

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, February 10, 2016
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
 - A. Inver Wood Golf Course Preview - Matt
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
 - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
 - C. Follow us on Twitter at @IGHParks
 - D. Next Meeting; March 9, 2016 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 January 13, 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. Discuss Establishment of a Dog Park
 - B. Consider Approval of Contract with Disc Golf Course Provider
 - C. Adopt 2016 Park Commission Work Plan
 - D. Approve Rich Valley Potable Water Well
 - E. Approve Portable Toilet Contract
 - F. Approve Inver Wood Golf Course Project
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. 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, January 13, 2016**

1. CALL TO ORDER:

Chair Eiden called the January 13, 2016 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Vice Chair Mark Freer; Commissioners: Willie Krech, Deb Tix, Kathryn Bauer, Patrick Farley, Kevin Sethre, and Joe Boehmer

Parks and Recreation Director Eric Carlson

Absent: Recording Clerk Sheri Yourczek

Chair Eiden asked if they were looking into filling the open position before May?

Park and Recreation Director Eric Carlson responded the City is actively seeking people interested in vacancies on various Commissions. If anyone watching tonight is interested in becoming a part of one of the Cities Advisory Commission's he encourages them to go to our website, download the application, fill it out, and then Staff and the Mayor will take it from there.

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. Find us on Facebook at Inver Grove Heights Parks & Recreation

C. Follow us on Twitter at @IGH Parks

D. Next Meeting: February 10, 2016. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of November 18, 2015

Motion by Commissioner Krech to approve the Consent Agenda as presented. Seconded by Commissioner Tix .

Aye: 8

Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Park Dedication Requirements for Eternity Homes LLC – Case NO 15-47SV

Director Carlson stated Eternity Homes has proposed to develop property north of Skyview Park between Dawn and Craig Avenue. They are proposing a 23 lot single family subdivision. Due to the fact that we do not see a need for additional parkland in the area, we are recommending the developer pay cash dedication of \$65,550.00. Our 2011 Trail Gap Plan does not see a need for trails in the area. Tree Preservation states if there are trees that are going to be removed we recommend the City Council follow the tree preservation ordinance. As far as a landscape plan we wouldn't want to see the developer plant Ash trees in any of the new lots given the Emerald Ash Borer infestation in the area.

Motion by Commissioner Krech to approve as presented. Seconded by Commissioner Bauer.

Aye: 8

Nay: 0 Motion carried.

B. Consider Park Dedication Requirements for Blackstone Highlands – Case NO 15-38PUD

Director Carlson stated this dedication is for Blackstone Highlands located in the northwest area by Argenta Trail and 70th Street. This is planned to be a 40 lot subdivision. The northwest area park and trail plan is not indicating a need for a park in the area as a park will be located on the other side of Argenta Trail. We are recommending cash dedication for \$111,150.00. With regards to sidewalks and trails, the Mendota/Lebanon Greenway is being constructed to run through the area. We are proposing the developer construct a trail to link to the Regional Greenway. Unfortunately only part of the trail can be built for now; the rest of it would be finished in the future.

Vice Chair Freer asked if the Greenway is set as it is, or can it be changed?

Director Carlson said it has been approved. We are waiting on the Joint Powers Agreement from the County. Once we have that, we will give notice to the contractor to do construction on the trail itself.

Commissioner Sethre asked if the access trail would be part of an easement agreement with the developer?

Director Carlson responded the access trail would be in a City owned outlot, but the developer is required to build the trail. He believes the trail itself is on City property, but if not the City would have a trail easement in the outlot.

Motion by Commissioner Krech to approve as presented.

Commissioner Boehmer asked if there was a sidewalk that comes out to the road?

Director Carlson believed there was a sidewalk located in two locations along the road.

Motion seconded by Commissioner Boehmer.

Aye: 8

Nay: 0 Motion carried.

C. Establish Work Study Session to Discuss 2016 Park Commission Work Plan

Director Carlson suggested that after this meeting is over they adjourn into a work study session and talk about establishing a work plan and a set of goals for 2016. We will bring back that plan to our meeting in February.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson wanted to go through a power point presentation in reference to a Greenway project that the City is working on along with Dakota County and some partners. This is in regards to the Rich Valley Greenway Master Plan.

Dakota County adopted a Greenway Plan a number of years ago. There are a number of Greenways in the County to connect the Community to a number of places of interest. One of the Greenways we are talking about tonight is referred to as the Rich Valley Greenway.

The County Greenway vision includes having a recreation component, transportation, and they will use it to improve habitat for wildlife, and water quality. Part of this is in the City of Eagan, with the other part in the City of Inver Grove Heights.

As part of the Master Planning Process is they are hoping to have the Greenway designated as a Regional Trail so they can seek funding from the Met Council and the State of Minnesota.

City Staff will be part of the planning process with regards to how the plans could impact any plans the City has. The City Council and the Park Commission would review it and make a recommendation just like we did for the Mendota/Lebanon Regional Greenway.

Trail alignment has not been decided yet. They are looking at several options. An example follows:

One would be Highway 3, and then the Inver Grove Heights/ Eagan border and Cliff Road. There are a couple of different options, whether it could start at Lebanon Hills Regional Park, or further north, by a power line easement, then it could connect to Trapp Farm Park development. They need to figure out how to get across Highway 3 into Inver Grove Heights. The goal is to ultimately connect somewhere along the Mississippi River Regional Trail. Right now we are collecting data and looking at analysis. There will be an Open House in February to introduce the plan and gather feedback. In April and May they would Draft the Master Plan for completion and review and have another Open House after the County has refined the plan a bit. Their goal is to have a final Master Plan in May/June.

This is a Dakota County project, not a City one, but we are a partner in the project and we are participating in the process.

Chair Eiden asked if the County is going to try to get input from all of the Communities that have Greenway's projected and then look at Master Plans? Will they be doing this in some kind of order?

Director Carlson responded while the Mississippi River Regional Trail is a Greenway, that planning was done long before they came up with this vision. The Mendota/Lebanon Hills Greenway is a part of this vision and was a planning process they went through. It has been approved by the Met Council. They are looking to get land control to actually build it. We are building that in the Blackstone Vista. The next one they are working on is the Rich Valley Greenway. After that is done they will work on the next one.

Commissioner Sethre asked where this is advertised?

Director Carlson responded that Dakota County is completely responsible for the process. They will end up setting up the meetings, locations, meeting dates and times. They will work around City meetings, etc.

Commissioner Farley asked what the approximate cost of our share was?

Director Carlson responded that there isn't a direct cost to the City of Inver Grove Heights. Through the development process we negotiate with the developer, and then we work it out with them to have that happen. We didn't give up any park dedication nor spend money to construct a trail.

Director Carlson stated he didn't have anything further to share. Due to the Holiday's he didn't have a prepared report to share at this time.

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

Chair Eiden stated he had promised the Commissioners a guide path. The next thing would be to develop a session to talk about that. Some ideas would be what the plan should accomplish, as well as some criteria and rules that should go into planning as to what the park plan is. He will work with Director Carlson to set up a meeting.

C. Update on Dog Park Sub-Committee

Director Carlson stated the group of resident volunteers had a meeting last night. They are planning on addressing the Commission at the February 10th meeting. They are trying to see who is interested in being a part of the process, if there is enough interest in the Community to warrant a dog park and push forward, or if there isn't there enough interest and to perhaps push it to the back burner for now.

10. COMMISSION COMMENTS:

Vice Chair Freer appreciated Chair Eiden struggling through the meeting tonight as half the Commission has colds.

Commissioner Farley had no comment.

Commissioner Boehmer wished everyone a Happy New Year. Make it a good one.

Commissioner Bauer had no comment.

Commissioner Tix had no comment.

Commissioner Sethre had no comment.

Commissioner Krech had no comment.

Chair Eiden commented there are a number of things going on and we would like you to participate if possible. You are always invited to our meetings in regards to Parks and Recreation. He wishes this Commission a prosperous and busy New Year.

11. ADJOURN

Motion by Vice Chair Freer to adjourn the meeting at 7:27 p.m. Seconded by Commissioner Farley.

Aye: 8

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Discuss Establishment of a Dog Park

Meeting Date: February 10, 2016
 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

The Commission is encouraged to discuss the desire of the community related to the establishment of an off-leash dog park in Inver Grove Heights.

SUMMARY

The City has been discussing the merits of an off-leash dog park over the last several years. In the spring of 2015, the City sent a web based survey to over 2,000 email addresses and received responses from approximately 700 Inver Grove Heights residents that own a least one dog. Approximately 400 respondents indicated that they would utilize a dog park at least weekly and about 300 of those indicated they would be willing to pay at least \$16 annually to help with operations.

A group of resident volunteers interested in a dog park has been meeting over the last few months attempting to build support for a dog park. The group has collected names of people interested in a dog park and has invited them to the meeting tonight to show their support. The purpose of the meeting this evening is to review a short presentation on items related to the establishment of a dog park, listen to feedback from residents, and provide staff with direction. Depending on the outcome of the meeting, a discussion with the City Council at the March 7th Work Study Session is preliminarily scheduled.

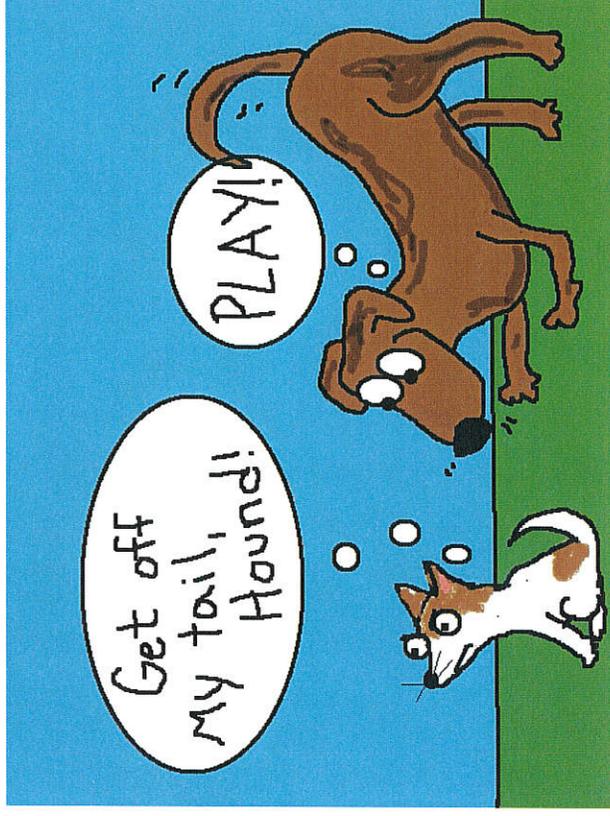
OFF-LEASH DOG PARK

Park & Recreation Commission Meeting

February 10, 2016

Agenda

- Introductions
- Off-Leash History
- Review Survey Results
- Dog Park Investment(s)
- Potential Location(s)
- Partnership Opportunities
- Questions



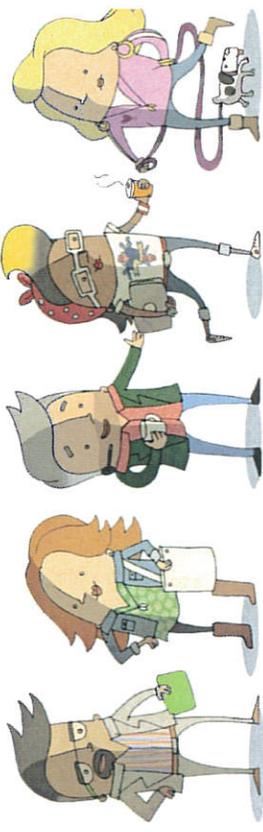
Off-Leash Dog Park History

- Park Commission began discussions in 2009
- Proposed River Heights Park 2010 – met with neighborhood objections
- Consider multiple sites within the City
- Some interest in an off-leash area



Off-Leash Dog Park Survey

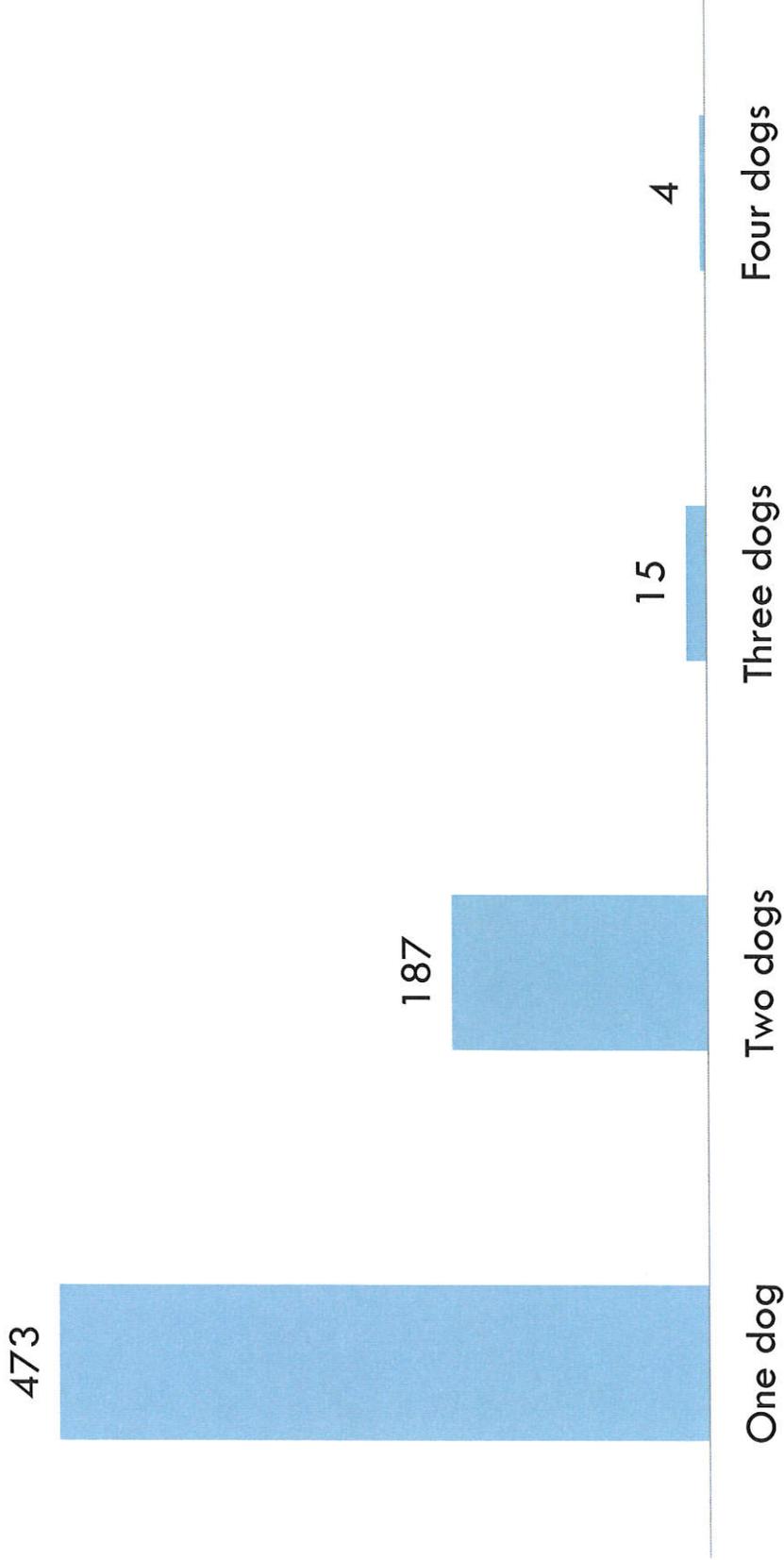
- Survey Monkey
 - Email (1,000+)
 - Dog license holders (1,000+)
 - Website
 - Facebook
 - Twitter
- 700 responses
 - IGH residents
 - Dog owners



Dog Ownership



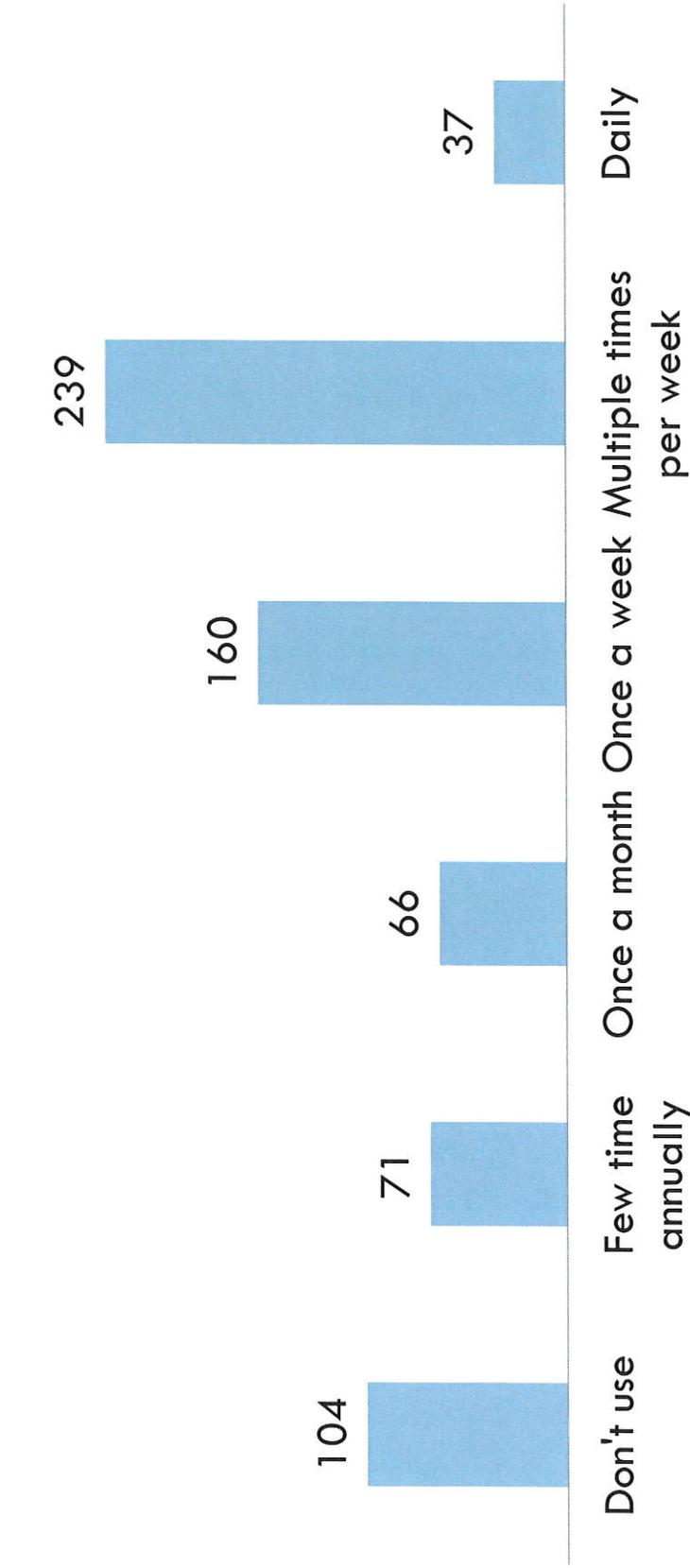
679 Total Responses



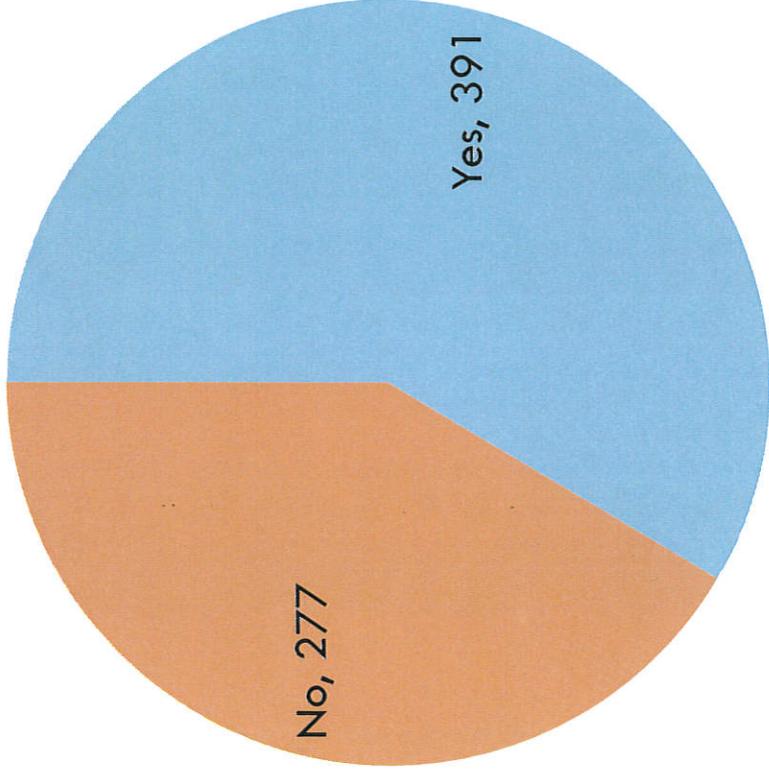
How often would you visit



Total Responses

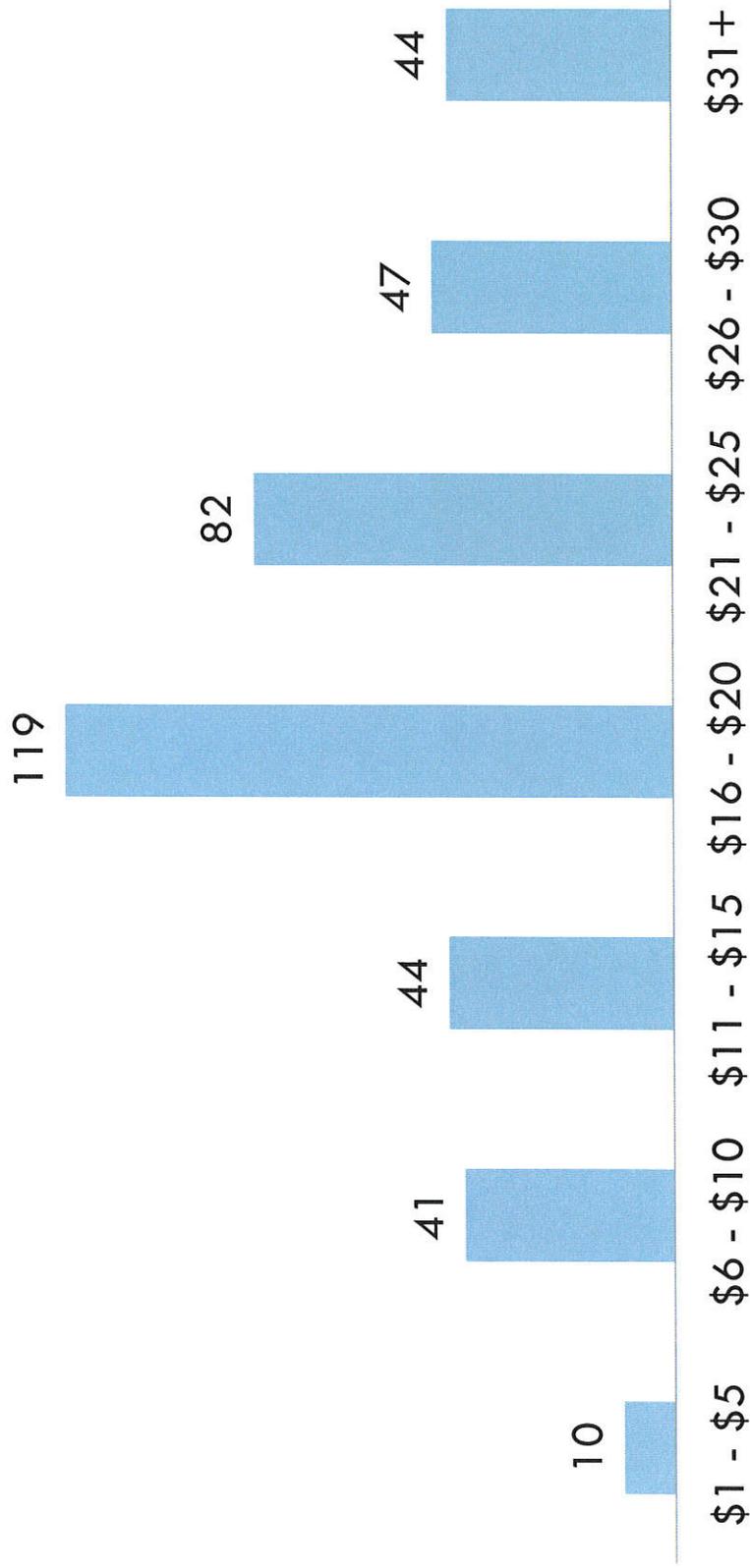


Would you be willing to pay an annual
fee

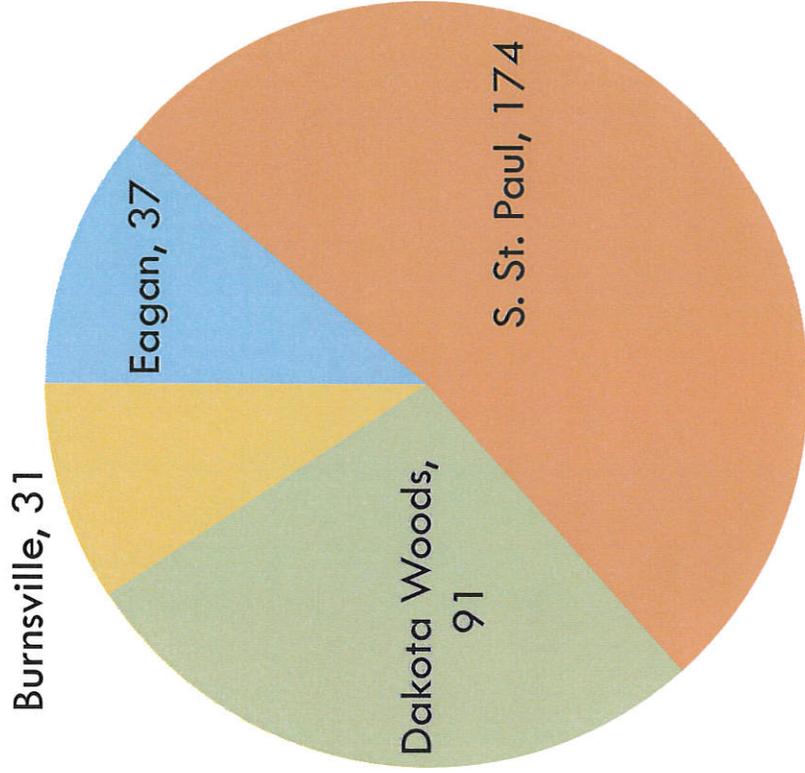


How much would you be willing to pay annually

387 Total Responses



Do you visit other dog parks



Survey Summary

- 700 responses – IGH residents dog owners
- Approximately 400 people would use an off-leash dog park at least weekly
- Approximately 300 people would be willing to pay \$16 or more annually to use an off-leash dog park
- Off-leash area should be a dog park (6+ acres)

Components of a Successful Dog Park



- ❑ 6+ acre area
- ❑ Fenced Area
- ❑ Trees/Rolling Terrain
- ❑ On-site Parking
- ❑ Potable Water
- ❑ Security Lighting
- ❑ Site amenities (trash, benches, etc)

Probable Dog Park Development Investment

Item	Description	Probable Investment
Parking	Off-street (10-15 cars)	TBD
Fencing	Welded wire (2,000 lineal feet x \$20/ft)	\$40,000
Lighting	Solar powered poles (parking/trail)	\$15,000
Water	City water source	\$10,000
Site amenities	Benches, trash, fountains, trees, woodchip trail, signage	\$10,000
Total		\$75,000

Probable Annual Operating Cost

Activity	Description	Probable Cost
Mowing	26 weeks x 3 hours x \$28.00	\$2,200
Trash Removal (summer)	32 weeks x 7.5 hours x \$17.00	\$4,100
Trash Removal (winter)	20 weeks x 4 hours x \$39.00	\$3,200
Miscellaneous staff time	52 weeks x 3 hours per week x \$28.00	\$4,400
Dog poop bags	2 cases per year	\$1,000
Miscellaneous	Fence, bench, trash can, tables, parking lot, signage, lighting etc.	\$3,800
Portable Toilet	52 weeks x \$103/month	\$1,300
Total		\$20,000

Probable Revenue

Category	Description	Probable Revenue
Annual Passes	300 x \$20	\$6,000
Daily Passes	100 x \$5	\$500
Donations		\$1,500
Total		\$8,000

Partnership with the City

City Provide

- Location
- Finance Improvements
- Maintenance assistance
- Insurance
- Operations coordination

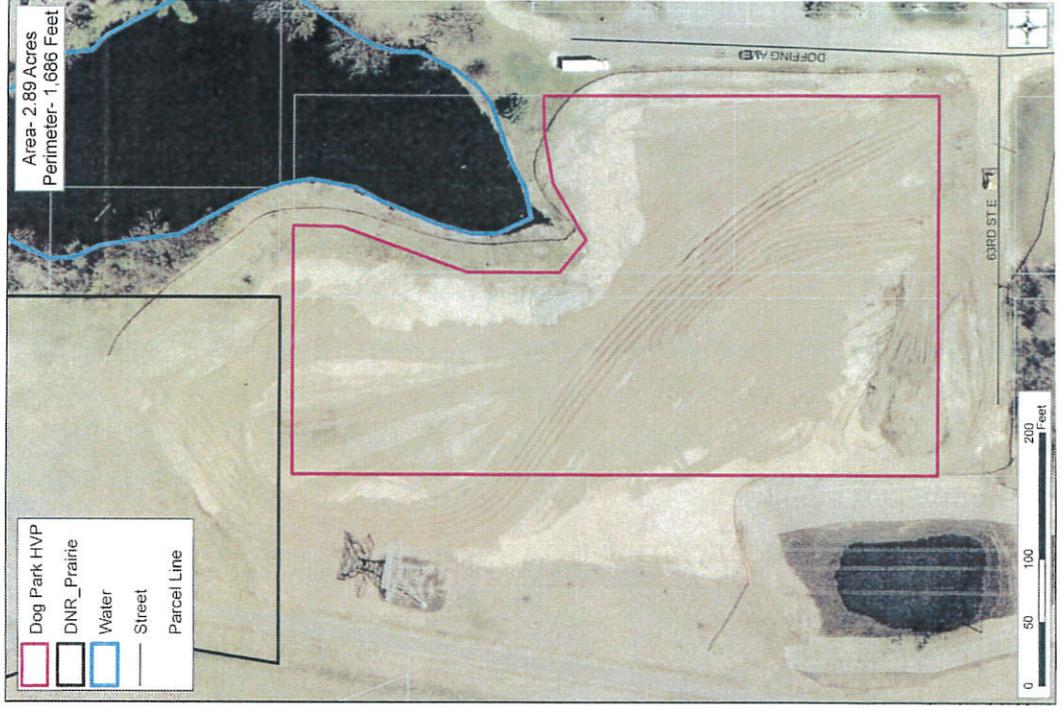
Dog Park Group Provide

- Involvement in location and design process
- Raise funds and write grants to donate \$xx,xxx for site development
- Friends group to assist with maintenance and operations

Heritage Village Park 10.6 Acres



Heritage Village Park 2.89 Acres



8195 Babcock Trl E 3.86 Acres



Questions for Consideration

- Is there appropriate public support for a dog park?
- What is the correct site/design and do we have a location that works?
- Do volunteers have a financial requirement for the initial investment, if so what is it?
- Do volunteers have a in-kind requirement once the dog park is operating?

January 21, 2016

Parks & Recreation Advisory Commissioners
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Commissioners:

We have lived in Inver Grove Heights for nearly 20 years and our family is a frequent user of the wonderful parks in our city. We would also like an off-leash dog park available so we could have yet another opportunity to enjoy the outdoors in our area. Dog parks provide opportunities for dog owners and their pets to play, run, and socialize in the great outdoors. New connections and friendships often develop among community members who frequent dog parks. Having a dog park nearby would encourage me to become a regular park visitor. Our dog, Abby, would also greatly appreciate the opportunity!

Sincerely,



Paul Brown

January 21, 2016

Parks & Recreation Advisory Commissioners
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Commissioners:

We have lived in Inver Grove Heights for nearly 20 years and our family is a frequent user of the wonderful parks in our city. We would also like an off-leash dog park available so we could have yet another opportunity to enjoy the outdoors in our area. Dog parks provide opportunities for dog owners and their pets to play, run, and socialize in the great outdoors. New connections and friendships often develop among community members who frequent dog parks. Having a dog park nearby would encourage me to become a regular park visitor. Our dog, Abby, would also greatly appreciate the opportunity!

Sincerely,

A handwritten signature in blue ink, appearing to read "Nanci R", with a long horizontal flourish extending to the right.

Nanci Brown

Eric Carlson

From: Gary Lothenbach [glothenbach@gmail.com]
Sent: Monday, February 01, 2016 9:51 AM
To: Eric Carlson
Cc: dawn; Sarah Tormoen; margieann2010@live.com; williams_laura23@yahoo.com; dheesch@usfamily.com; Jamie Abraham (JuxtaPhotos); Carol N; Jennifer Godfrey; Brian Fier; oursplitwindow@comcast.net; mknopik@comcast.net; Connie Siebers; Corina Paulson; gloria fier; Ami Heesch; Paul Brown
Subject: Re: dog park meeting Jan. 12th

Although this is a dog park meeting to put things into perspective how about including this same kind of cost break down for some of the existing parks in the city. Perhaps a good example would be the cost of maintaining Skyview and Oakwood skating rinks. An estimated cost per use would certainly put a dog park into a good light. I don't fully understand what costs were included in the development of the park, but in our previous conversations I have stated that I would be responsible for erection of all structures and/or placement of benches etc.. Thank You for your involvement in this whole procedure.

On Wed, Jan 13, 2016 at 3:36 PM, Eric Carlson <ecarlson@invergroveheights.org> wrote:

All

Here is a draft copy of a presentation I put together.....please review and feel free to make any comments or suggestions you feel are necessary.....I am really sorry that we mixed up our signals regarding the meeting last night...Carol and I discussed me presenting this and those of you in the audience answering questions and making statements to the Commission....but if someone wants to present or if you don't like the message in the presentation feel free to change the message and present it on your own (I will not be offended)....it is important that you feel that the message is yours.

Eric

From: dawn [mailto:dawn@vorderbruggen.com]
Sent: Wednesday, January 13, 2016 9:12 AM
To: Sarah Tormoen; margieann2010@live.com; williams_laura23@yahoo.com; dheesch@usfamily.com; Eric Carlson; Jamie Abraham (JuxtaPhotos); Carol N; Jennifer Godfrey; Brian Fier; oursplitwindow@comcast.net; mknopik@comcast.net; Connie Siebers; Corina Paulson; gloria fier; glothenbach@gmail.com; Ami Heesch; Paul Brown
Subject: RE: dog park meeting Jan. 12th

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Renewal of North Valley Disc Golf Operations Agreement with Municipal Disc Management

Meeting Date: February 10, 2016
 Item Type: Regular Agenda
 Contact: Tracy Petersen – 651.450.2588
 Prepared by: Tracy Petersen
 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

Consider renewal of North Valley Disc Golf Operations Agreement with Municipal Disc Management (MDM)

SUMMARY

In 2015, Municipal Disc Management (MDM) operated a mobile sales unit at the North Valley Park disc golf course. The vendor sold daily and annual passes, some concessions, disc golf product and provided an on-course presence at the site seven (7) days a week. Prior to 2015 Fairway Flyerz Discs, Inc. provided the same types of services from 2011-2014.

The change in vendor and management of the facility was very well received last year both by staff and users of the facility. Municipal Disc Management (MDM) not only provided better customer service and add-on value to the players through contests, handicap tracking, etc. but was also able to provide the City with an overall better revenue sharing plan.

The contract for 2016 would continue to provide the following services:

- Length of season would be May 1 through the end of September
- Youth ages 17 and under would be free; ages 18 and over would pay in full
- Revenue split would be City 60%/MDM 40%
- Provide ability for players to track handicap through optional membership
- Provide access to rental discs with paid admission
- Situate mobile sales unit so have the ability to sell concessions to park users utilizing fields for baseball, softball and soccer
- Maintains disc golf partnership the City has with South St. Paul's Kaposia disc golf course and the shared pass program
- Provide for opportunity to partner with City on youth workshop and leagues

Continued Benefits of Mobile Sales Unit:

- Continued presence of a vendor reduces vandalism, litter and unwanted behavior at the park
- Provides for an additional set of eyes and ears to identify maintenance issues
- Generates some general fund money for the Recreation fund
- Provides ability to provide better disc golf experience through added course improvements, knowledge and education

YEAR	Length of Season	Age Restrictions	Revenue Sharing	Revenue Received by City
2013	Mid May-Labor Day	14 & Under free; discount of \$2 on daily rate with valid high school ID	City 20%/Fairway Flyerz, Inc. 80%	\$2,377.66
2014	Mid May-Labor Day	14 & Under free; discount of \$2 on daily rate with valid high school ID	City 20%/Fairway Flyerz, Inc. 80%	\$1,290.17
2015	May 1-end of September	Ages 17 & under free; 18 & over pay in full	City 60%/MDM 40%	\$7,675.13

Staff recommends renewing a one (1) year agreement with Municipal Disc Management (MDM) for the 2016 season.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Adopt 2016 Park Commission Work Plan

Meeting Date: February 10, 2016
 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 Commission is asked to adopt the 2016 Work Plan as outlined below.

SUMMARY

The Park and Recreation Commission met in a Work Study Session on Wednesday, January 13, 2016 to discuss the development of a Work Plan for the Commission to focus their efforts on in 2016. Items that were discussed include:

- Development of Alternative Funding Sources
- Dog Park
- South Valley Park Master Plan
- Playground Replacement Plan
- Inver Wood Golf Course Project
- VMCC/Gove Splash Pool Project
- Short/Long Term Staffing Needs
- Outdoor Ice Rink Plan
- NW Area Park Land/Development
- Park and Recreation System Plan
- Heritage Village Park
- Capital Asset Replacement Plan
- Trail Gaps

After some lengthy conversation, the Commission established the following areas to concentrate on in 2016:

2016 Inver Grove Heights Park & Recreation Commission Work Plan

- Development of Alternative Funding Sources
- South Valley Park Master Plan
- Short/Long Term Staffing Needs
- Park and Recreation System Plan
- NW Area Park Planning

The Commission is asked to adopt the 2016 Work Plan listed above or modify it prior to its adoption.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Approve Rich Valley Potable Water Well

Meeting Date: February 10, 2016
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Joe Hawkins/Brian Swoboda

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 Commission is asked to approved hiring Keys Well Drilling in an amount of \$69,715 and establish a project budget not to exceed \$90,000 to drill a new 4” well at Rich Valley Park that will serve the parks potable water needs. The project will be funded by the Parks Capital Replacement Fund (Fund 444).

SUMMARY

Rich Valley Park serves the City of Inver Grove Heights as our premier athletic complex. Over the course of the spring/summer/fall thousands of people enjoy the park for baseball, softball, soccer, and general park activity. The park is not served by City water and sewer but instead has three wells and two septic system(s). For a number of years an 8” well has served the potable water needs of the facility. Over last few years, this 8” well has created a number of issues related to water quality for our customers.

Park staff along with Utility staff investigated our options and is recommending installation of a new 4” well that would be approximately 425’ deep and should provide a better water source for park users. We received two quotes as follows:

Keys Well Drilling Company	\$69,715
Bergerson Caswell Inc.	\$82,550

Staff is recommending we hire Keys Well Drilling to complete the project. Not included in the quotes is site restoration which will be addressed by staff and a paving contractor. The project would be funded by the Parks Capital Replacement Fund (Fund 444).

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Approve Portable Toilet Contract

Meeting Date: February 10, 2016
 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 a 3-year contract with Nature Calls which will be effective April 1, 2016 – March 31, 2019. Pricing is listed below.

SUMMARY

Staff received pricing for portable toilets for a three-year period which will be effective April 1, 2016 – March 31, 2019. Quotes are as follows:

	Nature Calls	Biffs
Standard Unit/month	\$58	\$62.50
Handicap Unit/month	\$169	\$160
Twice weekly service/unit/month	\$45	\$58.50

Annually we spend approximately \$13,000 on portable toilet service for our Parks and Recreation system.

**CITY OF INVER GROVE HEIGHTS
PORTABLE RESTROOM FACILITIES**

<u>PARK SITE</u>	<u>#UNITS</u>	<u>SERVICE</u>	<u>LOCATION</u>	<u>DATES FOR 2016</u>
Ernster Park 7750 Dickman Trl.	1	1x/week	By light pole	04/18/16 – 10/14/16
Southern Lakes Park 10810 Alison Way	1	1x/week	Pole by backstop	04/18/16 – 10/14/16
Groveland Park 1990 46 th St.	1	1x/week	Parking lot east end	04/18/16 – 10/14/16
North Valley Park 2800 70 th St.	1	1x/week	In concrete enclosure by tennis courts	04/18/16 – 10/14/16
	1		Lower lot SE corner	
Oakwood Park 3534 78 th St.	1	1x/week	Parking lot light pole	04/18/16 – 10/14/16
Rich Valley Park 1741 105 th St.	1	2x/week	By tennis courts & playground parking lot	04/18/16 – 10/14/16
	2	2x/week	Soccer lot by dumpster enclosure	04/18/16 – 10/14/16
	2	2x/week	Between fields 6 and 9	04/18/16 – 10/14/16
	2	2x/week	1-4 Pinwheel	04/18/16 – 10/14/16
Salem Hills Park 1642 Upper 55 th St.	1	1x/week	By posts south of parking lot	04/18/16 – 10/14/16
Skyview Park 6765 Dawn Ave.	2	1x/week	Between trees west of shelter	04/18/16 – 10/14/16
South Valley Park 2810 70 th St.	1reg	2x/week	Concrete enclosure in parking lot	04/18/16 – 10/14/16
	1 ADA	2x/week	NW corner of parking lot	
Skate Park 8190 Babcock Trl.	1	1x/week	By green irrigation box on concrete slab	04/18/16 – 10/14/16
Sleepy Hollow Park 3645 85 th Street E.	1	1x/week	By playground	04/18/16 – 10/14/16
Lions Park 2423 65 th St. E.	1	1x/week	By picnic shelter	04/18/16 – 12/30/16
Rock Island Swing Bridge 4465 66 th Street	1	1x/week	By Picnic shelter	04/18/16 – 10/14/16
<u>WINTER SITES</u>				
South Valley Park 2810 70 th St.	1	2x/week	Concrete enclosure in parking lot	10/14/16 – 04/15/17
Lions Park 2423 65 th St. E.	1	1x/week	By picnic shelter	10/14/16 – 04/15/17
Salem Hills – Mountain Bike 1642 Upper Street E.	1	1x/week	By posts south of parking lot	10/14/16 – 04/15/17

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Approve Inver Wood Golf Course Project

Meeting Date: February 10, 2016
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Joe Lynch/Kristi Smith
 Matt Moynihan/Joel Metz

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 Commission is asked to approve the 2016 Inver Wood Golf Course Improvement project and award a bid to Duinick Golf in the amount of \$2,195,700 and establish a project budget of \$2,486,700. The project shall be funded with \$1,000,000 from the Host Community Fund and \$1,486,700 from Golf Course revenues. The recommended project includes:

Items	Description	Amount
Course and Driving Range improvements	Bunker work and driving range improvements	\$954,000
Installation of a Toro irrigation system	HDPE pipe and Toro parts/controllers	\$1,130,000
Alternate 2	City staff to remove trees	(\$3,000)
Alternate 9	Add flexible irrigation heads	\$16,700
Alternate 10	Add irrigation around clubhouse and entrance to property along 70 th	\$98,000
Sub Total	Contract with Duinick Golf	\$2,195,700
Topsoil	City purchase topsoil	\$75,000
Move electrical service/irrigation pump	City coordinate with Xcel/Pump Contractor	\$20,000
SWPPP/Storm Water Items	City staff coordinate	\$60,000
Architect	Contract administration/field observation/inspection	\$26,000
Miscellaneous	Ball dispenser/miscellaneous trees	\$35,000
Contingency	3% of project total	\$75,000
Project Total		\$2,486,700

SUMMARY

Inver Wood Golf Course opened to the public in 1992 making the property and the improvements to the course in excess of 25 years old. Over the history of the course, Inver Wood has provided many opportunities for the community to enjoy the game of golf, take a lesson, participate in a league, raise money for the BEST Foundation, and has provided for over 1,300,000 rounds of golf.

In 2014, the Park Commission and City Council reviewed the management structure and operations of Inver Wood Golf Course. At the conclusion of the process the Commission and Council adopted the following recommendations:

- Continue to operate Inver Wood with existing city staff
- Introduce new ideas to increase revenue at the course
- Generate positive operating revenue of 11% over operating expenses and use excess revenue to fund small capital needs of Inver Wood
- Develop a capital improvement financing plan for large capital projects of the golf course that are needed to keep Inver Wood as a viable golf asset

In May 2015 the Council approved hiring Norby Golf and EC Design to prepare a preliminary plan for the above mentioned projects. In October 2015 the Council authorized the preparation of plans and specifications for bid. On Friday, January 22, 2016 the City opened bids for the project and the results were as follows:

	Bunkers & Range	Rainbird Irrigation	Toro Irrigation
Duininck Golf	954,000	1,220,000	1,130,000
Landscape Unlimited	1,329,573	1,338,000	1,264,900
Golf Creations	1,053,100	1,836,700	1,771,770

In addition to the base bids above, contractors responded to requests for add/alternates as follows:

	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
Duininck Golf	-50,000	-3,000	-183,500	-395,000	-7,500
Landscape Unlimited	-33,500	-10,000	-197,500	-625,000	-15,050
Golf Creations	-18,200	-6,300	-202,000	-539,680	-9,900

	Alt 6	Alt 7	Alt 8	Alt 9	Alt 10
Duininck Golf	-32,000	-28,000	-4,000	16,700	98,000
Landscape Unlimited	-34,000	-72,500	-5,500	18,600	76,000
Golf Creations	-36,540	-39,500	-4,500	17,380	95,700

- | | |
|--------------|--|
| Alternate 1 | Eliminate driving range target greens and bunkers |
| Alternate 2 | Eliminate existing trees on driving range |
| Alternate 3 | Eliminate 50' safety netting on driving range |
| Alternate 4 | Eliminate all work on driving range |
| Alternate 5 | Eliminate 17 th tee modifications |
| Alternate 6 | Eliminate putting green surround heads |
| Alternate 7 | Eliminate 9-hole Executive Course bunker work |
| Alternate 8 | Use single conductor wire |
| Alternate 9 | Toro flex head in lieu of specified sprinkler |
| Alternate 10 | Irrigation around clubhouse and area along 70 th Street |

Irrigation

The existing irrigation technology at Inver Wood is no longer supported in the industry and much of the underground infrastructure is causing increased maintenance costs due to brittle pipe and defective valves.

New technology in irrigation systems will not only bring Inver Wood's system up to date, but will also lower maintenance costs. New "best practices" in golf course irrigation will be utilized to provide for less water to be used which in turn acts as a natural resource conservation measure.

Bunkers

Inver Wood has 66 bunkers all of which have outlived their 10-15 year useful life. The proposed bunker work will:

- Remove bunkers that are not needed reducing overall maintenance costs and speeding up play
- Resizing bunkers to reduce maintenance costs and provide for an improved player's experience
- Incorporate irrigation improvements along with EC Design while improving drainage issues

Driving Range

With the technological advancement in golf equipment, many golfers using the Inver Wood driving range are capable of driving a golf ball outside of the current boundary nets. The main issues at the driving range include:

- The existing grass tee is large enough to support practice, however, the increase in golf technology has reduced the useable size of the grass tee area due to safety reasons
- With golfers using a smaller grass tee area, golf course maintenance staff cannot keep the turf in acceptable condition for golfers to practice from
- Golf course management is forced to use the artificial mat line for practice which is not what customers want, which has decreased the revenue generated at the driving range

An improved driving range will increase customer satisfaction and provide for safer conditions for golfers, motorists, pedestrians, and adjacent property owners. Inver Wood's driving range generates approximately \$100,000 annually. With an improved/enlarged driving range natural grass tee area, the revenue generated by the range should increase by an estimated \$25,000 - \$50,000 annually (net of expenses) helping to generate additional revenue to pay for operations and capital investments at Inver Wood.

Project Financing

Recommended funding of the \$2,486,700 project is as follows:

- City to pay for initial investment with a interest free loan from the Capital Equipment Fund
- Host Community Fund will pay \$100,000/year for 10-years for a total of \$1,000,000 back to the Capital Equipment Fund
- Inver Wood golf revenue will pay \$59,468/year for 25-years for a total of \$1,486,700 back to the Capital Equipment Fund

The Golf Course Sub-Committee met on Tuesday, February 2nd, and is recommending approval.

Inver Wood Golf Course

2016 Improvement Projects

Irrigation – Golf Course (Bunkers) - Driving Range
Park & Recreation Commission
February 10, 2016

City Mission/Values

The City Mission:

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 City Values:

- Ethical decisions by doing the right thing
- Engaged people by delivering collaborative results
- Excellence by setting high standards and exceeding expectations

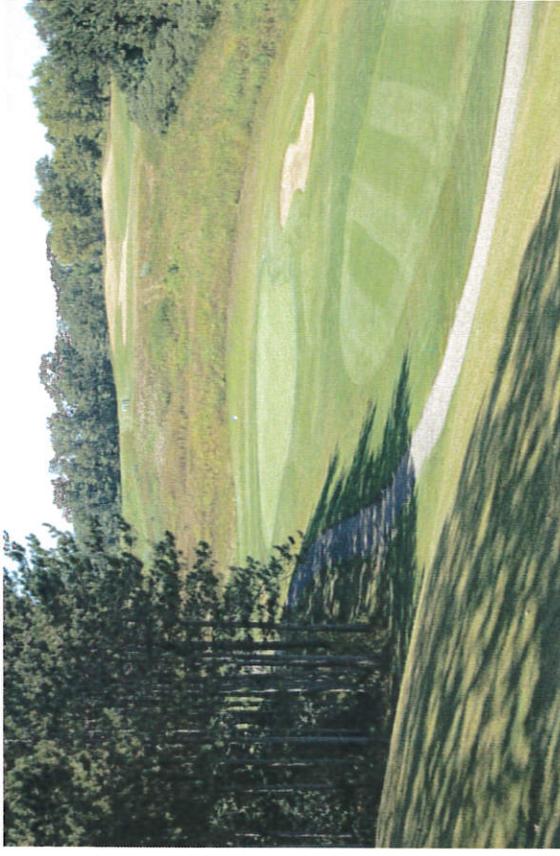
Framing Decisions:

- Ability to remain fiscally stable
- Improve or stabilize operational efficiencies
- Improve customer service
- Staying attentive to our regulatory environment



Brief History

- Inver Wood opened 1992
 - 18-hole Championship
 - 9-hole Executive
 - 18-hole Foot Golf
 - 40-station Practice Range
- Improvements are 25+ years old
- 1,300,000 + rounds of golf played



Inver Wood Community Asset

Recreational	A game for all ages and individuals – Youth, Adults, Families, and Seniors
Social	Provides regular social interaction for a large variety of people
Economic	An additional means to attract community development and increase property values
Environmental	Green space protected and conserved



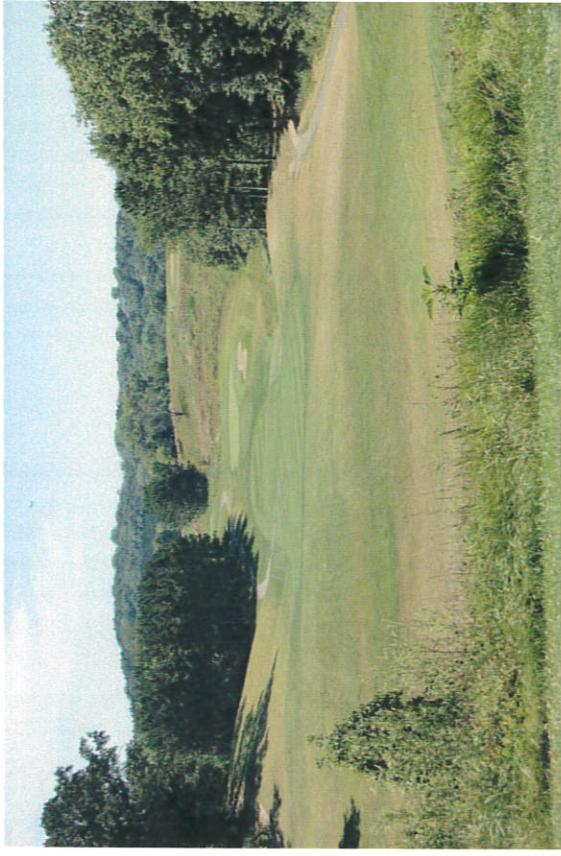
Golf Course Improvements

- Reduce number of bunkers on the course speeding up play
- New bunkers easier to maintain allowing maintenance staff to improve course
- Increase the size of tee box on Championship Hole #17



Irrigation System

- Existing irrigation system is not supported in the industry
- 40-50 issues annually increasing maintenance costs
- Critical to the success and viability of the golf course



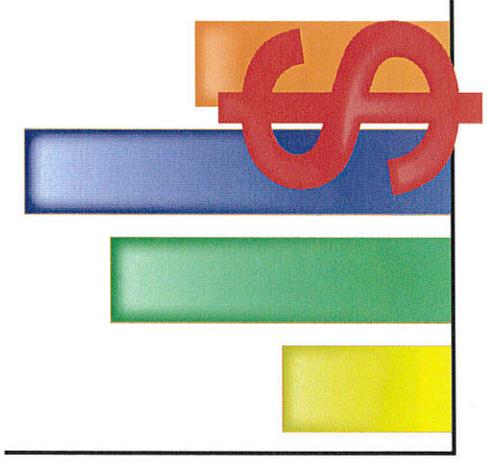
Project Investment Overview

Inver Wood Improvement Project(s)	
Irrigation/Bunkers/Range	\$2,195,700
Storm Water Issues (est.)	\$60,000
Top Soil	\$75,000
Electric/Pump	\$20,000
Architect	\$26,000
Miscellaneous (est.)	\$35,000
Contingency	\$75,000
Total Project	\$2,486,700



Inver Wood Golf Course Improvement Financing

- Funded Internally from Central Equipment Fund
 - Central Equipment Fund Balance \$12,500,000
 - Interest Free
- City Contribution
 - \$1,000,000 Host Community Fund
 - \$100,000 x 10 years
 - Back into Central Equipment Fund



- Inver Wood Contribution
 - \$1,486,700
 - \$59,468 x 25 years
 - Back into Central Equipment Fund



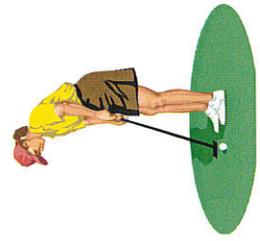
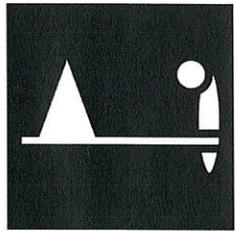
Golf Course Cash Flow

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Operating Revenue	1,534,100	1,604,100	1,694,100	1,724,100	1,754,100	1,784,100	1,814,100	1,844,100	1,874,100
Full Service Alcohol	40,000								
Annual Rate Increases	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Driving Range Increase		15,000							
HCF Transfer (Capital)	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Revenue	1,704,100	1,749,100	1,824,100	1,854,100	1,884,100	1,914,100	1,944,100	1,974,100	2,004,100
<i>Based on 50,000 rounds</i>									
Operating Expenses	1,416,100	1,444,422	1,473,310	1,502,777	1,532,832	1,563,489	1,594,759	1,626,654	1,658,554
Depreciation	NA								
Capital Project(s)		703,800	62,424		151,541	193,214			
Capital Equipment	30,800	30,800	50,000	50,000	50,000	60,000	60,000	60,000	60,000
Golf Cart Lease	29,600		35,000	35,000	35,000	35,000	35,000	35,000	35,000
2013 Operating Debt	26,000								
2016 Improvement Project				159,468	159,468	159,468	159,468	159,468	159,468
Total Expenses	1,502,500	2,179,022	1,780,202	1,906,426	1,928,841	2,011,171	1,849,227	1,881,122	1,916,522
Net Operation Gain/(Loss)	201,600	(429,922)	13,898	(82,326)	(74,741)	(127,071)	64,873	62,978	87,878
Forecasted Cash Balance	400,000	601,600	171,678	185,576	103,250	28,509	(98,562)	(33,689)	29,290



Time Line

January 22, 2016	Bids Opened
February 10, 2016	Park & Recreation Commission
February 22, 2016	City Council Approval of Project
August 1, 2016	Contractor Begins Work
August – December 2016	Construction
March/April 2017	Golfers Enjoy Improvements



Summary

- Investment of golf course improvements maintains Inver Wood as a viable golf asset in the City of Inver Grove Heights
- Project investment of \$2,486,700
 - Driving Range
 - Bunkers
 - Irrigation System
- City's contribution is \$1,000,000
- Inver Wood contribution is \$1,486,700
- Construction in August – December 2016
- Golfers enjoy improvements beginning in 2017



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: February 10, 2016
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 DIVISION

Arbor Point Playground

The Arbor Point playground was vandalized in December. The City has turned in an insurance claim and we are awaiting a response from our insurance provided, the League of Minnesota Cities Insurance Trust (LMCIT). Once we have an insurance determination we plan to hold a public neighborhood meeting to get feedback from neighbors on what we should consider doing.

Sentence to Service

Each year the City contracts with the Sentence to Service program to provide 60 +/- days of non-skilled maintenance service in the City's park system. The crew is usually 10-15 people with a paid supervisor and they perform manual labor such as picking trash, buckthorn removal, etc.

Lions Park Aerator

The aerator at Lions Park was installed at the end of January as directed by the MN DNR. The aerator helps keep oxygen in the lake so there aren't any winter fish kills. The MN DNR stocks Lions Park with fish on a regular basis.



Parks & Recreation Department Department Happenings



RECREATION DIVISION

Non-School Day Activities

Our traditional program of using the Community Center amenities for non-school day programming has declined in participation. Staff is pursuing more specific camp-type offerings during these days off to see if we can regain participation numbers.

Summer Registration Kick-Off

Staff will be hosting our annual summer registration kick-off on March 12 from 9-11am. This event allows residents an opportunity to check out our summer offerings and receive discounts when registering on this day. On this day we also host a free lacrosse clinic, soccer carnival and our summer Kids Rock open house as well as offer a Community Center enrollment special.

Arts & Crafts Fair

Our winter Arts & Crafts fair will be held on Saturday, February 20, from 9am-2pm at the Community Center. The event is free and open to the public.

Upgraded Software Up and Running

Our registration, membership and facility software program was upgraded this past fall/early winter to an internet-based, cloud version. The upgrade provides us with some added features and capabilities as well as provides a more user-friendly online registration process. While the upgrade has been time consuming and challenging, staff is hopeful that it will continue to allow us to provide the most efficient and quality services, programs and facilities.

Girls Lacrosse Leagues

The Recreation Division will be offering girls lacrosse leagues for this spring and summer. With boy's lacrosse moving to a new association, it is a great time to try and build momentum for girl's lacrosse in the community. Leagues will be offered for girls in grades 3-8.



Parks & Recreation Department Department Happenings



VMCC DIVISION

Turf Opens 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.

MRPF New Initiative Grant Received!

A Minnesota Recreation and Park Foundation (MRPF) grant was received to purchase a Key Log Roll for our aquatic park offerings. A Key Log is similar to the old-fashion log roll with a modern twist! This new feature will give us an opportunity to expand our offerings and also utilize it for programs, camps and special events. It's also a new feature that is mobile and is suitable for our environment where we are unable to have permanent fixtures due to use of the pools by the high school.

Arena/National Guard Signage Completed

The directional and way-finding signage for the arena and National Guard areas of the Community Center was finally completed in January. Our interior signage is now completed throughout the building providing our users and guests a better experience navigating the facility.

Learn to Skate Program

Our Learn to Skate program continues to grow in participation. Through a consistent and quality skating staff over the past few years, the program has been able to retain participant participation while attracting new kids to the program.

Community Center Hosts High School Swim & Hockey Sections

February will be a busy time for the Community Center as we host both girls and boys section hockey as well as swim sections. These events allow us to provide a quality experience for high school athletes as well as showcase our great amenities to all of the spectators, coaches, teams, etc. that visit our building.

Water Park Replacement

Staff is in the process of gathering information for potential replacement of the water park play structure, re-plastering of the splash pool area base as well as a re-gel of the waterslides and possible replacement of the waterslide stairs.



Parks & Recreation Department Department Happenings



GOLF COURSE DIVISION

Sunday Intoxicating Liquor Sales

Staff met with the City Attorney to determine what we will need to do to be able to sell intoxicating liquor on Sundays at Inver Wood and found that we will need to amend the City's ordinance related to the definition of 'restaurant'. We are currently doing some research and hope to have the Council make the necessary changes by the end of March. Once changed, Inver Wood would be able to apply for a Sunday Sales License and begin selling, we expect to have everything in place in April.

2015 Golf Season

The 2015 golf season proved to be very successful. Rounds played at Inver Wood exceed 50,000 and we received positive feedback from users about some of the changes we have implemented over the last few years. FootGolf was introduced in 2105 with the help of a grant from the MRPF and we saw a new group of users enjoy the course. Final financial results from the 2015 season will be ready in March and we expect positive results.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: February 10, 2016
Item Type: Commission 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. Commissioners are encouraged to make appropriate comments.

SUMMARY

None.