Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, May 13, 2015
8150 Barbara Avenue
7:00pm

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
   A. City Hall Evacuation Plan – Lieutenant Otis
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 10, 2015 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 items 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 April 8, 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 Awarding Quotes for Tennis and Basketball Court Resurfacing
   B. Consider Awarding Quotes for Trail and Parking Lot Cracksealing and Sealcoating
   C. Consider Purchase of GreenCity GIS
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
   A. Department Happenings
   B. Update on Dog Park Sub-Committee
   C. Update on Future of Our Parks – Park & Recreation System Plan Sub-Committee
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

April Minutes will be available at the meeting

AGENDA ITEM 8A

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

Consider Awarding Quotes for Tennis and Basketball Court Resurfacing

Meeting Date:	May 13, 2015
Item Type:	Agenda
Contact:	Mark Borgwardt – 651.450.2581
Prepared by:	Mark Borgwardt
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Recommend to City Council approval of tennis and basket courts re-surfacing and award job to Ray Finley Tennis West for the sum of not to exceed $50,000. Recommend funding from Park Capital Maintenance Fund 444.

SUMMARY

The following tennis and basketball courts are due for scheduled maintenance in 2015:

- North Valley Park two north tennis courts. North Valley Park tennis courts were constructed in 1990 and are due to be re-constructed. In an effort to extend the life cycle of these courts and delay re-construction costs, it is recommended these courts be crack filled, color coat court surface and restripe.

- Salem Hills full basketball court and two tennis courts. Salem Hills basketball and tennis courts were constructed in 1991 and are due to be re-constructed. In an effort to extend the life cycle of these courts and delay re-construction costs, it is recommended these courts be crack filled, color coat surface and re-stripe.

- Ernster Park half basketball court. Ernster Park half basketball court was constructed in 1997 and is due for maintenance. It is recommended this court be crack filled, color coat surface and re-stripe.

Quotes were received for above work from the following contractors:

- Upper Midwest Athletic Construction $50,310
- Ray Finley Tennis West $48,619

Recommend to City Council awarding tennis and basketball 2015 work to Ray Finley Tennis West for the sum of not to exceed $50,000, with funding from Park Capital Maintenance Fund 444.

AGENDA ITEM 8B

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

Consider Awarding Quotes for Trail and Parking Lot Cracksealing and Sealcoating

Meeting Date:	May 13, 2015
Item Type:	Agenda
Contact:	Mark Borgwardt-651-450-2581
Prepared by:	Mark Borgwardt
Reviewed by:	Eric Carlson

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Recommend awarding contract to Fahrner Inc. not to exceed $18,625.25 for crack filling bituminous trails and lots on attached maps, totaling approximately 10,000 linear feet in lots and approximately 3.7 miles of trails.

Recommend awarding contract to seal coat lots, on attached maps, to Pearson Inc. not to exceed $24,605.00, totaling approximately 10,000 square yards. These trails and lots are priority for crack filling and seal coating in 2015 per parks pavement management program with a 2015 budget of $50,000.

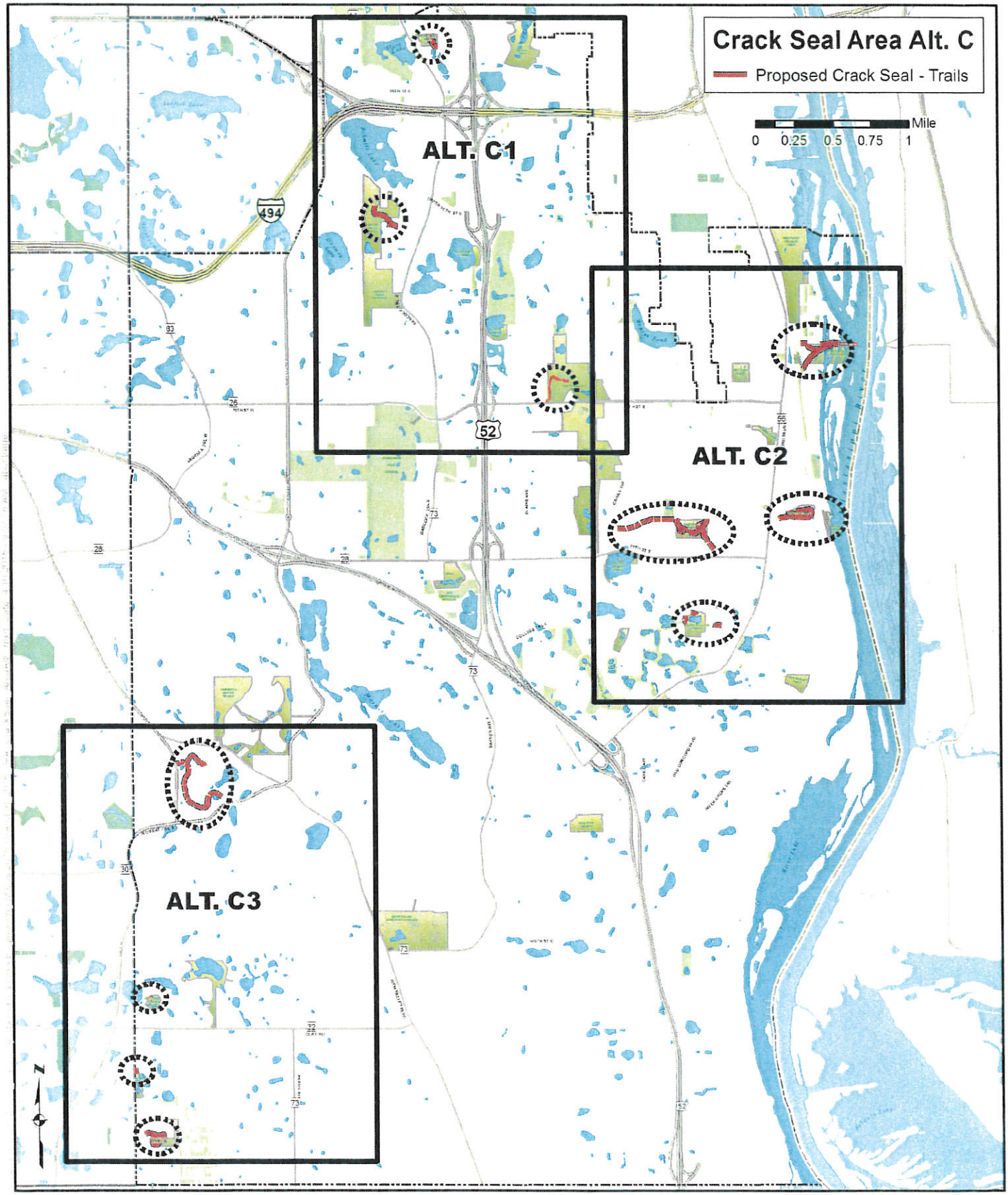
Recommend using $6,769.75 balance in budget for patching North Valley parking lots and contingency.

Both projects, including patching and contingencies, totaling $50,000.00, recommend funding from Park Capital Maintenance Fund 444.

SUMMARY

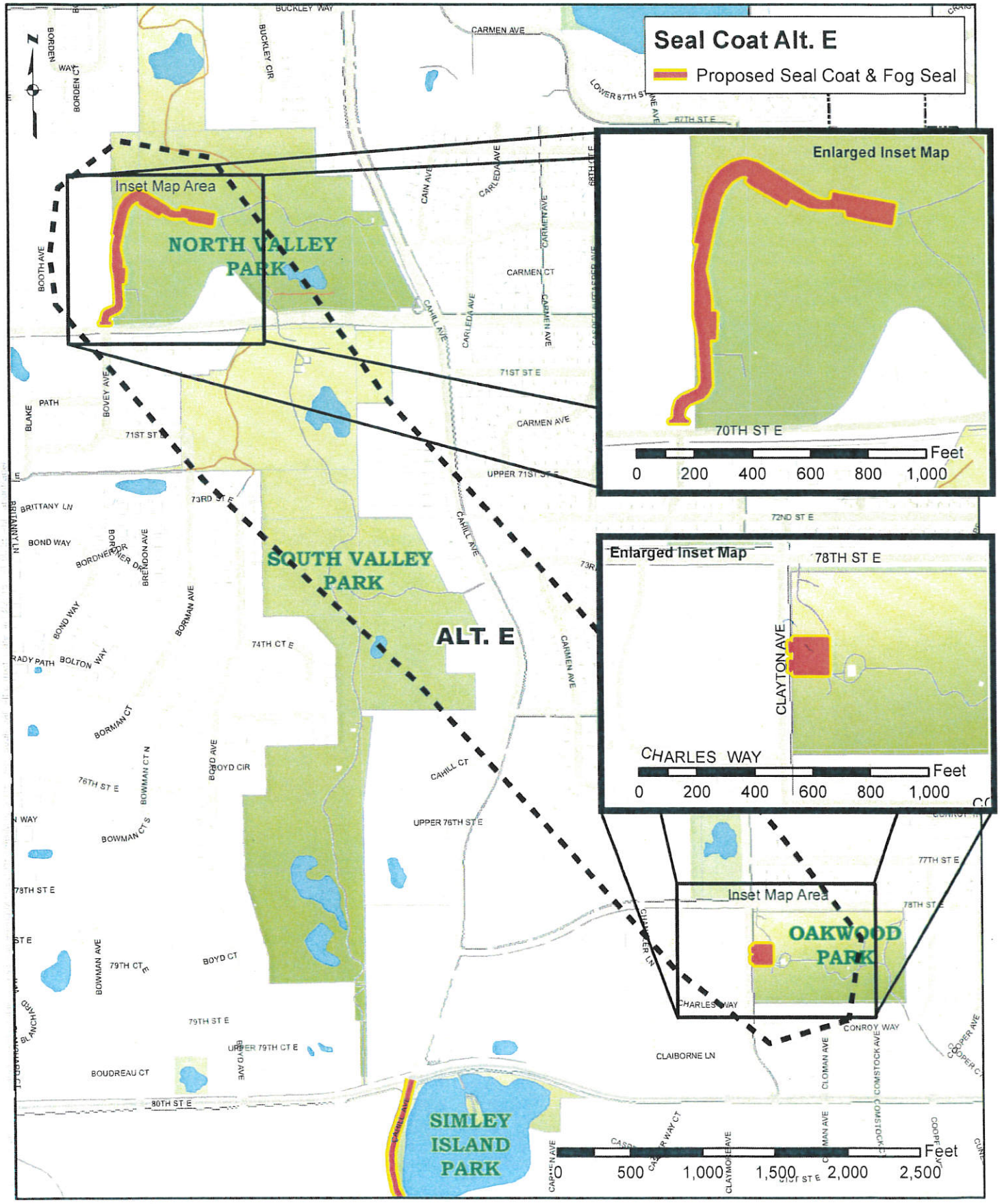
Trails and lots on attached maps are priority for crack filling and seal coating in 2015 per parks pavement management program. There is $50,000.00 budgeted in 2015 for this work. Bids were received to provide seal coating and crack filling for these park projects as "Bid Alternates" on Streets City Project No. 2015-098. Recommend hiring Fahrner for $18,625.25 to crack fill lots and trails and Pearson for $24,605.00 to seal coat lots on attached maps, with $6,769.75 used for patching and other contingencies. Recommend total funding of $50,000 for these projects from Park Capital Maintenance Fund 444.

City of Inver Grove Heights
Project No. 2015-09A - Crack Seal



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. Copyright© City of Inver Grove Heights 2015

City of Inver Grove Heights
Project No. 2015-09B - Seal Coat



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Map produced by the City of Inver Grove Heights. Copyright© City of Inver Grove Heights 2015.

AGENDA ITEM 8C

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

Consider Purchase of GreenCity GIS

Meeting Date:	May 13, 2015
Item Type:	Agenda
Contact:	Mark Borgwardt – 651.450.2581
Prepared by:	Mark Borgwardt
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Recommend purchase of GreenCityGIS software solution to help Parks and Recreation Department better utilize and integrate GIS database of park assets. Final product will be a proficient tool to use geographic information data for staff, residents and policy makers. Software and operations dashboard will offer residents, staff, and policy makers an intuitive solution for viewing, querying and analyzing Parks and Recreation data. It offers a tool to improve decision making on how we maintain, plan and budget for current and future park infrastructure.

Recommend $24,000 cost from following funds:

- $8,000 from Park Dedication Fund 402
- $8,000 from Park Capital Maintenance Fund 444
- $8,000 from Parks Division Operating Budget

SUMMARY

GreenCity GIS solution offers 5 components to use and integrate GIS data.

1. MAP VIEWER – An intuitive solution for viewing, querying and analyzing Parks and Recreation data.
    - A real-time view of the parks system and recreation users.
    - Demographic information and analysis.
    - Geo-Analytics to identify gaps, opportunities, strengths and patterns
    - Develop software widgets and tools for planning and decision support.

2. FIELD DATA COLLECTOR – An easy to use map-centric solution to inventory, update and maintain IGH park system infrastructure and perform many types of field surveys.
    - Easy to use Graphic User Interface (GUI)
    - Works on tablets and smartphones
    - Touchscreen intuitive technology
    - Simple search and query functionality
    - Add photographs, video and field notes

3. OPERATIONS DASHBOARD – A unique and interactive operations dashboard that dynamically monitors park assets, recreation programs and events.
    - Real-time park system and recreation user status
    - Dashboard decision support
    - Operational performance measures

- Existing condition assessment
- Measuring policy and standards

4. CITIZEN AWARENESS – A solution that offers Parks and Recreation departments improved community awareness and engagement through geospatial story maps, walking tours and an on-line citizen park and recreation query tool.
    - Increase community awareness
    - Promote parks and recreation opportunities
    - Showcase parks
    - Improve public access

5. DYNAMIC INTEGRATION OF ANY MANAGEMENT DATABASE – A solution that offers a real and present opportunity to integrate data from many existing software solutions.
    - Integrate real-time recreation user information
    - Analyze recreation facility usage and performance
    - Increase park and recreation participation and revenue
    - Locate all your park and recreation users
    - Determine area to market recreation events, activities and facilities
    - Make informed decision about recreation user habits and patterns
    - Use census data to understand your community demographics

Staff suggests Parks Commission recommend to City Council approval of GreenCityGIS software solution for the sum not to exceed of $24,000 with funding from:

- $8,000 from Park Dedication Fund 402
- $8,000 from Park Capital Maintenance Fund 444
- $8,000 from Parks Division Operating Budget

Justification to support purchase of GreenCity GIS

Map Viewer

The Map Viewer offers innovative decision support that will drive the Parks and Recreation Master Planning process. Viewing, interpreting, analyzing and monitoring park infrastructure and recreation users has never been easier.

Mobile Field Data Collector

Using smartphone, iPads or other tablets, the task of collecting park infrastructure and recreation user data in the field and turning it into meaningful information in the office has never been easier.

An Operations Dashboard

Monitor the status and performance of Parks and Recreation departments. Easily track field workers and keep an up-to-date record of existing characteristics of the acreages of parkland, open space, wooded land, wetlands, parking facilities, the condition of playground and park infrastructure equipment.

Citizen Awareness

Increased awareness and engagement through the use of geo-spatial story maps, walking tours, and an on-line citizen park and recreation query tool that enables citizens to locate park and recreation opportunities.

Dynamic Integration of any Management Database

This solution offers a real opportunity to integrate a Parks and Recreation departments existing systems data, including real-time recreation user information, work order and work request data, park user survey data, revenue data.

GEOGRAPHIC TECHNOLOGIES GROUP®

10 REASONS YOU MUST HAVE GreenCityGIS

1. Enables Staff to Conduct Informed Parks Master Planning
2. Empowers the Public to Find and Utilize Parks that Meet Their Needs
3. Allows You to Tell the Story of Your Great Park System
4. Enables Staff to View, Manage, and Maintain Data While in the Field
5. Quick Visualization of All Users and Their Park/Amenity Usage
6. Easy Identification of Underserved Areas for Target Marketing
7. View Usage, Condition, and Trends Via an Executive Dashboard
8. Easy Export to National Parks and Recreation Association PRORAGIS
9. Makes Your Department an All-Star Internally and State-Wide
10. Makes You Vastly More Productive, Proactive, and Visible

AGENDA ITEM 9A

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

Department Happenings

Meeting Date:	May 13, 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

Playground Inspections
A monthly playground inspection was conducted on all park playgrounds. As weather turns warmer and use on playgrounds increases it is important for playground equipment to be ready and safe for use. There are three playgrounds that have exceeded their life span with replacement being deferred for planning and budget reasons.

Cahill Spring Decorations
With the change of season Parks crew have removed the holiday flags and banners along Cahill Avenue and installed the American flags and banners. These decorations help give our downtown a splash of color and a touch of spring after a long winter.

Ballfield Maintenance
All Rich Valley and city wide ballfields and warning tracks were graded and dragged in preparation for season. Aglime was added where needed and bases, home plates, pitching rubbers were placed. Dugout covers at Rich Valley are progressing nicely with completion estimated by June 1st. Irrigation booster pump was replaced with bearing going out. Mound on #5 was re-built. Soccer fields were laid out and painted and goals and nets placed. First application of fertilizer was applied to athletic fields and seeding to take place in next couple weeks. Pond aerators were installed at Rich Valley and Simley. Irrigation systems at Rich Valley and Skyview were charged and repairs made in preparation of busy season. Rich Valley maintenance building re-model is scheduled to start May 12, 2015.

Swing Bridge Park
There has been much activity at Swing Bridge Park this spring removing invasive species and trees in area south of bridge and along river between bridge and marina. Utilizing grant dollars secured through Friends of the Mississippi River to hire a contractor and under the direction of Park Forester Brian Swoboda much buckthorn and other non-native species have been cut and piled in area. Brian has been working with many volunteer groups in cooperation with city's new volunteer coordinator. A successful trash pick up was conducted at Swing Bridge Park with National Park Service and Mississippi River Fund. Mississippi River Fund has a group that is donating $1,700 dollars for a restoration planting project between deck overlook and bridge entrance. Park staff has been working with Dakota County and Black and Dew contractor to construct footings for bridge entrance arch and repairs to drinking fountain underground leak by shelter by river.

Inver Wood Golf Course

Intoxicating Liquor
The MN Legislature has passed legislation that will allow Inver Wood to consider selling intoxicating liquor at the Course. The Park Commission and City Council will review the issue(s) associated with the change in the near future.

On Course Capital Improvements
The City Council is expected to approve hiring an architect and engineer to prepare preliminary design plans for improvements to the irrigation system, bunker renovations, and driving range improvements. It is expected to take 90-120 days to complete.

Recreation

North Valley Disc Golf
Municipal Disc Management will be opening the mobile sales on May 8. The new group has already instituted some new marketing strategies to get more users to the course as well as working with Simley High School to promote the course.

Free Summer Tennis Jam
Check out the great sport of tennis at this fun-filled free event. Learn the basics of the sport and learn about all of our great summer tennis programs. The event is Saturday, May 30 from 12:45-1:45pm. at Simley High School tennis courts.

Huck Finn Fishing Derby
Our third annual fishing derby will be held on June 5 from 6:30-8 p.m. at Simley Island Pond. We will have casting competitions, contests and more. Each participant will receive a fishing goodie bag. Cost is $5 per participant. For more information visit www.funatthegrove.com

Salem Hills Mountain Bike Course Trail Work
Recreation and Parks have been working with Minnesota Off-Road Cyclists (MORC) on getting some trail work done to address some issues. The City and MORC will be contracting with Trail Source to work on the trails this summer. MORC has also identified a trail steward for the course which will assist us in maintaining areas of the trail our parks staff cannot get to.

MN Twins Community Grants Received
Staff received noticed that we were awarded a $5,000 matching grant for the Rich Valley dugout cover project. The Recreation Division also received a $2,000 coaching grant to

help encourage high school and college students to coach in our Little Spartans softball program.

Parks and Recreation Offices Get a Facelift
The Parks and Recreation offices received a fresh coat of paint, carpet and new office furniture in April. The new changes have provided a better work environment and also provided a better and more professional location for staff to meet with the public.

Rock Island Swing Bridge Trailhead Grand Opening
Staff has been jointly planning in partnership with Dakota County Parks the grand opening for the new County trailhead facility. The grant opening is scheduled for Thursday, June 18 from 5-8pm. Commissioners will be receiving an invitation from the County for the event.

National Trails Day Event
The Recreation Division will be hosting an event at Harmon Park Reserve on Saturday, June 6 @ 10am to celebrate National Trails Day! The event will consist of a short walk on our mountain bike course, refreshments and a prize giveaway.

REI also plans to celebrate National Trails Day at our site by doing some volunteer work on the trail.

Veterans Memorial Community Center

It's Kids R.O.C.K Time
Our amazing summer program held at the community center is back again! The program is open to kids ages 5-12 and offers the opportunity for kids to enjoy the amenities of the community center, field trips, games, crafts, special guests, hands-on activities and more. Youth may attend 3-5 days a week from June 8-August 28. For more information visit www.funatthegrove.com

Aquatic & Fitness Front Desk Remodeled
The remodeling of the Grove Aquatic & Fitness Center front desk and lifeguard office areas were completed in March. The improvements will allow us to serve our members, guests and staff better. The improvements have been well received by our users.

Pool Timing System
A sub-committee has been formed to discuss options for the pool timing system. The system has experienced various issues over the last few years. The committee consists of City staff, School District personnel, the Simley High School swim coaches and representatives from the Simley Swim Booster Club. The first meeting will occur in May.

Summer Learn to Skate Lessons

After a successful Ice Show, the skating fun continues with summer lessons starting June 9-25 on Tuesday and Thursday evenings. The second session during the summer begins in August.

Summer Swimming

In addition to our slate of summer lesson offerings, there are also a number of pool specials being held during the summer. Information on these can be found online at www.funatthegrove.com

AGENDA ITEM 10

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

Commission Comments

Meeting Date:	May 13, 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.