks nearby.
We also need to focus on technology. We have a Facebook page that has grown significantly. We made better use of our website. We have also talked about phone registrations, and while we are going to keep accepting them, we are going to move more toward our online system. We recognize that we have to have a happy medium with our marketing.

Commissioner Huffman was all for the dugout covers.

Commissioner Freer asked about the basketball court out at Salem. It is starting to crumble. Whenever he goes there he sees people out there using it. It would be nice if we could at least fill the holes that are forming.
He asked if all the gardens get used?

Superintendent Petersen stated usually they do fill all the gardens. When they started the gardens in 2010 they only had 12 and now they have expanded it. There are times when gardeners purchase a plot and they never do anything with it. We try to give them a deadline and reserve the right to give it to someone else if it's not used within a certain timeframe. They do all sell out. Now that the water source is out there will be easy access with the hose and we will continue to see them sell out.

Commissioner Freer stated that he noticed once, at the Disc Golf Course, that some of the walkers felt intimidated about using the path. Some of the discs were thrown pretty close to their heads. Maybe they need

some signage for those that cross the path, to let them know that walkers are allowed to walk the path. It is a multi-use area.

Commissioner Krech asked about the matching fund money that we have. Can you use some of that in these parks?

Director Carlson felt he was referencing the two million dollar grant. That has to be used at Heritage Village Park or the Rock Island Swing Bridge for a brand new item. It can't be for maintenance.

Commissioner Krech asked if there will be a lacrosse field down there?

Director Carlson responded that the park plan stated the park was to be passive in nature, not active. The thought of having a field down there has not been part of the conversation. It doesn't mean that it couldn't or can't happen though.

Commissioner Krech thought they spoke of having soccer fields down there at some point. He asked if that can be added?

Director Carlson responded it could.

Commissioner Hapka asked what the demographics were for Pickleball? How many participants? She felt it was a good growing activity.

Superintendent Petersen responded that in open play, they come in and form their own teams and play. We have had ages 40 and up. We did partner with West St. Paul on that in terms of marketing. The clinics had 10 to 15 in the open play. Those that play tend to like the open play type of structure; they don't want to be programmed. Open play allows them to come and go. They pick and choose who they play with. Youth can play as well. It seems to be a growing trend.

Chair Eiden stated you mentioned that traditional sports are pretty flat. We are projected to grow another 14,000 to 15,000 people. In terms of planning, do you have the resources to get demographics so we know what we get? Are we looking at anything in the City as we go forward?

Superintendent Petersen responded that Director Carlson sent out maps that had demographics on them, that show where elementary aged households are located, etc. Those new neighborhoods will be a different school district than 199. That always proves to be a challenge in youth sports as they get older. She thought we could get some demographics from the school. For example, you take a park like Southern Lakes. A few years ago, they were preschool aged at the time. Now those kids have become teenagers. That whole program left us. It changes very quickly. We need to be able to adapt to that a little bit better. We need to change more for that 10 to 12 aged programming. That age group is where we are seeing a plateau.

Chair Eiden asked if we had any idea about what is going in to the Blackstone addition? Do we know what the developers expect the residency to look like?

Director Carlson responded they will have 300 units of housing. Most of that is single family. Some are townhomes. We expect the single family type housing would be family type housing with kids in it. Townhomes are typically empty nesters or those who will become empty nesters.
In regards to demographics, we hired a company to do a demographics study for us. We have received information on school aged households and were they are, but they are also studying where the senior households are in the Community. We are going to study those to see what the trends are as well as the housing sales and values. We are going to use those trends to help us make better decisions in the future, not only in Parks and Recreation but as a City as a whole. We would revisit that every few years.

Commissioner Krech felt there are still a lot of young people in Inver Grove.

Director Carlson was amazed at the number of households in this Community that have school aged children K-12. There are not very many parts of town that don't have children that live in the household. He was very surprised at the results. They will see those sometime soon.

B. Preview of VMCC/Grove Programs (Bethany)

Marketing and Guest Services Supervisor Bethany Adams handles all the memberships at the Community Center, manages the front desk, and manages all the marketing for the Parks and Recreation Department. She gave the following update:

Memberships:

Membership continues to increase year after year. This increase has not been reflected by a rate increase, as we did not have one. We attribute this to new people continuing to join the Community Center and retaining our current members year after year.
We have great customer service, quality of programming, and a large variety of amenities. They keep a consistent front desk staff and facility that has a great Community feeling. Members enjoy that community feeling.
2013 revenue for memberships came in just under $900,000 this year. We are hoping to reach that and achieve above that.
In 2015 we are increasing our membership rates by $1.00 per category.
We have seen a large usage increase by our members within the facility.
We average between 330 and 700 check-ins a day for our members. That doesn't include people who watch or participate in hockey, swimming lessons, etc. This is strictly our members checking in.
Monday is the busiest day. Usage slowly decreases throughout the week.
Demographics:
The older adult population is the most popular demographic. We have two insurance based programs. One is called Silver Sneakers and the other Silver and Fit. Both programs are either fully subsidized or they pay a small fee annually. We are compensated per visit for those members. We have over 1,100 people enrolled through those programs. We average 2,700 visits per month from that group. Payment from those two groups has increased as well. We are up $22,000 over last year.
We currently have 1,300 members over the age of 60. Our oldest member is 92. We see a trend of older adults there.
Over 80% of our members reside in Inver Grove Heights. We also have members from many of the surrounding Communities.

Marketing:

We do a lot of traditional marketing, such as door to door, face to face, direct mailings, and postcard mailings. We also are increasing our social media marketing. We have over 1,700 people on our Facebook page. It has doubled over last year. It's a great way to advertise our events. It creates a lot of traffic to our Facebook page that then directs those to our website. One example of the exposure we got through Facebook is that we had a Dodgeball program coming up. We spent $20.00 for Facebook to advertise for this, and with that you can target your demographics. Through this ad, 37 people "liked" it, eight people commented on it, and seven people shared it. We did the same type of thing through a local City newspaper where they did an email blast for us. That was sent out to 10,000 people. Almost 1,300 people opened it. From that, we had 54 people go to our website. Advertising that way cost us $250.00. Facebook is a great up and coming way to reach a lot of people on a very small budget.
The Community Center still holds Open Houses throughout the year. Potential members can come utilize the facility, take a tour, ask questions, etc. This has been a great way to get new

members. It also shows people everything else we have to offer. Our next open house is December 6th.
Beginning in May of next year, we will be starting our summer membership again. It is a shortened membership that takes place over the summer. This has been a very successful program that we will continue to do.

Commissioner Tix asked if the Facebook page linked on the Park and Recreation page?

Supervisor Adams responded because our pages are part of the Cities website, it does not. If you click on it now, it goes to the Cities own Facebook page. That is one obstacle that they run into, being a part of the Cities website as a whole. On our pages, we can put a specific link, but if you click on that link specifically, it will go to the Cities page.

Commissioner Tix stated it would be nice if it went to the Park and Recreation one.

Supervisor Adams responded she will look into having it changed.

Commissioner Tix asked if there are emails that go out to activity managers, maybe you could put the link on there as well.

Commissioner Freer asked about the rate increase. Is there a need to keep up with the economy? He didn't know about the Facebook page, but will look into that. He also liked those at the front desk. It's great.

Supervisor Adams responded they haven't done an increase in three years. Due to the continuing need for new fitness equipment, mechanical issues, etc., they have done a slight increase. We have done a dollar increase in the past too, so they are keeping with that.

Commissioner Hapka asked how the facility is keeping up with the larger numbers or participants? She agreed with Commissioner Freer that the front desk is great and knows them by name. When you leave they say goodbye. That connection is key to keeping people coming back to the facility and feeling welcome.

Supervisor Adams stated they haven't run into too many space issues yet, but the fitness center is smaller.

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: December 10, 2014. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of October 8, 2014

C. Approval of Minutes of October 22, 2014 Work Session Meeting

Motion by Commissioner Freer to approve the Consent Agenda as presented. Seconded by Commissioner Hapka

Aye: 7
Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Approval of 2015 Parks and Recreation Fees

Parks and Recreation Director Eric Carlson stated we are asking the Commission to make a recommendation to the City Council with regards to our proposed fees for 2015.
In Recreation we are proposing a $5.00 increase in some of our facility usage fees.
At the Community Center we are proposing a $1.00 per month increase to our membership fees. Public skating and swimming are looked at and adjusted during even numbered years.
At Inver Wood we are proposing a $1.00 per round increase in some of our categories but not all. We are also proposing a restricted season pass for adults, seniors, and juniors. We are proposing to restructure our Patron Card Program and switching to a Players Card. This will have added value at the Pro Shop and the driving range. They are proposing to introduce Foot Golf on the Executive Course as a new program that seems to be up and coming in the metro area. We don't have all the details figured out on that yet, as we are still learning about it. We have applied for a Grant with the Minnesota Recreation and Park Foundation to help out to secure the equipment we would need. It takes different flags and cups, as you can't get a soccer ball into a current golf cup.

Commissioner Huffman commented that he used to walk around the golf course. He used to do it carrying two bags. He feels it would be a good idea to do that too.

Chair Eiden stated in addition to changing rates, you are actually introducing new programs at the golf course, which sounds good. Did some of these suggestions implemented come up during the study sessions?

Director Carlson responded there was some discussion of that during that process. However, that wasn't the focus of that group, that group focused more on the management of the group. Commissioner's Freer and Tix could probably add to that comment.

Commissioner Freer felt the study that was done recommended the drop in pricing. Due to that, the people didn't come in. The committee focused on competitive pricing. We need to get closer to the competitive price out there. They are eliminating it to certain groups. Right now it's a very good value over there.

Commissioner Tix agreed.

Matt Moynihan, Inver Wood Golf Course Clubhouse Coordinator stated Leon Ottness has been at the course since 1993 and he has been there since 1998. A lot of the golf courses are offering a season pass. We were not ready to do that and make it unrestricted. We looked at different courses doing restricted passes and tried to price off of what they are doing. That is where we came up with those suggestions and passes. There will be those that don't want a season pass, so we didn't want to get rid of that patron card. A long time ago people expected a benefit tied to it. With the golf market the way it was, that isn't something you should be selling. From the patron card to the player's card, it was basically a 20% discount. The card will be the same discount, but will now be more expensive. Right now it's $35.00. Resident will now be $80.00 and non-resident $100.00. With that you get 20 range tokens on some of the passes, and up to 25 on some of the other passes. He is trying to develop a player program.

Chair Eiden thanked him for coming to the meeting.

Commissioner Hapka asked if they would ever do the discounted punch card?

Coordinator Moynihan responded that punch cards were purchased for $100.00 and the child would lose it. We didn't have a system to track it. We spoke to the golf coaches to buy the cards. This year we hope to get out emails early. We had several schools that do use our course. Those are the kids that we are targeting. The best marketing plan that he has seen has been word of mouth. We did advertise in the Pioneer Press last year with a coupon. We didn't see one person come in with those coupons.

Commissioner Huffman asked if more walk the course than rent the carts.

Coordinator Moynihan stated they tend to do both. Walk or cart. When Director Carlson introduced the idea of foot golf, he wasn't too sure about how it would work to put soccer players on a golf course, but everything that he has seen with the programs online, as long as you are up front with them and make demo days and get the golfers on the same page, there will be some resistance, but once the demographic that is playing golf and the foot golf players see how the golfer play the course, they will get it.

Director Carlson stated foot golf isn't the kind of golf where you kick the golf ball. It's the kind of sport that is played with a soccer ball. The course will have nine holes of foot golf. There is a hole, it's not on the green, but set aside on the course. You kick the soccer ball from the tee box, which is separate from the regular golf tee box, and however many kicks it takes to get it in the hole is your score, which is similar to regular golf.

Commissioner Huffman stated it sounded like disc golf, which we started down in the valley. This is an up and coming thing. We want that golf course to succeed and this may help that.

Commissioner Hapka suggested they get HEAT Soccer involved with that. Mendota Heights does have three there, have you been out there to see it?

Coordinator Moynihan stated his son goes to Mendota Elementary. He has proposed the idea of setting up three holes of regular golf and then a few days of teaching foot golf. He envisions getting the closer schools. We can have it restricted, as most of the play on the executive course falls in the morning, so he is thinking noon to five. He did walk out at the Mendota course. But the one that intrigued him was the one out in Bloomington. They had an inside nine that was short and an outside one that had nine. They have had a tremendous amount of success over there. He wants to talk to someone out there to see how they ran it and make it successful.

Commissioner Freer asked who is in charge of marketing for the golf course?

Coordinator Moynihan responded it is going to be him. He is piggybacking with Bethany Adams right now. What they had done before, when the consultant was here, they were the one that was here to say we had to spend so much money on it. He sees word of mouth working the best. When people sign up and make tee times from us online, they get an email response from us thanking them for coming out. He will probably hit the email thing more than it was done in the past. We should do it in the Spring, Summer, Fall, and now, telling them what is going on, tell them just because the course is closed you can still purchase gift cards, etc.

Motion by Commissioner Huffman to accept the proposal as presented. Seconded by Commissioner Krech.

Aye: 7
Nay: 0 Motion carried.

B. Consider Process to change Inver Wood Alcohol License from 3.2 Non-Intoxicating to Intoxicating

Matt Moynihan, Inver Wood Golf Course Clubhouse Coordinator, stated the background with this is that Inver Wood has had a 3.2 non-intoxicating liquor license since its inception. He is proposing pursuing a toxicating liquor license. In his research of other markets, it seems surrounding areas are also on this path. He sees this as a way to increase revenues. City Council has directed us to find the money. This is an avenue to do that. Director Carlson along with himself met with the City Lawyer about this. He felt the best avenue to take was to seek special legislation, and your recommendation on that to move forward, and then see what the City Council thinks. Other golf courses are doing it and making money. There are events that try to play here and then find out we have 3.2 alcohol. They say they will think about it and will call us back, but then they never do. A lot of the parties out there like that kind of thing. The ladies league has asked for this over the years to have wine here. He thinks it would help with the leagues. It would help people come around and stay around after they play. Some have even brought their own inside their bags, which they are not supposed to do.

Commissioner Hapka would be in favor of it. Do you need to do something different in regards to liability insurance, hiring of staff, being of age, etc.?

Coordinator Moynihan responded they have to be 18. Everyone has to take a class, as that's the Cities Code. Since we don't have a full service bar, for example, like Drkula's does, we would have airplane bottles. They come in dozen packs. He would have a locked cabinet, and it would be inventoried. Every time we dump one, we keep the bottles. At the end of the night, when they count the money, they need to see the dozen bottles. It's monitored. In the Golf Shop, we have a camera on them.

Commissioner Huffman stated they want them to succeed on that golf course. We want them to raise money out there. He is all for the alcohol. He goes to the Bierstube at night and there are golfers out there.

Commissioner Krech felt there were restrictions put out there when this thing got built. He doesn't understand why we didn't start with strong beer to begin with. He agrees people are buying it at other courses, but he doesn't know if those are public or private courses. If you are going to get someone to come out as a company or with a group, they are probably going to want liquor or they go somewhere else. These people are bringing in others and they probably wouldn't be happy with 3.2 beer. What does Mr. Kuntz think about this? Southview's course has a license.

Coordinator Moynihan stated his point was the way the Code is written now. The least path of resistance is to seek the special legislation. Otherwise it would be drawn out longer. He personally would be ready to go April 1st and sell strong liquor, but since it's a special legislation move, his understanding is, if you recommend this, and the Council recommends it, we need to talk to Joe Atkins and Jim Metzen.

Director Carlson commented there are two avenues that the City has to consider here. One of them would be to seek the special legislation, which has been done by other municipal golf courses in other Communities successfully. So precedence has already been set that this has happened. We are comfortable and confident the Representatives could get this done if that is what the City Council wishes. The other avenue is that you have to be a restaurant, and we would have to have other types of equipment that we don't have and that would be expensive. We have talked about how getting into the restaurant business is risky and not something that we would get a return investment on. Those are some of the requirements you would have to have. The City Attorney is recommending that this be the path of least resistance, since it has been done by other courses. If we are interested, that is what we are recommending.

Commissioner Krech felt you may have to pay someone for a catering license to accomplish the other option.

Director Carlson responded it was more than just that. You need to have the equipment for the caterer to use and we don't have that. We are recommending the process recommended to you. The legislature meets at end of January, or the beginning of February. It may not be in place for 2015, but it's a step we feel we need to take.

Commissioner Hapka asked what kinds of foods do you have there now?

Coordinator Moynihan responded they have deli sandwiches, hot dogs, and polish, and pizzas. Breakfast choices are donuts and mini muffins. Most people go with the deli sandwiches. There will be a few minor changes to the menu next season. It will be expanded and changed more than it is now.

Chair Eiden felt if this gets to the Representatives early, even before the session starts, there shouldn't be much trouble getting this.

Motion by Commissioner Krech to pursue this the fastest way they think they can accomplish it. Seconded by Commissioner Huffman.

Aye: 7
Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson will answer any questions the Commission may have.

B. Future of Our Parks – Parks and Recreation Plan

Chair Eiden stated they have collected a lot of information regarding this. However, we don't have much of an agenda in December. He proposes that we have our focus in December go back to a work session like we had on budgeting, but this would be us reviewing the information on hand based on the input we have received. Out of that work session we devise a guide plan for the committee to pursue park development. At some point we apprise the Council of our progress and where we are headed. We could have a work session and the regular meeting, but he likes the idea of just the work session. He hopes to get the Park Champions involved again early next year. He'd like the full Commission to give their input at this time. Then the full committee in January purses an actual plan.

Commissioner Huffman asked why we had a Consultant to work on this stuff? Why do you need a work session?

Chair Eiden stated we have the report; he thinks this Commission has the capability to step up and do this next part ourselves. From that information we can create an actual plan to show the Council where we are headed.

Commissioner Hapka felt a work session sounded good. She asked that Staff bring everything to that meeting. She would like to see the demographic study. We can focus in and move forward. Focus on the plan, what we foresee for the future for the parks, and then the opinion of the Commissioner's here.

Commissioner Freer asked if that was the Master Plan or a document from a Consultant? He said if there is one, he hasn't seen it.

Chair Eiden stated we have the document from the Consultant that suggested a plan we should do. We need to localize the broad suggestions of the Consultant. They couch their report in what they have experienced in other communities and compare it to the demographics they have received from us.

Chair Eiden confirmed that the December meeting will be a work session instead of our regular meeting.

Commissioner Krech felt it was a good idea.

Commissioner Huffman stated he will not be able to attend.

C. Review Proposed 2015 Operational Budget(s)

Director Carlson stated the memo is in front of you. It's just for your information. No vote is needed. He highlighted the high points of what is happening with the 2015 budgets.

Commissioner Huffman asked about the seasonal worker in park maintenance? Is that for the Swing Bridge Park?

Director Carlson responded we are proposing to add 750 hours of seasonal maintenance help in Park Maintenance as a part of the 2015 Budget. It's just general maintenance, whenever Parks Superintendent Mark Borgwardt and his Staff feel that person needs to be utilized. Part of that responsibility would be for example, right now when private properties are not being maintained by the property owner, we have hired a landscape company to cut the grass, right now we will have this worker do that. It's pretty minimal compared to other things that person will be doing.

D. Review Proposed 2015-2019 Capital Improvement Budget(s)

There were no other questions or comments regarding this.

10. COMMISSION COMMENTS:

Commissioner Bauer thought the presentations by the City Staff were very informative tonight.

Commissioner Tix felt we were headed in the right direction for a lot of things. We are working to make this City a better area for Park and Recreation.

Commissioner Krech agreed with Commissioner Tix. The golf course feels like it has some good direction going to it. He wishes everyone a Happy Thanksgiving.

Commissioner Freer had no comment.

Commissioner Hapka liked what Staff presented tonight. It shows we have high energy people out there with new ideas, marketing plans, and strategies to bring people into our facility and utilize them. It's nice to see.

Commissioner Huffman had no comment.

Chair Eiden wanted to thank this Commission for stepping up to the plate. You have spent a lot of time, done a lot of outside work, and met and discussed a lot of things. There is a lot of energy and enthusiasm here. He thanked them for doing this for the betterment of the City. This Commission will become a more forceful lead group. To the viewing public he added that we are heading into the Holiday Season with Thanksgiving, Christmas, and New Years. Take a look at the website and brochures. There will be a lot happening here for the next month or two. Take advantage of what you have here.

11. ADJOURN

Motion by Commissioner Bauer, seconded by Commissioner Huffman to adjourn the meeting at 8:35 p.m.

Aye: 7
Nay: 0 Motion carried.

City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Work Study Meeting
Wednesday, December 10, 2014

1. CALL TO ORDER:

Chair Eiden called the December 10, 2014 Park and Recreation Advisory Commission Meeting to order at 6:00 p.m. The meeting was held at City Hall 8150 Barbara Ave.

2. ROLL CALL:

Present: Chair Al Eiden; Commissioners: Mark Freer, Kathryn Bauer, Deb Tix, Jim Huffman and Mary Hapka Parks and Recreation Director Eric Carlson, Superintendent Borgwardt, Superintendent Petersen

Absent: Commissioners: Vice Chair Dennis Schueller, Willie Krech and Joe Boehmer
Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

None

5. CONSENT AGENDA:

A. Approval of Agenda

Motion by Commissioner Tix, seconded by Huffman, to approve the Consent Agenda as presented.

Aye: 6
Nay: 0 **Motion carried.**

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

Discuss Future of Our Parks

Director Carlson went through a set of PowerPoint slides that explained potential topics regarding the Future of Our Parks. A general discussion ensued and the Commission asked staff to develop a 5-year CIP to be discussed in January at a Work Study Session.

9. ADMINISTRATIVE PRESENTATIONS:

None

10. COMMISSION COMMENTS:

None

11. ADJOURN

Motion by Commissioner Freer, seconded by Commissioner Hapka, to adjourn the meeting at 7:00 p.m.

Aye: 6
Nay: 0 Motion carried.

City of Inver Grove Heights Minutes of the Proceedings Of The Park and Recreation Advisory Commission Work Study Meeting Wednesday, January 14, 2015

1. CALL TO ORDER:

Chair Eiden called the January 14, 2015 Park and Recreation Advisory Commission Meeting to order at 6:00 p.m. The meeting was held at City Hall 8150 Barbara Ave.

2. ROLL CALL:

Present: Chair Al Eiden; Commissioners: Mark Freer, Kathryn Bauer, Deb Tix, Dennis Schueller and Mary Hapka
Parks and Recreation Director Eric Carlson, Superintendent Borgwardt, Superintendent Petersen, Marketing and Guest Service Supervisor Adams

Absent: Commissioners: Vice Chair Jim Huffman, Willie Krech and Joe Boehmer
Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

None

5. CONSENT AGENDA:

A. Approval of Agenda

Motion by Commissioner Tix, seconded by Freer, to approve the Consent Agenda as presented.

Aye: 6
Nay: 0 **Motion carried.**

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

Discuss Future of Our Parks

A general discussion ensued regarding a 5-year CIP. The PRAC wants to have a Commissioner and staff meet with Councilmember's individually to see what thoughts they have. A report back to the PRAC in February is expected.

9. ADMINISTRATIVE PRESENTATIONS:

None

10. COMMISSION COMMENTS:

None

11. ADJOURN

Motion by Commissioner Freer, seconded by Commissioner Hapka, to adjourn the meeting at 7:00 p.m.

Aye: 6
Nay: 0 Motion carried.

City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Work Study Meeting
Wednesday, February 11, 2015

1. CALL TO ORDER:

Chair Eiden called the February 11, 2015 Park and Recreation Advisory Commission Meeting to order at 6:00 p.m. The meeting was held at City Hall 8150 Barbara Ave.

2. ROLL CALL:

Present: Chair Al Eiden; Commissioners: Vice Chair Dennis Schueller, Mark Freer, Kathryn Bauer, Deb Tix, Jim Huffman, Joe Boehmer, and Mary Hapka

Parks and Recreation Director Eric Carlson, Superintendent Borgwardt, Superintendent Petersen, Marketing and Guest Service Supervisor Adams

Absent: Commissioners:, Willie Krech
Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

None

5. CONSENT AGENDA:

A. Approval of Agenda

Motion by Commissioner Tix, seconded by Freer, to approve the Consent Agenda as presented.

Aye: 8
Nay: 0 **Motion carried.**

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

Discuss Future of Our Parks

A general discussion ensued regarding the Future of Our Parks Park Plan. Commissioners discussed the individual meetings held with Council members and agreed to keep meeting to discuss the future park plan.

9. ADMINISTRATIVE PRESENTATIONS:

None

10. COMMISSION COMMENTS:

None

11. ADJOURN

Motion by Commissioner Freer, seconded by Commissioner Hapka, to adjourn the meeting at 7:00 p.m.

Aye: 8
Nay: 0 Motion carried.

AGENDA ITEM 8A

CITY OF INVER GROVE HEIGHTS REQUEST FOR COMMISSION ACTION

Consider Approval of Rich Valley Dugout Covers

Meeting Date:	March 11, 2015
Item Type:	Regular Agenda
Contact:	Mark Borgwardt – 651.450.2581
Prepared by:	Mark Borgwardt, Tracy Petersen
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
- [X] Other

PURPOSE/ACTION REQUESTED

To approve construction of 18 dugout covers at Rich Valley Athletic Complex, for a sum not to exceed $100,000, with funding from the following sources:

Park Acquisition & Development Fund (Fund 402)	$30,000 (include matching for MN Twins Grant)
Park Acquisition & Development Fund (Fund 402)	*$10,000 (only if Twins Grant isn't received)*
Minnesota Twins Community Fund Grant	$10,000 (pending)
IGH Baseball Association	$50,000 (over 5-years)
IGH Softball Federation	$10,000 (over 5-years)
Total	**$100,000**

SUMMARY

The Rich Valley Athletic Complex has been in operation since 1997. It is the City's main athletic facility for organized baseball, softball and soccer. The site hosts many tournaments and is recognized as being one of the Twin Cities finest athletic complexes. Dugout covers will provide safety on fields from foul balls as well as protection from the elements for all users, coaches and umpires. Providing this amenity has been a high priority for staff and the youth athletic associations. As a high-use site, the addition of dugout covers is needed to continue to provide a safe and quality athletic experience. Specifications and drawings for dugouts were prepared and two (2) quotes for constructing all 18 dugouts were secured as follows:

Just- Rite Fence	$5,350/each	$96,300
Dakota Unlimted	$5,450/each	$98,100

Recommend hiring Just-Rite Fence to construct 18 dugouts at a cost not to exceed $100,000 with funding from sources listed above.

AGENDA ITEM 8B

CITY OF INVER GROVE HEIGHTS **REQUEST FOR COMMISSION ACTION**

Approve 2015 Tree Replacement Plan

Meeting Date:	March 11, 2015
Item Type:	Regular Agenda
Contact:	Mark Borgwardt-651-450-2581
Prepared by:	Mark Borgwardt, Brian Swoboda
Reviewed by:	Eric Carlson

Fiscal/FTE Impact:

- [ ] None
- [ ] Amount included in current budget
- [ ] Budget amendment requested
- [ ] FTE included in current complement
- [ ] New FTE requested – N/A
- [x] Other

PURPOSE/ACTION REQUESTED

Consider approval of the proposed 2015 Tree Replacement Plan.

SUMMARY

Background:

The Commission and Council approved the Tree Preservation Mitigation Fund and Tree Replacement Plan Policy in early 2003. (See attached). The purpose of the policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree protection and Preservation Fund. The policy provides for expenditures of up to 50% of the fund in any given year. The current balance in the Tree Preservation Mitigation Fund (Fund 443) is approximately $18,000 (50% = $9,000). While the policy allows for the expenditure of up to 50% of the fund balance, we don't expect much development activity in 2015 based on the economy.

The following is the recommended 2015 expenditures:

Proposed 2015 Tree Preservation Fund

Project Description	Quantity	Cost
Spade trees from Salem Hills tree nursery	20 trees	$2,500
Plant container trees in various parks	20 trees	$1,500
Re-stock tree nursery with bare root trees	50 trees	$1,500
Hardwood mulch	200 yards	$3,000
	TOTAL	**$8,500**

POLICY

TREE PRESERVATION MITIGATION FUND

TREE REPLACEMENT PLAN

PURPOSE AND INTENT OF POLICY

The purpose of this policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree Protection and Preservation Fund. The intent is the enhancement of the city's forest resource.

POLICY

Funds may be used as follows:

1. Reforestation Program
The Reforestation Program includes the purchase and planting of trees on public land including, but not limited to city parks, city golf course, city nursery, storm sewer retention ponds, open space and limited road right-of-way such as Cahill Ave. between Upper 55th St. and 80th St. with community-wide significance. Costs may include tree purchase, planting, and a maintenance period (i.e. irrigation, tree staking, fertilization, pruning, etc.) until the tree(s) becomes established.

2. Special Needs
In the event of a natural disaster or other identifiable special need, funds may be contributed to other city sponsored reforestation programs.

CONTINUANCE OF POLICY

This policy shall apply only to funds received specifically from Tree Protection and Preservation Mitigation Fund (Code 515.90 Subd 28) from applications to the City. At no time may the fund deplete by more than 50%, or to less than $10,000 in any given year, without the express consent of the City Council.

RESPONSIBILITY

The Director of Parks and Recreation and the City Administrator shall have primary responsibility for the implementation and coordination of this policy per Code 515.90 Subd 28. An annual tree replacement plan, prepared by Parks Division, will be submitted for Park and Recreation Advisory Commission review and City Council approval.

Approved by the Inver Grove Heights City Council 2/10/03

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS | REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date:	March 11, 2015
Item Type:	Administrative Presentations
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

X	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. 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

Tree Trimming

Parks crew continues to trim trees throughout the winter dormant season. It is an opportune time to trim oaks to minimize spread of oak wilt disease and get a better view of branching pattern in crown of trees. Forester/Park Maintenance employee Brian Swoboda has developed a six year rotational trimming schedule for trees in parks mowed areas.

Picnic Tables Repair And Trash Barrel Painting

Parks staff has been going through the annual task of repairing picnic tables and painting trash barrels at Rich Valley maintenance building as time allows. Picnic table lumber is replaced and painted and 55 gallon steel trash barrels are cleaned and painted every winter. Picnic table frames and lumber were assembled for the new picnic shelter at Swing Bridge Park. The Steve Hulse family is also donating some stone benches with backs to be placed along east end of Swing Bridge picnic shelter. Plastic barrels will be used in some parks this summer to see how they hold up. Plastic barrels may be easier to dump into dumpster and safer for the crew to handle. It is anticipated they would also be easier on the lift-gate truck used to haul trash barrels. City also is taking advantage of a county grant to place 20 recycling containers at Rich Valley this season.

Winter Equipment And Building Maintenance

Parks stopped maintaining outdoor rinks on March 9, 2015. Considering the slow start with warm weather the end of year, we had a good 2 plus month season of good skatable ice. Parks crew used every trick in the book to create and maintain good ice this challenging season. With conclusion of winter skating season parks crew are repairing hockey goals and netting as needed. All the warming house buildings are being thoroughly cleaned, painted and repairs made from winter use. The flooding truck equipment is being removed and prepared for spring and summer use. New base peg anchors in concrete are being prepared in anticipation of re-doing approximately half of the city wide field's base dimensions and alignment.

Snow and Ice Removal

Park crews continue to work with Public Works crews in snow and ice removal from city streets, cul-de-sacs, parking lots, sidewalks and trails. Parks personnel operate a quarter of tandem and single axle trucks assigned to street plow routes. Parks also assist with first day of snow event plowing of sidewalk routes in area of schools. Parks also dedicates multiple personnel and pick-up trucks to helping in city cul-de-sacs. In addition Parks personnel clear snow and ice from

City Hall sidewalks and uses a liquid de-icer to keep the mess of granular ice control out of City Hall.

Think Spring !
Parks crew has started the process of preparing equipment for summer use and organizing park personnel, materials and supplies for the multiple tasks involved in maintaining IGH Parks. Park projects such as restoration of swing bridge property with Friends of Mississippi, construction of Mississippi River Regional Trail Wayside Rest facility at RISB and what bituminous trails maintenance to conduct this construction season with available funding, are taking shape. The Parks crew will again be challenged this summer by being one permanent person short this summer due to transfer of Ken Felix to the golf course.

Inver Wood Golf Course

FootGolf
The Minnesota Recreation and Park Foundation was established in 1972. They are a non-profit organization dedicated to promoting recreation and parks for the purpose of enhancing the quality of life in Minnesota communities. They do this by supporting education, grants and the Minnesota Recreation and Parks Association.

Inver Wood received a $1,500 for our new FootGolf program from MRPF. The total amount of the grant must be used for the FootGolf Program and matched by Inver Wood, any funds not used in 2015 must be returned to the Foundation.

In the fall of 2015 staff will be asked to present the program, its evaluative process, and success at the 2015 Minnesota Recreation & Park Association Conference.

Intoxicating Liquor
The City is working with Senator Metzen and Representative Atkins to pass special legislation that would allow Inver Wood to serve intoxicating liquor. The bill in the house received a hearing on Wednesday, March 4th. We will keep the Commission updated as the legislative session continues.

Capital Improvement Planning
Inver Wood staff is working to receive proposals from golf course and irrigation consultants to develop a feasibility report for the bunkers, irrigation system, and driving range. We will provide more information to the Commission as it becomes available.

Recreation

Non-School Day Activities/SPARK
Spring Break Days are scheduled for March 30-April 2 with special activities planned each day including field trips, swimming, games, crafts and more.

Youth Track Program
Our youth track program for youth in grades K-6 returns this spring! We'll be utilizing the new track at Simley High School. The program begins April 20 and provides youth an introduction to track events and running.

Spring Volleyball Camps
This spring we are offering some new volleyball camps. We have one for youth ages 7-12 and one for ages 4-6. The camps start April 6.

Girls Lacrosse Training
As lacrosse continues to grow, we are offering a special training for girls in grades 5 & Up. The training begins on March 21. A summer leagues for girls is also being offered.

Egg Hunt
Our annual egg hunt and flashlight egg hunt will be held on Saturday, March 28. More information on both is available online at www.funatthegrove.com

Swing Bridge Park/Mississippi River Regional Trailhead Facility
Staff will be working with personnel from Dakota County Parks on a grand opening event scheduled for June 18 from 5-8pm.

Summer Brochure Hits Homes!
The summer brochure is out and highlights all of the upcoming programs, classes, special events and camps we will be offering through August.

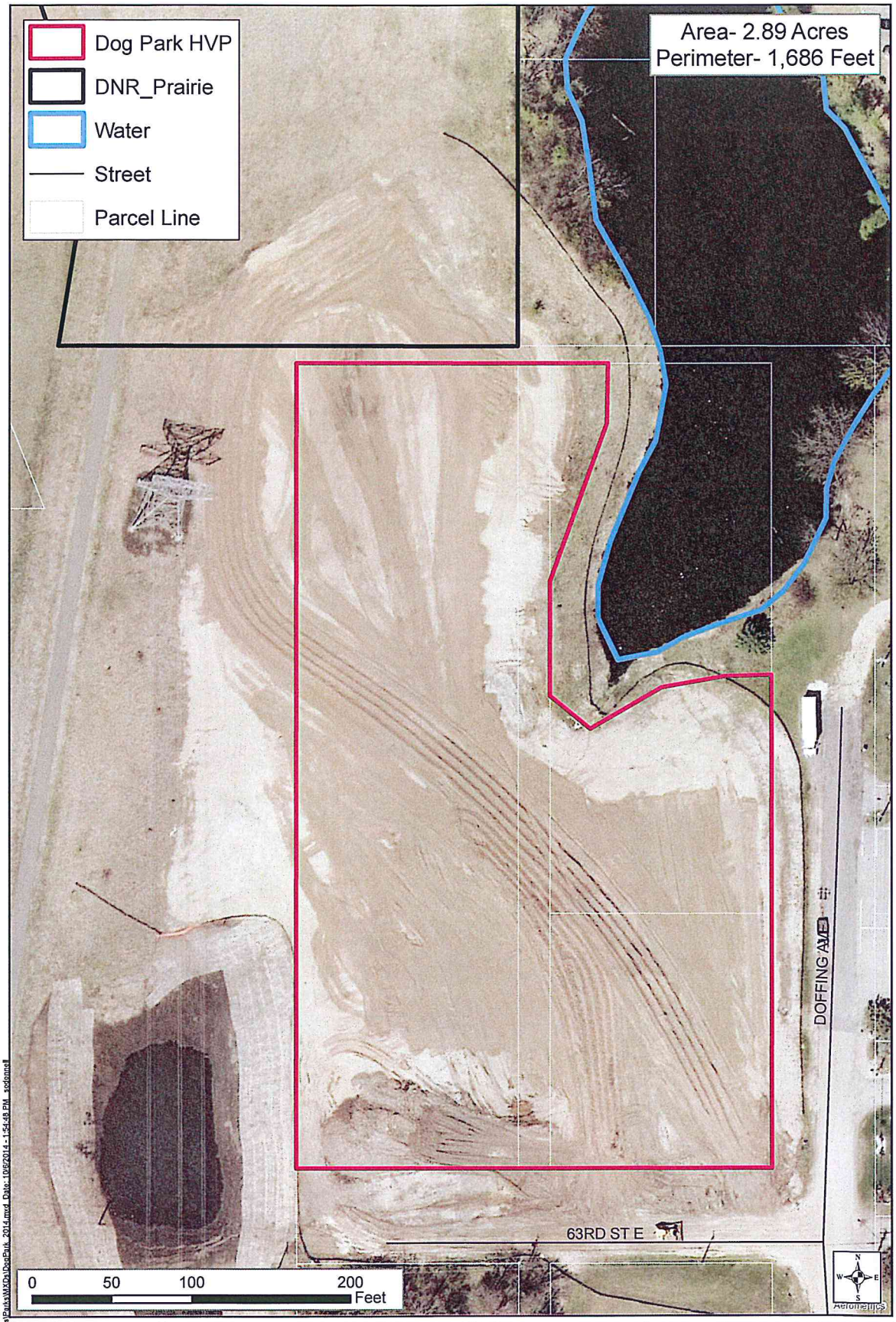
Veterans Memorial Community Center

Spring Ice Show: "Willie Wonka & the Chocolate Factory"
The Learn to Skate program will be conducting their 7th Annual Ice Show on Friday, April 25 with two shows at 2 pm & 6pm. This is a great way for our skating participants to show off everything they have learned in class. The event is $5 per person for the public to watch.

VMCC Hosts Home Improvement & Design Expo
The Community Center will again be hosting this expo on Saturday, April 11 from 10am-5pm on the turf. Up to 150 exhibitors will be on hand offering expert tips and ideas. Free seminars will also take place along with a free goodie bag for the first 100 people in line.

Turf Opened March 6
The turf opens up March 6 in our west rink. The space continues to provide a great spot for lacrosse, soccer, golf and special events.

Grove Front Desk/Lifeguard Office Gets Facelift
The Aquatic & Fitness Front Desk will be getting a facelift with a new guest services desk and cabinetry. The lifeguard office will also receive new paint and flooring. The project will take about a month to complete. Guest services will be operating from a temporary area in the lobby during the remodel.



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City of Inver Grove Heights, MN

Proposed Dog Park
Heritage Village Park, 2014

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Map produced by the City of Inver Grove Heights
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AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS | REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date:	March 11, 2015
Item Type:	Commission Presentations
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

[X]	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.