Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, December 14, 2016
8150 Barbara Avenue
7:00pm

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
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; January 11, 2017, 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 requests, 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 November 9, 2016
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 Park Dedication for Excel Development LLC – Case NO 16-57SZP
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
   - A. Department Happenings
   - B. Review 2017 Proposed Park & Recreation Budgets
   - C. Review 2017 Proposed Park & Recreation CIP
   - D. Review Dakota County Pine Bend Bluff Trailhead Project
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 9, 2016

1. CALL TO ORDER:

Chair Eiden called the November 9, 2016 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Commissioners: Patrick Farley, Kathryn Bauer, Willie Krech, Mark Freer, and Deb Tix
NOTE: Commissioner Huffman has resigned for health reasons.
Parks and Recreation Director Eric Carlson
Absent: Vice Chair Kevin Sethre: Commissioner Joe Boehmer: Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

A. You can find information regarding the City of Inver Grove Heights by visiting our web site at: www.invergroveheights.org
B. Find us on Facebook at Inver Grove Heights Parks & Recreation
C. Follow us on Twitter at @IGHParks
D. Next Meeting: December 14, 2016. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of October 12, 2016

Motion to approve the Consent Agenda by Commissioner Farley, seconded by Commissioner Bauer.

Aye: 6
Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Park Dedication for Pulte Homes of MN – Case NO 16-49SZV

Parks and Recreation Director Eric Carlson stated Pulte Homes is proposing to do a small subdivision in the western part of Inver Grove Heights/Eagan border. Some of the sub-division would be located in the City of Inver Grove Heights and some would be located in the City of Eagan. Within Inver Grove Heights they are talking about a 10-lot single family sub-division located at 3790-3800 Dodd Road. Our Comprehensive Park Plan doesn't call for a park in this general area, so we are recommending Cash Dedication at $2850 per single family residential lot, so that equals $28,500. The Mendota/Lebanon Regional Trail planned to hit the northern tip of their subdivision, so we want to make sure we set aside enough right of way to accommodate for future construction of that trail. Tree preservation is not a Park and Recreation issue, but they are asked to follow our Tree Preservation Ordinance. Any trees that are a part of the landscape plan, we would not want them to be Ash trees due to the Emerald Ash Borer epidemic.

Commissioner Farley asked about the approximate trail location. Has all of that land been allocated?

Director Carlson responded the Lebanon Regional Trail is the reddish line on the map. The Commission should be more aware of the area in the Blackstone Vista area where the trail has actually been constructed. In the long term the trail will have a path through Inver Grove Heights that will look something like what is pictured on the Master Plan. The land will be secured as people that own the land are proposing to make development. We are working with the County to help accomplish the goal of the Mendota/Lebanon Regional Trail.

Commissioner Farley commented that the building of the trail is proposed, but proposed predicated upon the acquisition of land as people become or get to a point of wanting to develop their property. That's when acquisition of their property comes into play.

Director Carlson said the trail is a County project, they have planned it. The County is responsible for the land acquisition, construction, and the operations and maintenance of the trail once the trail has been constructed. As for us, we are helping the County from the acquisitions standpoint. When developers propose subdivisions or Commercial or Industrial property for development. We assist the County when we can. There are going to be pieces along the route that the land owner may not be proposing any type of development, if that's the case it's the Counties responsibility to work with that particular land owner to gain land control in the form of an easement, right of way, or purchase of the property, to allow them to construct the actual trail.

Motion by Commissioner Krech to accept the money for Land Dedication as presented. Seconded by Commissioner Farley.

Chair Eiden is glad to see that this proposal includes that we are recommending that the developer put sidewalks in the development and be responsible for them. That the developer agreed to put the right of way to connect with the trail, and that it was our recommendation that trees should be preserved. He likes those commendations and criteria in this proposal.

Aye: 6
Nay: 0 Motion carried.

B. Consider Park Dedication for Xcel Energy – Case NO 16-43SV

Director Carlson stated this is a Park Dedication request from Xcel Energy. They own land in the southern part of Inver Grove just north of 117th Street. On that land is a small tank farm that Xcel Energy doesn't have a use for anymore. They are proposing to do a lot split, 15 acres, to sell to someone that can use the tanks for whatever business they may be in. According to our City records, the 30 acres that Xcel owns has never paid

Park Dedication. Our ordinance would call for a lot split that would trigger the requirement to pay Park Dedication. This is industrial property so that would be $5,000 an acre, for 15 acres, for a total of $75,000 in Park Dedication. Xcel Energy is asking for leniency in the Park Dedication rate. They are saying this doesn't increase the burden on the park system and they don't feel they should have to pay full Park Dedication. He would argue since they have never paid it in the past, they should pay the full Park Dedication as recommended. The City Administrator had a meeting with them today and asked that if they can show that they have paid Park Dedication in the past, then you don't have to pay Park Dedication now as we can only collect it one time. Then if they can't, we are recommending they pay $75,000 that would follow our ordinance.

Motion made by Commissioner Krech to accept the money as presented. Motion seconded by Commissioner Freer.

Chair Eiden stated he will vote no on this for a number of reasons. If we are grandfathering, he doesn't know how far back Park Dedication fees go and how long they have owned the land. He felt it meets the letter of the law in the ordinance but not the spirit and intent.

Commissioner Farley asked if this existed before the incorporation of Inver Grove Heights?

Commissioner Krech felt this was here in the 1960's. They probably didn't have Park Dedication back then.

Commissioner Farley asked if the ordinance existed for this cost?

Chair Eiden stated that's what he doesn't know. The City was incorporated in 1965.

Commissioner Farley isn't against collecting the money. If the ordinance didn't exist and Xcel goes and does this, and we come in retroactively, it sounds like we are being less than a genuine transaction.

Director Carlson said if they were not doing a lot split then we wouldn't be asking for any Park Dedication. Any other land owner in Inver Grove Heights and for example, the landowners in the northwest area, for however long they have been around, they own that land, and it's going to be developed now, and we are charging them Park Dedication. It's the same thing going on here. They are doing a lot split, our ordinance says we charge a Park Dedication.

Commissioner Farley doesn't see it that way. He looks at it as if he bought a hundred acres of farmland many years ago, and isn't going to be a farmer anymore. He still owns it, but it's just farmland. Now he decides to change the whole character of it, then you have to look at the circumstances under which those changes are occurring. Which would be the current policies of the Township or City that you are operating within. Then this would then come into play. If we are looking at Xcel, they were a tank farm, they are a tank farm, and will continue to be a tank farm.

Commissioner Tix commented not exactly though. They are a tank farm looking to sell to someone else to use it to be a tank farm, but that's like selling farmland to someone who is developing. It's the developer that's paying the money.

Commissioner Farley felt she responded by saying you crossed over to the point in saying that if you sell the farmland to be used as farmland, then why do I have to pay a fee?

Commissioner Tix stated you don't, the buyer does.

Commissioner Farley said in this case, the buyer is buying the farmland, do they have to pay a Park Dedication fee?

Commissioner Tix responded you do when your developing.

Chair Eiden responded that is if there is a development.

Commissioner Farley stated in the example as farmland wanting to continue to use it as farmland, he isn't going to do anything as far as the character of the ground is concerned. Maybe once he decides to develop it, then he should pay the appropriate fees. He doesn't see in this instance why Xcel should have to pay this fee. He doesn't see the premise with which it's being assessed.

Commissioner Krech commented in that every piece of land he has sold to be divided he has paid Park Dedication. He assumes they have to pay the same thing. You sell a parcel or do anything with it, someone has to pay Park Dedication. If you buy land in Inver Grove, you wouldn't have to pay Park Dedication because you are buying it, but once you change something on it, then you pay Park Dedication.

Commissioner Farley commented then that following that same logic, what is Xcel when they sell it? What's going to happen? Director Carlson stated it would be sold to another tank farm user.

Director Carlson responded the new users would use it as a tank farm. He understands his premise, but he is applying what the ordinance says.

Commissioner Farley understands what the ordinance says. But are we applying the ordinance retroactively to a piece of ground that should in a sense be grandfathered in as far as the transaction serves?

Director Carlson responded it was his understanding that that can't happen based on how the ordinance is written.

Commissioner Krech stated they own the land, so they shouldn't have to pay it. The purchaser would have to pay it.

Commissioner Farley stated it says here that Xcel pays it as that is how the ordinance is written.

Chair Eiden stated the Motion here is to charge a Dedication fee on 15 acres at $75,000.

Aye: 4
Nay: 2 (Eiden, Farley) Motion carried.

9. <u>ADMINISTRATIVE PRESENTATIONS:</u>

A. Department Happenings

Director Carlson will stand by for any questions.

Commissioner Krech heard there was a leak and that you may have to tear up the floor in the spring?

Director Carlson responded that roughly two weeks ago, they started to experience a leak along the header in the east rink. They hired a Contractor to fix it. They turned it on, and one of the connections right next to the leak that was repaired started leaking. At that point they had to take the ice out and they came back out to fix the second leak. Once they fixed the second leak and it held, they put the ice back in. We have brine in our system. There was some corrosion and the header they have is steel. Due to that corrosion, we are going to have to replace the floor to prevent something like this from happening again.

Commissioner Farley asked if we have the funds to do that?

Director Carlson responded they have not developed a way to pay for the repairs which would be between $700,000 and $900,000.

Chair Eiden asked if we would make it through this season? And then do it in the spring?

Director Carlson responded it is their hopes to make it through the main hockey season, which runs late February or early March. At that point we would have to take the ice out. A Contractor would be hired to take out the existing floor and then replace the new floor. We hope we will not experience another leak during the hockey season.

Commissioner Krech mentioned that they changed that brine from glycol to salt brine. Didn't they realize there was steel pipe in there? Maybe they should have had the glycol.

Director Carlson responded there are plastic irrigation lines throughout the floor, but the header is steel. We knew that it was steel when we put the brine in. The brine has better heat transfer than the glycol and is more efficient. The floor that we have is a 25-year floor, we are now at 20 years. We are right at the stage to replace as it is. We are using the same type of pipe that they are using at the golf course so it will be a 40 to 50-year floor.

Chair Eiden asked if there was any update about River Front Park? He was concerned about the changing hours.

Director Carlson said they met with residents on River Road regarding the activity at River Front Park. They are concerned with what happens in the park after hours. They are wanting the Police Department to enforce the after-hour activity in the park. We have done a few things to aid with that in terms of signage and tree trimming to try to make sure signage stand out. Residents have requested the park hours not be until 10:00 p.m., but to be from sunup to sundown, as they felt it would be better than it being 10:00 p.m. all of the time, especially in light of daylight savings time changes. We would need to have a neighborhood meeting regarding that. You would also have to be made aware of that possible recommendation and then the City Council. Another thing being explored is the possibility of the park not being a park and having it be private property. We are having the City Attorney take a look at that and are waiting to hear the results.

Chair Eiden commented on from what he has seen and heard, you should complement yourself, and staff on the job that has been done with the Golf Course renovations. The golfers that he has spoken with are happy with what has been done there. They have done a nice job.

Director Carlson agreed the staff has done a great job there, as has the Contractor.

Chair Eiden wanted to say that nature being agreeable to us, the three outdoor rinks are scheduled to be open on December 19th.
He also asked about an issue he had heard about with security. He had heard that it was handled promptly and efficiently, and that you have taken steps to prevent it from happening again at the Center.

Director Carlson responded unfortunately we are not immune to people breaking into lockers. From time to time we experience issues where that happens. Based on conversations from other facilities, those kinds of things do happen. We are trying to take some steps to alleviate that. We don't know that we can completely alleviate it, short of staffing someone in the locker room to monitor that all the time, and even then, you can't completely prevent that from happening. We are going to be installing some wallet lockers in the hallway as you go into the locker room, so that men and women can use these type of lockers that kind of resemble a mailbox. This way people can lock up their wallets and keys with that lock, and keep that key with them. We hope that will be less easy to break into as it's in a more visible location. When these break in occurs, there are times that there is only one person in the locker room. Those that do mischievous things take advantage of those

opportunities and then they move on. While we hope to do this change with the new lockers, we always advise our members and guests that they should protect their valuables.

10. COMMISSION COMMENTS:

Commissioner Freer had no comment.

Commissioner Farley had no comment.

Commissioner Krech felt that kids are waiting for the cold so they can get the rinks flooded. They said the 19th, but do they try earlier than that? If it got cold right after Thanksgiving, would you put ice in then?

Director Carlson responded first you have to wait for the ground to freeze. As soon as we feel the ground is in a spot to start flooding, they will adjust their schedules to begin flooding.

Commissioner Tix said some of us are waiting for Softball to start again. You can have your hockey, she wants softball back. Otherwise she had no comment.

Commissioner Bauer had no comment.

Chair Eiden asked if Director Carlson could run down the list of all the good things that are coming up in December.

Director Carlson responded with the following:

- The Holiday in the Heights event. If you look on our Website, you can find out more information.
- Family Video Bingo
- Tree lighting
- Candy Cane Hunt
- Breakfast with Santa
- Youth Basketball
- Outdoor skating rinks
- Indoor Pickleball at the Community Center
- Holiday Fitness Challenge. A way to stay healthy over the holiday season.

That's just a few to highlight. There are many more things going on. You can find more information on our website at www.funatthegrove.com.

Chair Eiden asked those watching to please visit our Website to get more details so you can participate.

11. ADJOURN

Motion by Commissioner Farley, seconded by Commissioner Tix, to adjourn the meeting at 7:31 p.m.

Aye: 6
Nay: 0 Motion carried.

AGENDA ITEM _____

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

Consider Park Dedication Requirements for Xcel Energy – Case NO 16-43SV

Meeting Date:	December 14, 2016
Item Type:	Regular Agenda
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

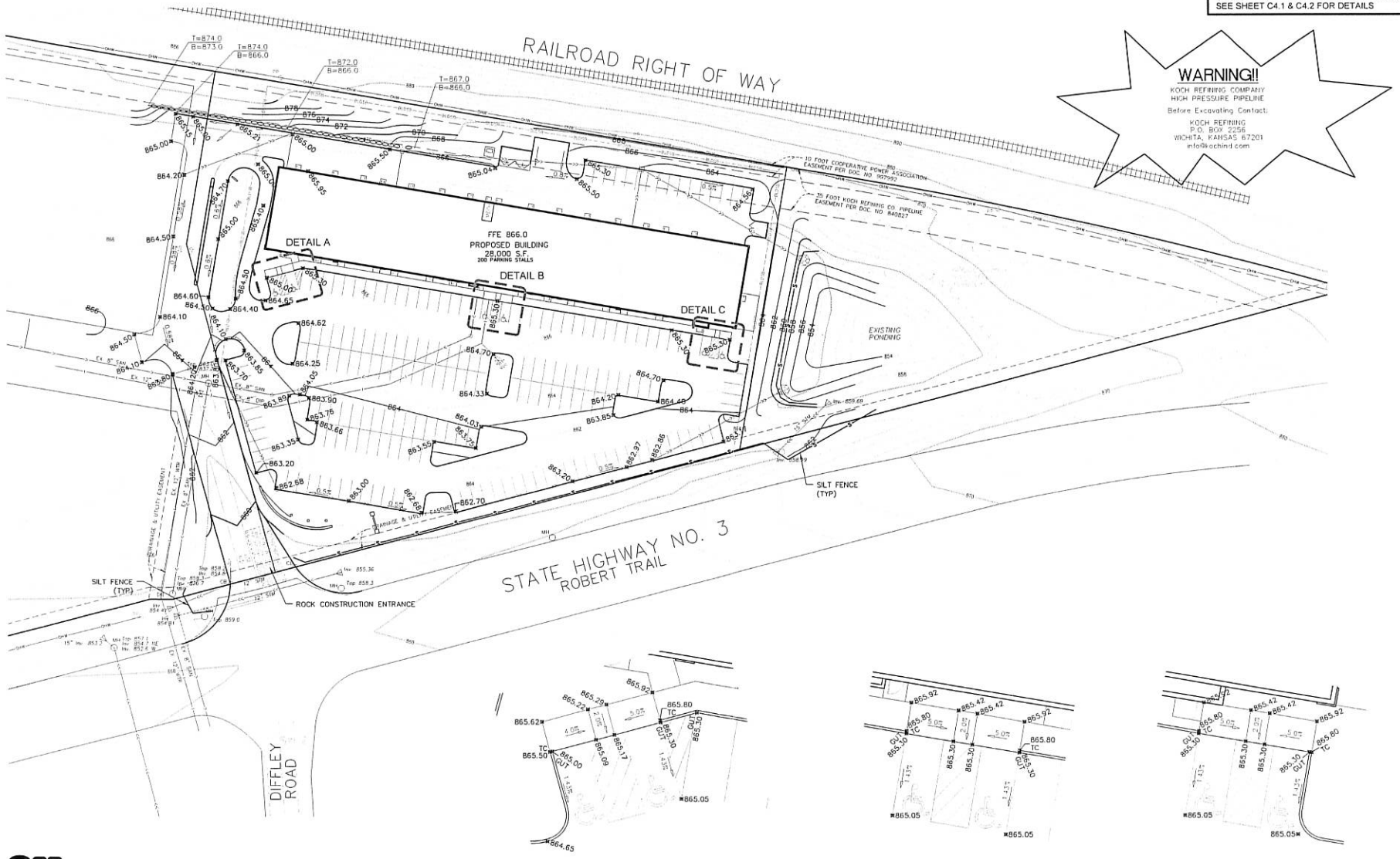
Approve park dedication requirements as recommended.

SUMMARY

West Gate LLC is planning to plat 4.7 acres of property east of Hwy 3 and just south of Diffley Rd. The proposed development is a small strip mall that will provide small service business to people living in the area. The City does not have any park or trail plans for the area and staff is recommending a cash dedication as follows:

4.7 acres x $7,000/acre = $32,900.

SEE SHEET C1 FOR GENERAL NOTES & LEGEND
SEE SHEET C4.1 & C4.2 FOR DETAILS



DETAIL A
1 INCH = 10 FEET

DETAIL B
1 INCH = 10 FEET

DETAIL C
1 INCH = 10 FEET

Know what's below. Call before you dig.

GRADING, DRAINAGE & EROSION CONTROL PLAN
WEST GATE

DRAWN BY	DESIGN BY
R.W.	C.W.P.
CHCKD BY	PROJ. NO.
C.W.P.	16-1643
ORIGINAL DATE	
OCTOBER 24, 2016	

DATE	REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

CHARLES W. PLOWE
DATE: 11.04.2016 LIC. NO. 18227

WEST GATE
INVER GROVE HEIGHTS, MN
GRADING, DRAINAGE & EROSION CONTROL PLAN

PREPARED FOR:
EXCEL DEVELOPMENT

SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH
0 20 40
1 INCH = 40 FEET

C2

AGENDA ITEM _____

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

Review Dakota County Pine Bend Bluff Trailhead Project

Meeting Date:	December 14, 2016
Item Type:	Administrative Presenations
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 information is being provided as an update to the Commission in preparation for Council action on January 9, 2017.

SUMMARY

In the 2014 Legislative Session, the City of Inver Grove Heights was awarded a $2,000,000 grant from the Bonding Bill which is being administered by the Metropolitan Council. Grant proceeds must be used at Swing Bridge Park, Heritage Village Park, or the Mississippi River Regional Trail. The grant allows for the City to utilize bond proceeds for the following projects:

- Land acquisition
- Roadway; public utility; storm water treatment improvements
- Park Improvements

The City must match grant dollars on a 1:1 basis with non-State dollars and developed plans to use $1,300,000 of the grant proceeds for improvements in Heritage Village Park that would include the following:

- Property acquisition
- Park improvements
- Parking lot construction
- Trail improvements

To utilize the remaining $700,000 of grant proceeds, the City and Dakota County have been working cooperatively with the understanding that the County would provide the 1:1 non-State match. The projects include:

- Project 1 - Pine Bend Bluff Trailhead
- Project 2 - Swing Bridge Historic Interpretation
- Project 3 - HVP/Swing Bridge Trail Connection

To help facilitate the grant compliance issues, the following documents have been developed:

Easement Agreement

The County plans to construct a parking lot, restroom facility, small shelter, and make landscaping improvements that would be used as a trailhead for the Mississippi River Regional Trail at 111th St. The property is owned by the MN DNR, and for the grant money to be spent on the property, the City, as the grantee, must have fee title or an ownership interest in the property. To meet this requirement of the grant, the City and County will both have easement rights on the property thus allowing State Bond proceeds to be spent on the property.

Joint Powers Agreement (JPA) – Property Transfer

The access road (111th St) is currently an unimproved road that serves a single private property (Dolphy's) and the future trailhead. Under the JPA, the City will be transferring the ownership of the roadway to Dakota County who will then be obligated to assume public roadway jurisdiction and will be solely responsible, at their own cost and expense, for all construction, maintenance and operations, to include snow and ice control. The Dolphy's will continue to gain access to their property via this public roadway. Dakota County must use its own resources to make the necessary improvements on the access road and cannot use grant proceeds based on the fact the City will not have an ownership interest. The City will retain the necessary utility easements/rights it needs related to water, sewer, and storm water.

Joint Power Agreement (JPA) – Trailhead Facility Construction, Maintenance & Operations

The County plans to construct a parking lot, restroom facility, small shelter, and make landscaping improvements that would be used as a trailhead for the Mississippi River Regional Trail at 111th St. Under the JPA, the County is responsible for the design, construction, maintenance, and operation of all of the proposed improvements. This JPA is required by the grant agreement based on the fact that the City will not own/operate the improvements and we have assigned that responsibility to another governmental agency.

Joint Powers Agreement (JPA) – Funding

The JPA outlines how the funding for the three proposed projects will work. In all three cases the City owns or has ownership interest in all of the property the State Bond money will be spent on allowing the State Bond funds to be used. Based on the fact the City is the actual grantee, we will act as a "pass through" of the grant dollars as follows:

Project 1 - Pine Bend Bluff Trailhead	The County will make improvements and pay the contractor(s) up to $1,000,000. The County will provide the necessary paperwork to the City so we can submit a grant proceeds request to the Met Council for up to $1,000,000. The Met Council will transfer $500,000 to the City and we will pay the County $500,000.
Project 2 - Swing Bridge Historic Interpretation	The County will make improvements and pay the contractor(s) up to $84,000. The County will provide the necessary paperwork to the City so we can submit a grant proceeds request to the Met Council for up to $84,000. The Met Council will transfer $42,000 to the City and we will pay the County $42,000
Project 3 - HVP/Swing Bridge Trail Connection	The City will make the improvements and pay the contractor(s) up to $316,000. The City will provide the necessary paperwork to the Met Council for up to $316,000. The Met Council will transfer $158,000 to the City which we will use to reimburse ourselves. We will also provide the necessary paperwork to Dakota County and they will reimburse us the remaining $158,000.

Once all of the projects are complete and all reimbursements made, the City will not have invested any City dollars into any of the three projects. Dakota County will be responsible for the future maintenance and operations of projects 1 and 2 and the City will be responsible for project 3.

It is important to point out some of the following:

- All of the JPA's and agreements are in "draft form" and may change slightly prior to formal approval in January
- The Planning Commission will review this information on December 20th
- The Council will be asked to approve the agreements on January 9, 2017
- Property owners have been sent a letter informing them of the above schedule

Ethics. Excellence. Engagement

CITY OF INVER GROVE HEIGHTS
Parks & Recreation
Pine Bend Bluff Trailhead

8150 Barbara Avenue, Inver Grove Heights, MN 55077
651-450-2500
www.invergroveheights.org

2014 State of MN Bonding Bill

- City received $2,000,000
- Must be matched with non-state sources 1:1
- To be used on:
  - Heritage Village Park
  - Mississippi River Regional Trail
  - Swing Bridge Park
- Can be used for:
  - Land Acquisition
  - Public infrastructure
  - Park improvements

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City Plans for $1,300,000

- Property acquisition
- Park improvements
- Parking lots
- Trails
- Variety of non-state sources
  - CDBG
  - Park Acquisition Fund
  - Doffing Ave Acquisition Fund

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Partnership with Dakota County $700,000

- Dakota County utilize $700,000
- Dakota County provides the 1:1 non-state match
  - Project 1 – Pine Bend Bluff Trailhead
  - Project 2 – Swing Bridge Historic Interpretation
  - Project 3 – HVP/Swing Bridge Trail Connection

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Easement Agreement

- Land owned by MN DNR
- City must have fee title or ownership interest via easement
  - County has easement rights
  - City to be added to easement rights
- Agreement to provide legal way for City to reimburse County with Grant Funds

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Joint Powers Agreement – Property Transfer

- Access Road (111th St)
  - Unimproved road
  - Provides access to one private property owner and DNR property
- County becomes legal road authority
- County pays to improve roadway and maintain into perpetuity
- City retains necessary utility easement rights
- Grant money can't be used for improvements because City doesn't own road

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Joint Powers Agreement - Trailhead

- County makes trailhead improvements
  - Restrooms
  - Parking lot
  - Shelter
  - Landscaping
- County responsible for maintenance
- Part of Mississippi River Regional Trail

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Joint Powers Agreement - Funding

- Project 1 & 2
  - County pays for improvements
  - County provides documentation to City
  - City reimbursed from State
  - City gives money to County to reimburse for improvements
- Project 3
  - City pays for improvements
  - City provides documentation to State and County
  - State and County provide money to City to reimburse for improvements

	County – FHWA	County – Tax Levy	Met Council Grant	Total
Project 1	$400,000	$100,000	$500,000	**$1,000,000**
Project 2		$42,000	$42,000	**$84,000**
Project 3		$158,000	$158,000	**$316,000**
Total	**$400,000**	**$300,000**	**$700,000**	$1,400,000

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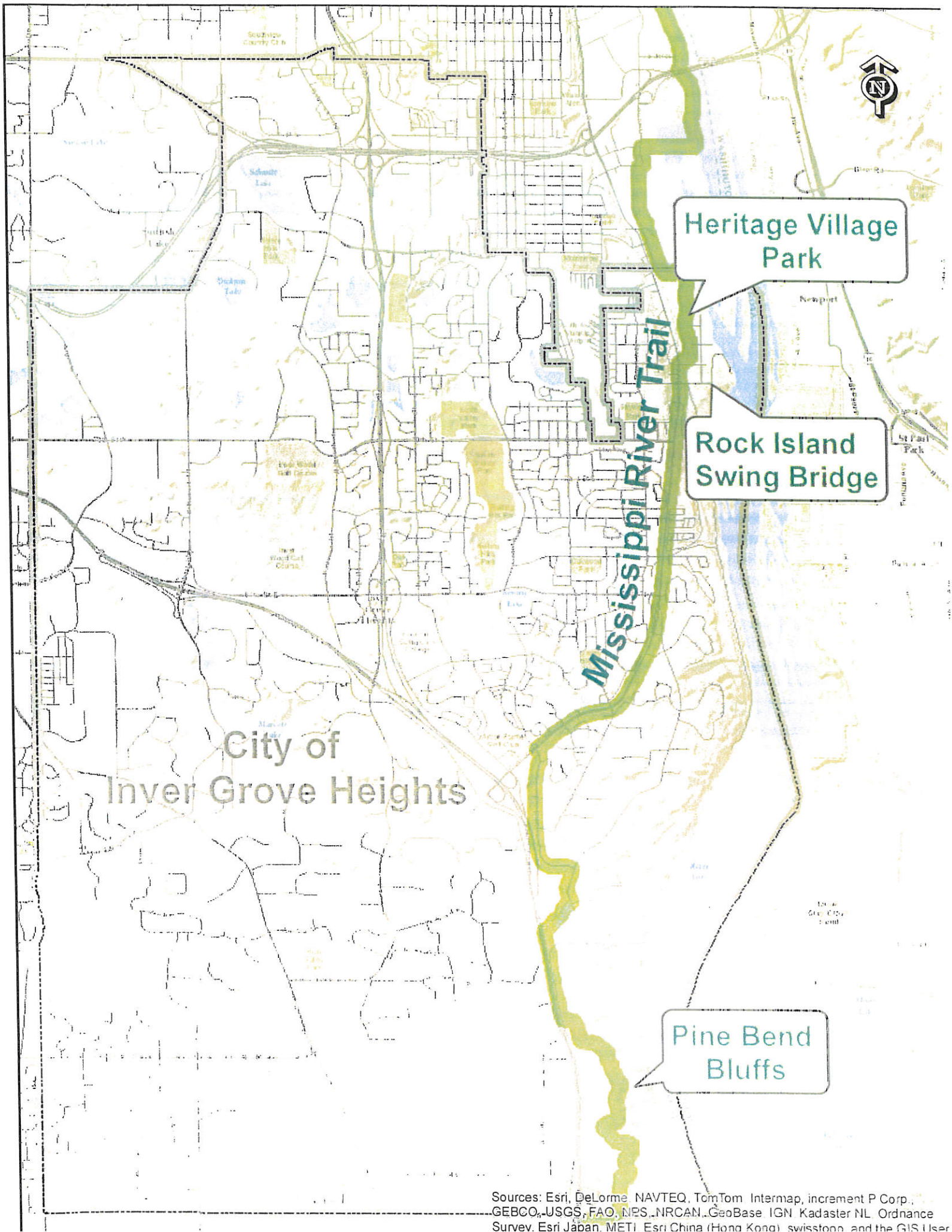
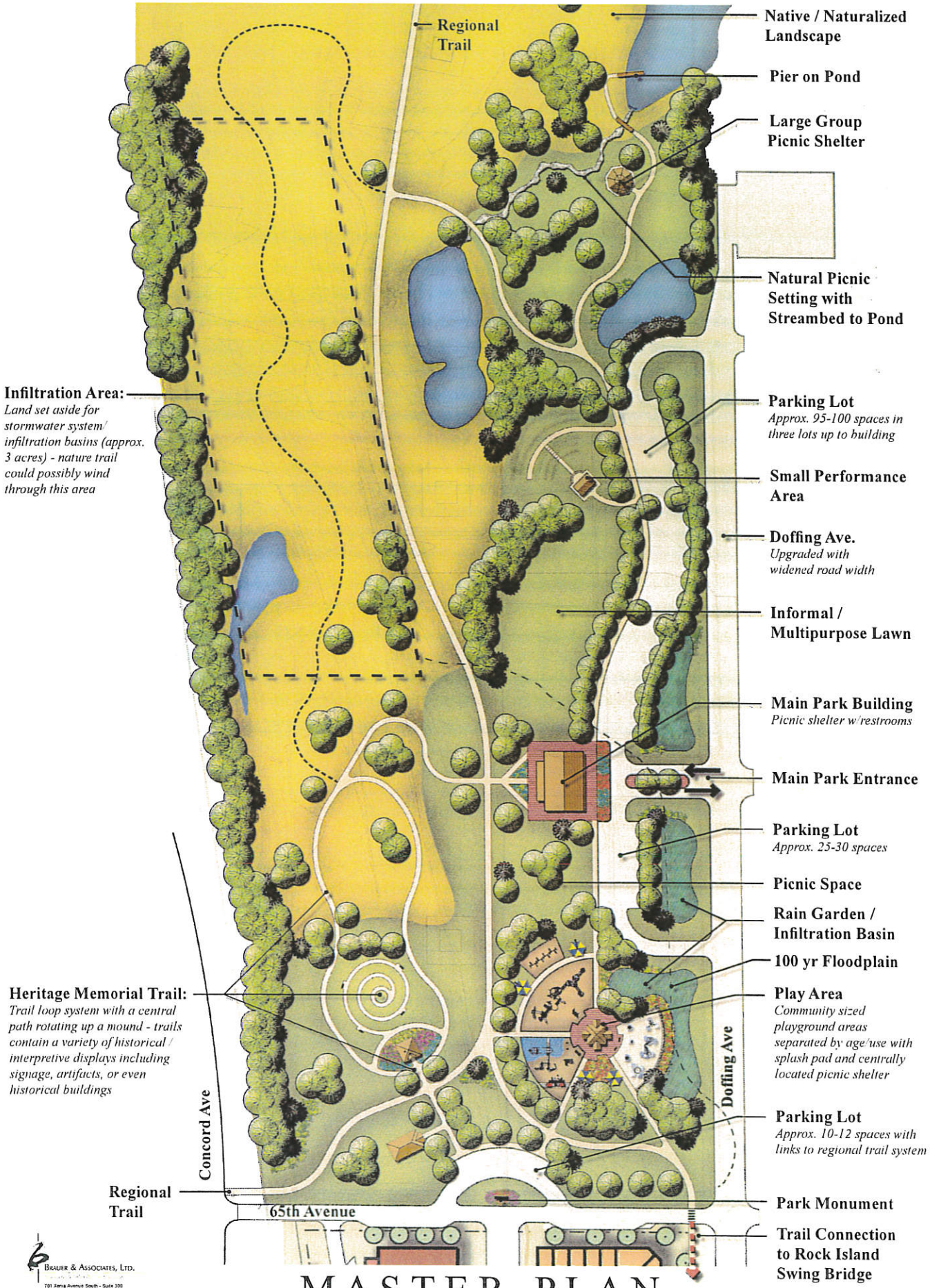

Heritage Village Park
Rock Island Swing Bridge
Mississippi River Trail
City of Inver Grove Heights
Pine Bend Bluffs
Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, and the GIS User

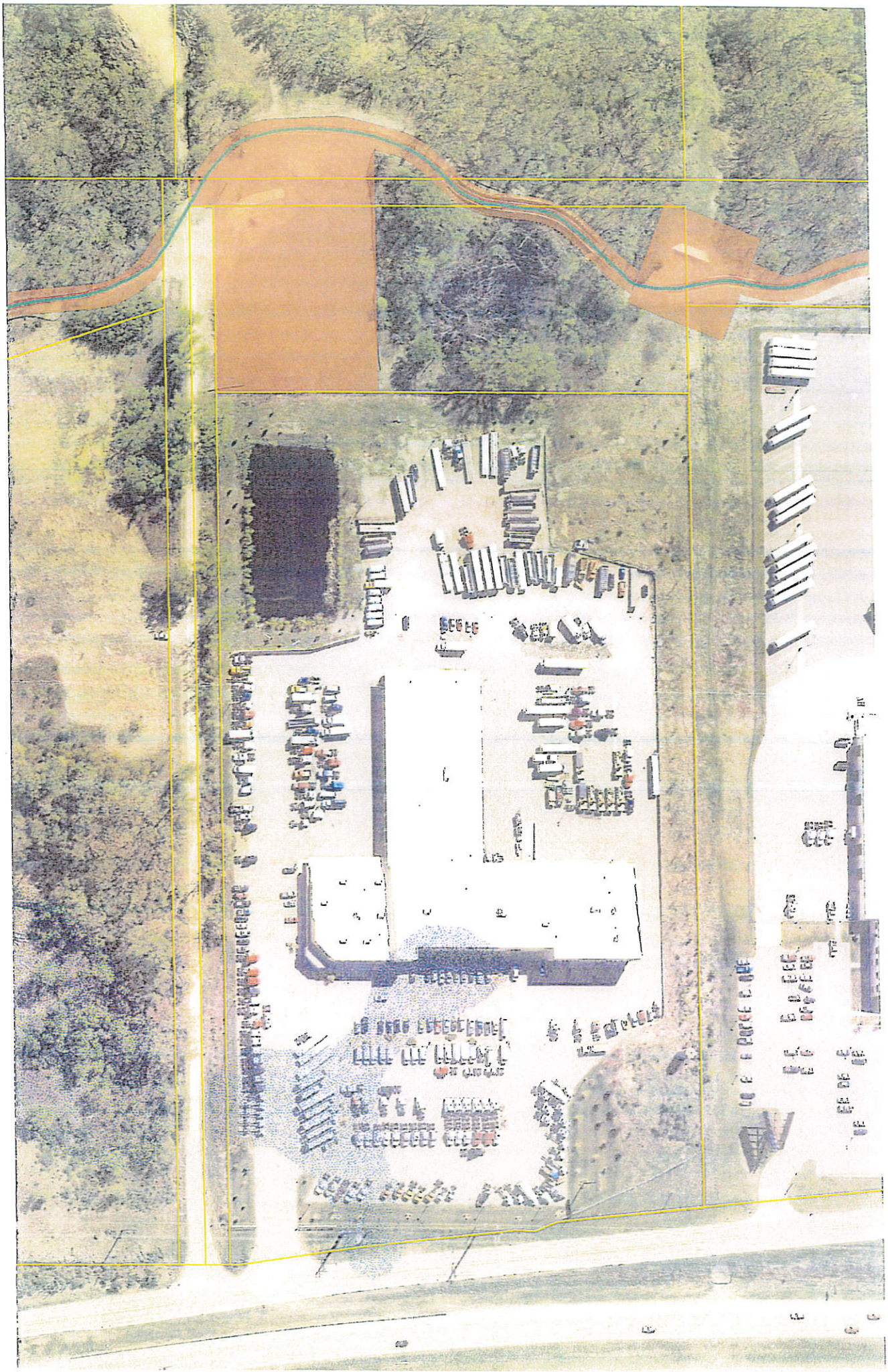
Heritage Village Park ON THE MISSISSIPPI RIVER

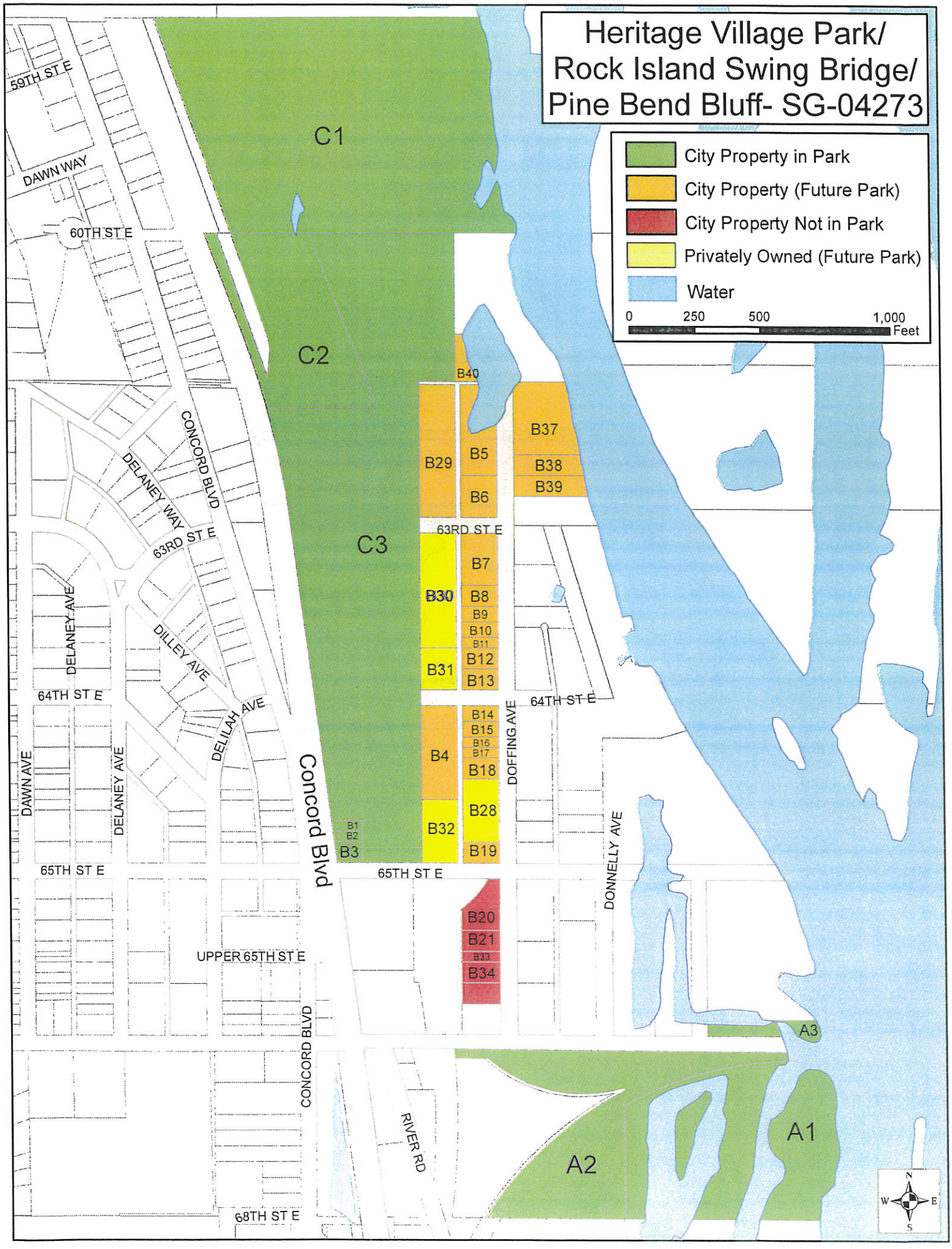
0' 60' 120' 180'
Graphic Scale



Brauer & Associates, Ltd.
701 Xenia Avenue South - Suite 300
Minneapolis, MN 55416
Tel 763-541-4800
Project #1702-230

MASTER PLAN




Heritage Village Park/
Rock Island Swing Bridge/
Pine Bend Bluff- SG-04273
City Property in Park
City Property (Future Park)
City Property Not in Park
Privately Owned (Future Park)
Water
0
250
500
1,000
Feet
C1
C2
C3
A1
A2
A3
B40
B37
B38
B39
B29
B5
B6
B7
B30
B8
B9
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B11
B31
B12
B13
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B17
B4
B18
B28
B32
B19
B1
B2
B3
B20
B21
B33
B34
59TH ST E
DAWN WAY
60TH ST E
CONCORD BLVD
DELANEY WAY
63RD ST E
DELANEY AVE
DILLEY AVE
64TH ST E
DELILAH AVE
DAWN AVE
DELANEY AVE
65TH ST E
Concord Blvd
DOFFING AVE
DONNELLY AVE
UPPER 65TH ST E
CONCORD BLVD
RIVER RD
68TH ST E
N
W
E
S

City of Inver Grove Heights - Heritage Village Park - Rock Island Swing Bridge - Mississippi River Regional Trail

Revenue			CDBG	MN DNR	SG04273	SG-2010	Federal	County	City	
Federal - Community Development Block Grant	$ 61,000		$ 61,000							$ 61,000
State - MN DNR Flood Mitigation	$ 124,375			$ 124,375						$ 124,375
State - SG04273	$ 2,000,000				$ 2,000,000					$ 2,000,000
State - SG-2010-049	$ 372,618					$ 372,618				$ 372,618
County - Federal Grant Funds	$ 400,000						$ 400,000			$ 400,000
County - Dakota County Funds	$ 300,000							$ 300,000		$ 300,000
City - Doffing Ave Acquisition	$ 126,750								$ 126,750	$ 126,750
City - Park Acquistion & Development Fund	$ 981,625								$ 981,625	$ 981,625
City - Water Fund	$ 25,000								$ 25,000	$ 25,000
City - Sewer Fund	$ 75,000								$ 75,000	$ 75,000
City - Closed Bond Fund	$ 50,000								$ 50,000	$ 50,000
	$ 4,516,368									
Revenue Total			**$ 61,000**	**$ 124,375**	**$ 2,000,000**	**$ 372,618**	**$ 400,000**	**$ 300,000**	**$ 1,258,375**	**$ 4,516,368**

Expenses										
Kramer Property Acquistion	$ 227,000		$ 61,000	$ 124,375	$ 41,625					$ 227,000
Riverview Auto Property Acquistion	$ 322,500				$ 161,250				$ 161,250	$ 322,500
Hay Property Acquistion	$ 136,500				$ 68,250				$ 68,250	$ 136,500
Park Project - Electric	$ 100,000				$ 50,000				$ 50,000	$ 100,000
Park Project - Dog Park	$ 65,000				$ 32,500				$ 32,500	$ 65,000
Park Project - Parking	$ 300,000				$ 150,000				$ 150,000	$ 300,000
Park Project - Playground Equipment	$ 350,000				$ 175,000				$ 175,000	$ 350,000
Park Project - Picnic Shelter	$ 1,125,368				$ 456,375	$ 212,618			$ 456,375	$ 1,125,368
Park Project - Historic Interpretation	$ 250,000				$ 125,000				$ 125,000	$ 250,000
Park Project - Consultants	$ 240,000				$ 40,000	$ 160,000			$ 40,000	$ 240,000
Park Project - County Trailhead	$ 1,000,000				$ 500,000		$ 400,000	$ 100,000		$ 1,000,000
Park Project - County Historic Interpetation - RISB	$ 84,000				$ 42,000			$ 42,000		$ 84,000
Park Project - County MRRT Connection HVP/RISB	$ 316,000				$ 158,000			$ 158,000		$ 316,000
	$ 4,516,368									
			$ 61,000	**$ 124,375**	**$ 2,000,000**	**$ 372,618**	**$ 400,000**	**$ 300,000**	**$ 1,258,375**	**$ 4,516,368**

August 2016

City of Inver Grove Heights

State of Minnesota General Obligation Bond Proceeds (SG-04273)

Metropolitan Council Grant Program for Recreation Open Space Development

Activity	Description	Agency Leading Improvements	Project Completion Date	Funding	Parcels Impacted
Swing Bridge Park Historical Interpretation	• Exhibit Fabrication and Graphics • Site Improvements & Amenities • Construction	Dakota County	December 2017	$42,000 Dakota County Funds $42,000 State Bond Funds	A1, A2, A3
Heritage Village Park/Swing Bridge Park Trail Connection	• Paved Trails	City of Inver Grove Heights	December 2017	$158,000 Dakota County Funds $158,000 State Bond Funds	Along Doffing Ave ROW
Mississippi River Regional Trail – Pine Bend Bluff Trailhead	• Roadway • Utilities • Parking Lots • Lighting • Playground Equipment/Amenities • Paved Trails • Irrigation • Buildings/Shelters	Dakota County	December 2017	$100,000 County Funds $400,000 Federal Grant Funds $500,000 State Bond Funds	City ROW MN DNR SNA
Heritage Village Park Property Acquisition	• Purchase of Property • Appraisals • Environmental Review/Cleanup	City of Inver Grove Heights	December 2018	$61,000 CDBG Funds $124,375 MN DNR Funds $271,125 State Bond Funds $229,500 City Funds	B28 B30 – B32
Heritage Village Park Improvements	• Roadway • Utilities • Parking Lots • Lighting • Playground Equipment • Paved Trails • Irrigation • Buildings/Shelters	City of Inver Grove Heights	December 2018	$988,875 State Bond Funds $212,618 State Bond Funds (2010) $988,875 City Funds	C1 - C3 B1 – B19 B28 – B32 B37 – B40
Professional Fees (all projects)	• Consultants • Engineers • Architects • Planners • Legal	Both	December 2018	$40,000 State Bond Funds $160,000 State Bond Funds (2010) $40,000 City Funds	All

AGENDA ITEM _____

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

Review 2017 Proposed Park and Recreation Operational Budget(s)

Meeting Date:	December 14, 2016		**Fiscal/FTE Impact:**
Item Type:	Administrative Presentations	☐	None
Contact:	Eric Carlson – 651.450.2587	☐	Amount included in current budget
Prepared by:	Eric Carlson	☐	Budget amendment requested
Reviewed by:	Brian Swoboda	☐	FTE included in current complement
	Tracy Petersen/Bethany Adams	☐	New FTE requested – N/A
	Matt Moyihan/Joel Metz	x	Other

PURPOSE/ACTION REQUESTED

Information provided to the Commission is for review purposes only.

SUMMARY

Attached is a copy of the 2017 proposed budget for Recreation, Park Maintenance, Inver Wood Golf Course, and the Veterans Memorial Community Center. Highlights include:

Recreation

- 20% of Older Adult position covered by existing salary/benefits
- Youth Lacrosse Association took over and rented fields from School District
- Adult Softball continues to decline
- Budgeted cost recovery projected proposed budget (37%)

Parks

- Superintendent, Coordinator, 5 Park Maintenance total of 7
- Increase for iPhones based on Cartagraph, Green City GIS, etc.
- Increase for portable toilets
- Bituminous maintenance a part of Pavement Management Fund

Inver Wood Golf Course

- Capital equipment repayment of $30,800
- No project payback until 2018 ($82,000)
- 2013 operating debt retired
- No golf cart payment in 2017
- Assumes 50,000 rounds at $33.53 per round of revenue ($32.06 per round in 2015)
- Replace roofs on clubhouse, pump house, ½ Way House

Veterans Memorial Community Center

- Use Agreement with ISD 199
  - $250,000 Flat Fee with $90,000 credit in 2017 (2018 no credit)
  - $40,000 in pool time fees
- Loss of $12,000 in church revenue
- Eliminate concession operations at Rich Valley net savings of $1,000
- Minimum wages adjustments
- 80% of Older Adult position
- Cost recovery projected at 83% (not including capital investments)
- Continue to invest in improvements to the facility (HVAC, equipment, fixtures/furniture)

CITY
OF
INVER GROVE HEIGHTS

2017 PROPOSED BUDGET
RECREATION

Recreation Special Revenue Fund

Responsible Staff Person: Eric Carlson, Parks & Recreation Director
Tracy Petersen, Recreation Superintendent

Purpose & Description

- Encourage and help build a sense of community through a wide range of recreational and social opportunities
- Develop community through provision of recreation programs, facilities and events
- Provide support and oversight to partner organizations providing leisure activities
- Provide opportunities for leisure and social skill development
- Schedule and allocate use of community facilities to provide equal benefits to all residents
- Maintain a high level of service, accessibility and professionalism to expand revenue options to ensure the viability of this resource to the community

Budget Goals

- Provide recreational programs, services and facilities
- Provide clerical support for program registrations, facility reservations, and general inquiries
- Provide staff support to the Parks and Recreation Advisory Commission
- Facilitate planning for future park, recreation, and facility development.

Services Provided

- Provide department administration
- Establish and manage recreation programs and services
- Prepare information for City Council
- Provide program and facility reservation and registration
- Respond to public comments or requests over the phone, in-person or email
- Manage all City-wide athletic fields
- Develop promotional and marketing materials
- Recruit, hire, train and supervise seasonal/temporary employees and volunteers
- Develop and manage policies and procedures to best meet the needs of the community
- Provide input and directions pertaining to policies, budget and general operations

REVENUE SUMMARY

Revenues	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Charges for Services	$232,436	$252,982	$247,000	$223,000
Miscellaneous	$22,159	$18,685	$11,100	$10,600
Other Sources	$328,100	$331,900	$331,900	$359,300
Total	**$582,695**	**$603,567**	**$590,000**	**$592,900**

EXPENDITURE SUMMARY

Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$391,561	$414,740	$438,200	$434,400
Professional/Technical	$36,652	$48,047	$35,000	$42,900
Purchased Services	$51,465	$49,903	$56,400	$54,900
Other Services	$28,223	$19,873	$31,300	$23,200
Supplies	$66,651	$65,010	$67,500	$75,500
Other Expenses	$5,298	$16,676	$5,600	$7,000
Total	**$579,851**	**$614,249**	**$634,000**	**$637,900**

Cost Recovery	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Net Gain (Loss)	($325,256)	($333,242)	($375,900)	($361,800)
Percentage	44%	44%	41%	37%

BUDGET HIGHLIGHTS

- 20% of Older Adult position covered by existing salary/benefits
- Minimum wages adjustments
- Youth Lacrosse Association took over and rented fields from School District
- Adult Softball continues to decline
- Retained earnings balance of approximately $450,000 at end of 2015
- Budgeted cost recovery projected proposed budget (37%)

POSITION INVENTORY

	2014 FTE Actual	2015 FTE Actual	2016 FTE Adopted Budget	2017 FTE Proposed Budget
Parks & Recreation Director	.25	.25	.25	.17
Recreation Superintendent	.70	.70	.70	.70
Guest Services & Marketing Supervisor	.08	.10	.10	.10
Recreation Coordinator	1.58	1.58	1.58	1.82
Accounting Technician	.33	.33	.33	.33
Customer Service Specialist	.50	.50	.50	.50
Seasonal Recreation Staff	1.42	1.24	1.5	1.3
Total FTE's	**4.86**	**4.70**	**4.96**	**4.92**

CITY
OF
INVER GROVE HEIGHTS

2017 PROPOSED BUDGET
PARKS MAINTENANCE

PARKS

Responsible Staff Person: Eric Carlson, Parks & Recreation Director
Brian Swoboda, Parks Superintendent

PURPOSE & DESCRIPTION

- Provide safe locations for residents to gather as a community
- Support league, tournament and public play
- Ensure the availability of clean, safe, quality facilities, play features and amenities
- Facilitate reservations, community-based special events and recreational initiatives
- Coordinate the development of new park features and amenities
- Maintain the visual and physical integrity of City parks and grounds
- Assist other City Departments as required and/or requested (i.e. snow plowing)
- Maintain the City's urban forest

BUDGET GOALS

- Implement an effective turf and grounds management program at all city facilities
- Repair and maintain park buildings, structures and hard-scapes
- Create and maintain winter recreational opportunities
- Providing logistical and physical support to recreation programs and events
- Construct and install new park features and amenities
- Maintain existing trees and landscaping at all city facilities
- Conduct tree inspections as necessary
- Facilitate planning for future park, recreation, and facility development.

SERVICES PROVIDED

- Maintain City park grounds, turf and irrigation systems
- Install new park features
- Promptly respond to citizen requests
- Maintain City park buildings, facilities, amenities and infrastructure
- Mow boulevards and turf at all City buildings
- Prepare athletic fields for community and league use
- Provide support for special events
- Maintain trees and landscaping at all city facilities
- Insect and plant disease monitoring and treatment

EXPENDITURE SUMMARY

Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$854,244	$912,906	$955,400	$970,200
Professional/Technical	$34,741	$33,691	$29,700	$29,800
Purchased Services	$510,520	$537,757	$538,800	$557,600
Other Services	$116,072	$115,015	$98,600	$104,500
Supplies	$135,287	$184,532	$215,200	$210,500
Other Expenses	$27,000	$29,077	$31,000	$31,000
Total	**$1,677,864**	**$1,812,977**	**$1,868,900**	**$1,903,600**

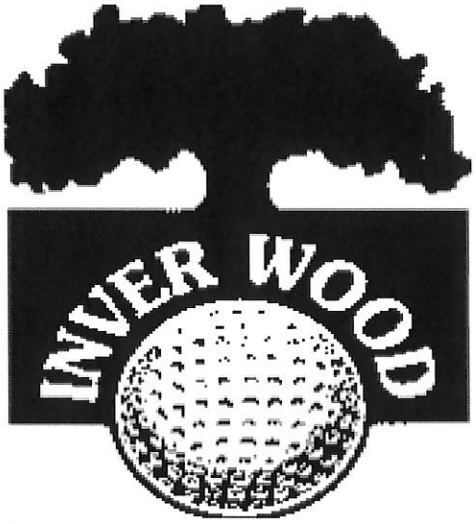
BUDGET HIGHLIGHTS

- Superintendent, Coordinator, 5 Park Maintenance total of 7
- Increase for iPhones based on Cartagraph, Green City GIS, etc.
- Increase for portable toilets
- No significant changes to the budget
- Bituminous maintenance a part of Pavement Management Fund

POSITION INVENTORY

	2014 FTE Actual	2015 FTE Actual	2016 FTE Adopted Budget	2017 FTE Proposed Budget
Park & Recreation Director	.75	.75	.75	.83
Parks Superintendent	1	.83	1	1
Park Lead Worker	1.18	1.04	1	0
Park Maintenance Coordinator	0	0	0	1
Park Maintenance/Forester	1.01	1.01	1	0
Park Maintenance Worker	3.50	4.10	4	5
Accounting Technician	.33	.33	.33	.33
Customer Service Specialist	.50	.50	.5	.5
GIS Technician	.16	.16	.16	.16
Seasonal Maintenance – Parks	2.63	3.57	2.98	3.0
Total FTE's	**11.06**	**12.29**	**11.72**	**11.82**

CITY
OF
INVER GROVE HEIGHTS



2017 PROPOSED BUDGET
INVER WOOD GOLF COURSE

INVER WOOD GOLF COURSE

Responsible Staff Person: Eric Carlson, Parks & Recreation Director
Matt Moynihan, Clubhouse Superintendent
Joel Metz, Golf Course Superintendent

PURPOSE & DESCRIPTION

- Provide a quality golf course product, well-conditioned and value priced.
- Provide fair and equitable tee time access to the general public.
- Provide comprehensive instructional options in order to develop player's skills and interest.
- Contribute to the overall recreational options maintained by the Community.
- Protect green space area in an environmentally responsible manner.

BUDGET GOALS

- Projecting volume usage trends in order to forecast revenue as accurately as possible.
- Identifying the proper pricing strategies in order to meet revenue goals.
- Defining and controlling all operating expenses.
- Identifying and defining capital improvement needs to maintain high quality facility condition over the long term.

SERVICES PROVIDED

- 18 Hole Championship Golf Course
- 9 Hole Executive Golf Course
- 18-hole Foot Golf Course
- 40 Station Driving Range
- Instruction Programs
- Senior and Junior Programs
- Food and Beverage Services
- Golf Shop Merchandise Sales including professional club fitting

REVENUE SUMMARY

Revenues	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Charges for Services	$1,414,141	$1,633,850	$1,602,900	$1,676,400
Miscellaneous	$3	$1,778	$1,200	$0
Other Sources	$110,000	$100,000	$100,000	$100,000
Total	**$1,524,145**	**$1,735,628**	**$1,704,100**	**$1,776,400**

EXPENSE SUMMARY

Expenses	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$780,056	$818,006	$865,900	$909,600
Professional/Technical	$1,970	$1,187	$800	$800
Purchased Services	$86,581	$93,351	$100,500	$104,000
Other Services	$77,002	$46,826	$49,700	$50,000
Supplies	$165,257	$188,055	$219,000	$241,600
Other Expenses	$313,750	$302,771	$266,800	$366,200
Cost of Sales	$109,534	$128,875	$140,800	$141,000
Capital Outlay	$5	$429	$0	$0
Debt Service	$3,089	$1,808	$500	
Total	**$1,537,244**	**$1,601,656**	**$1,644,100**	**$1,813,200**

BUDGET HIGHLIGHTS

- Capital equipment repayment of $30,800
- No project payback until 2018 ($82,000)
- 2013 operating debt retired
- No golf cart payment in 2017
- Assumes 50,000 rounds at $33.53 per round of revenue ($32.06 per round in 2015)
- Replace roofs on clubhouse, pump house, ½ house

POSITION INVENTORY

	2014 FTE Actual	2015 FTE Actual	2016 FTE Adopted Budget	2017 FTE Proposed Budget
Golf Course Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Golf Course Technician	0	.73	.77	.77
Golf Course Mechanic	1.06	1.04	1	1
Golf Course Cashiers	1.81	1.29	1.29	1.29
Clubhouse Superintendent	1	1	1	1
Operations Coordinator	1	1	1	1
Seasonal – Golf Operations	1.34	1.34	2.6	2.6
Seasonal – Practice Center	1.04	1.04	1.2	1.2
Seasonal – Food & Beverage	1.50	1.50	1.8	1.8
Seasonal – Golf Carts Staff	.72	.72	.8	.8
Seasonal – Maintenance	4.17	4.17	4	4
Total FTE	**15.64**	**15.83**	**17.46**	**17.46**

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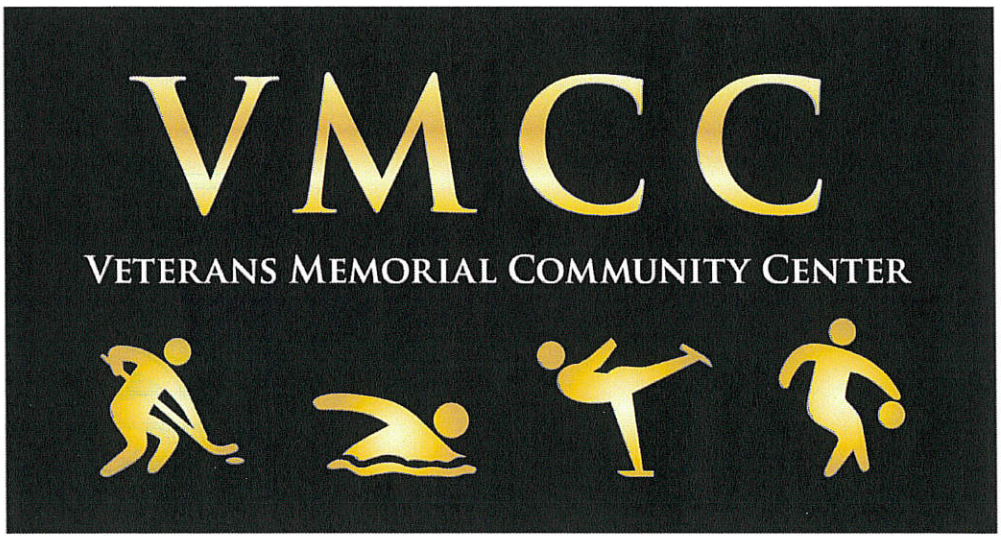

2017 PROPOSED BUDGET

VETERANS MEMORIAL COMMUNITY CENTER

COMMUNITY CENTER SPECIAL REVENUE FUND

Responsible Staff Persons: Eric Carlson, Parks & Recreation Director
Bethany Adams, Guest Service & Marketing Supervisor
Tracy Petersen, Recreation Superintendent

PURPOSE & DESCRIPTION

- Provide a positive environment for residents and guests of all ages to gather for fitness, aquatic, ice, business, social, gymnasium and wellness activities
- Encourage and help build a sense of community through a wide range of recreational and social opportunities
- Promote health and wellness in the community
- Maintain a high level of service, accessibility and professionalism to expand revenue options to ensure the viability of these facilities to the community

BUDGET GOALS

- Facilitate a wide variety of programs and classes for members and non-members
- Market and operate a wide range of meeting spaces and rental opportunities for the community
- Capture a high level of revenues to offset the operational costs of the building
- Protect the community investment by maintaining the integrity and value of the building and its amenities
- Operate and maintain a quality fitness center and wellness program
- Provide facilities, programming and opportunities for all ages
- Create a welcoming atmosphere and survey input from users to best determine how to meet existing needs and identify future program growth opportunities
- On-going analysis of existing operation and research to find ways to expand the opportunities offered year round in order to maximize the capital investments
- Provide members and guests with a complete aquatics experience on a year-round basis

SERVICES PROVIDED

- Register participants in programs and memberships
- Set up room configurations to accommodate events
- Develop promotional and marketing materials
- Recruit, hire, train and supervise full time, part time, and seasonal employees
- Provide work direction to ensure high level of customer service
- Manage building infrastructure to ensure efficient, safe and clean environment
- Establish and manage fitness, ice and aquatic programs and classes
- Coordinate the rental of spaces within the facility
- Provide input and directions pertaining to policies, budget and general operations
- Develop and manage capital improvements and long-range planning

REVENUE SUMMARY

Revenues	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Charges for Services	$2,264,033	$2,237,733	$2,271,700	$2,336,400
Miscellaneous	$164,183	$141,904	$130,200	$235,200
Other Sources	$477,642	$774,389	$1,221,300	$716,700
Total	**$2,905,858**	**$3,154,026**	**$3,623,200**	**$3,288,300**

EXPENDITURE SUMMARY

Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$1,562,614	$1,625,176	$1,733,900	$1,916,200
Professional/Technical	$14,719	$23,073	$19,900	$26,100
Purchased Services	$777,965	$700,044	$732,100	$749,100
Other Services	$110,188	$90,791	$95,900	$102,000
Supplies	$214,138	$226,839	$221,600	$254,200
Other Expenses	$37,345	$32,320	$29,500	$33,100
Capital Outlay	$188,816	$453,133	$790,300	$206,300
Total	**$2,905,785**	**$3,153,939**	**$3,623,200**	**$3,288,300**

Cost Recovery	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Net Gain (Loss)	($288,753)	($321,169)	($431,000)	($510,400)
Percentage*	89%	88%	85%	83%

**NOT INCLUDING CAPITAL*

BUDGET HIGHLIGHTS

- Use Agreement with ISD 199
  - $250,000 Flat Fee with $90,000 credit in 2017 (2018 no credit)
  - $40,000 in pool time fees
- $14,000 from IGHHA....agreement expires in 2023
- Membership fees will increase in 2017 (odd year)
- Loss of $12,000 in church revenue
- Eliminate concession operations at Rich Valley net savings of $1,000
- Minimum wages adjustments
- 80% of Older Adult position
- Cost recovery projected at 83% (not including capital investments)
- Continue to invest in improvements to the facility (HVAC, equipment, fixtures/furniture)

POSITION INVENTORY

	2014 FTE Actual	2015 FTE Actual	2016 FTE Adopted Budget	2017 FTE Proposed Budget
Recreation Superintendent	.30	.30	.30	.30
Guest Services Supervisor	0	0	0	1
Guest Services/Marketing Supervisor	.68	.90	.90	0
Marketing Coordinator	0	0	0	.75
Aquatics Coordinator	1.02	1	1	1
Recreation Coordinator	.42	.42	.42	1.22
Fitness Coordinator	1.02	1.02	1	1
VMCC Full Time Maintenance	2.95	2.97	3	3
VMCC Full Time Operations	3.07	2.90	3	3
Customer Service Specialist	1.66	1.83	1.75	1.75
Accounting Technician	.34	.34	.34	.34
Seasonal Guest Service	3.34	3.13	5.15	4.80
Seasonal Maintenance	1.40	1.58	1.76	1.76
Seasonal Fitness	6.23	6.67	4.33	4.38
Seasonal Aquatic	7.48	7.59	7.30	7.41
Kids ROCK	3.95	3.63	4.40	3.37
Seasonal Dance/LTS	.38	.47	.41	.73
Total FTE's	**34.33**	**34.83**	**35.13**	**35.81**

2017 Park & Recreation Department Budgeted FTE Accumulated Totals

	Full Time/Part Time Benefited	Seasonal Non-Benefited	Total
Parks	8.83	3.0	11.83
Recreation	3.62	1.3	4.92
VMCC	13.29	22.4	35.69
Inver Wood	7.06	9.8	16.86
Total	**32.61**	**36.1**	**69.3**

Park & Recreation Staff Comparison 2006 Budget vs. 2017 Budget

Budgeted FTE	2006	2017	Difference
Parks Benefited	8.58	8.83	0.25
Parks Seasonal	3.96	3.0	-0.96
Recreation Benefited	5.66	3.62	-2.04
Recreation Seasonal	2.2	1.3	-0.9
VMCC/Grove Benefited	15.2	13.29	-1.91
VMCC/Grove Seasonal	29.93	22.4	-7.53
Inver Wood Benefited	8.47	7.06	-1.41
Inver Wood Seasonal	16.61	9.8	-6.81
Total	**90.61**	**69.3**	**-21.31**

Park & Recreation Department 2007 vs 2017 Budget Comparison (Expenses)

	2007	2017	Change
Parks	$1,469,000	$1,903,600	30%
Recreation	$714,200	$637,900	-11%
VMCC	$2,869,600	$3,082,000	7%
Golf Course	$2,248,100	$1,831,200	-19%

Park & Recreation Department 2007 vs 2017 Budget Comparison (Revenue)

	2007	2017	Change
Recreation	$257,786	$233,600	-9%
VMCC	$2,131,501	$2,571,600	21%
Golf Course	$1,581,304	$1,676,400	6%

AGENDA ITEM _____

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

Review Proposed 2017-2021 Capital Improvement Budget(s)

Meeting Date:	December 14, 2016
Item Type:	Administrative Presentations
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Information provided to the Commission is for review purposes only.

SUMMARY

Attached are copies of the 2017-2021 Capital Improvement Budgets for the Park and Recreation Department. Highlights of the individual budgets include:

Park Acquisition Fund (Fund 402)

- Improvements to Heritage Village Park which include utilizing a portion of the $2,000,000 grant received from the State of Minnesota
- Acquisition of 5-10 acres of land in the NW Area

Park Capital Replacement Fund (Fund 444)

- Tennis court at Rich Valley
- Replacement of playground equipment
- Fencing and Netting

Inver Wood Golf Course (Fund 503)

-

Veterans Memorial Community Center (Fund 205)

- HVAC equipment
- Fitness equipment
- Not included is the East Rink Floor estimated at $825,000

December 2016

Financing Plan for the 2017 – 2021 Capital Improvement Plan

City of Inver Grove Heights, Minnesota

Prepared By:

City Staff

And

Ehlers

City of Inver Grove Heights
Park Acquisition and Development Fund 402 - Exhibit B

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2015	2016	2017	2018	2019	2020	2021
Beginning Fund Balance	**1,434,118**	**1,668,560**	**2,015,246**	**824,148**	**746,390**	**737,741**	**231,471**
Sources of Funds							
Charges for services	317,000	330,000	330,000	330,000	330,000	330,000	330,000
State bonding grant			1,500,000				
Other			496,993				
Transfer in			337,750				
Interest	**15,599**	**16,686**	**20,152**	**8,241**	**7,464**	**7,377**	**2,315**
Total Sources of Funds	**332,599**	**346,686**	**2,684,895**	**338,241**	**337,464**	**337,377**	**332,315**
Expenditures							
Current							
Future projects							
Capital outlay	64,590						
Rich Valley maintenance building							
Heritage Village Park			3,035,993				
Rich Valley dugouts							
NWA park acquisition			400,000	400,000		400,000	
NWA park development			200,000		200,000		
NWA trail development			100,000		100,000		100,000
Update Seidl's master plan			15,000				
South Valley master plan					20,000		
NWA grade separated crossing						350,000	
Arbor Pointe basketball court			20,000				
North Valley ADA trail			30,000				
Upper 55th Trail			75,000				
Transfer out	33,567						
Transfer to Community Center							
Total Expenditures	**98,157**	**0**	**3,875,993**	**400,000**	**320,000**	**750,000**	**100,000**
Inflation-capital only		**0**	**3,875,993**	**416,000**	**346,112**	**843,648**	**116,986**
Ending Fund Balance	**1,668,560**	**2,015,246**	**824,148**	**746,390**	**737,741**	**231,471**	**446,800**

City of Inver Grove Heights
Park Capital Replacement Fund 444 - Exhibit C

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2015	2016	2017	2018	2019	2020	2021
Beginning Fund Balance	899,724	1,012,375	1,247,499	1,154,974	1,239,723	1,433,857	1,054,520
Sources of Funds							
Franchise fees							
Transfer from General Fund	150,000	175,000	200,000	225,000	200,000	200,000	200,000
Transfer from Capital Facilities	25,000	25,000	0	0	0	0	0
Transfer from Host Community	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer from Local Improvement							
Other							
Interest	8,495	10,124	12,475	11,550	12,397	14,339	10,545
Total Sources of Funds	208,495	235,124	237,475	261,550	237,397	239,339	235,545
Expenditures							
Current	44,847						
Capital outlay							
Park Trail and Parking Lot							
Playground equipment			140,000	70,000		150,000	120,000
South Valley picnic shelter						200,000	
South Valley building						200,000	
Fencing/netting			20,000	20,000	20,000		
Tennis court/basketball repair			50,000	50,000	20,000		
Rich Valley well-backstop hoods			80,000				
Fishing pier				30,000			
Rich Valley tennis courts			40,000				
Maintenance							
Transfer out	50,997						
Total Expenditures	95,844	0	330,000	170,000	40,000	550,000	120,000
Inflation-capital only		0	330,000	176,800	43,264	618,675	140,383
Ending Fund Balance	1,012,375	1,247,499	1,154,974	1,239,723	1,433,857	1,054,520	1,149,682

City of Inver Grove Heights
Golf Course Enterprise Fund 503- Exhibit I

Inflation for capital items		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	2015	2016	2017	2018	2019	2020	2021
Beginning Cash Balance	**121,631**	**449,563**	**368,459**	**477,943**	**529,493**	**551,050**	**576,707**
Sources of Funds							
Transfer from Host Community	100,000	100,000	100,000	0	0	0	0
Transfers in (other funds)							
Land sale proceeds							
Operations	1,647,933	1,602,900	1,676,400	1,704,100	1,739,100	1,774,100	1,809,100
Other							
Interfund loan	88,810	2,047,700				-	-
Interest	**399**	**4,496**	**3,685**	**4,779**	**5,295**	**5,511**	**5,767**
Total Sources of Funds	**1,837,142**	**3,755,096**	**1,780,085**	**1,708,879**	**1,744,395**	**1,779,611**	**1,814,867**
Expenditures							
Operations	1,289,495	1,412,100	1,487,800	1,473,310	1,502,777	1,532,832	1,563,489
Future capital improvements		50,000	50,000	50,000	50,000	50,000	50,000
Capital Equipment & Capital Outlay	134,576	2,287,700	100,000	50,000	50,000	50,000	60,000
Interfund loan repayment	55,628	56,800	30,800	82,000	82,000	82,000	82,000
Golf carts	29,511	29,600			35,000	35,000	35,000
Total Expenditures	**1,509,210**	**3,836,200**	**1,668,600**	**1,655,310**	**1,719,777**	**1,749,832**	**1,790,489**
Inflation-capital only	**134,576**	**2,287,700**	**102,000**	**52,020**	**53,060**	**54,122**	**66,245**
Ending Cash	**449,563**	**368,459**	**477,943**	**529,493**	**551,050**	**576,707**	**594,840**

City of Inver Grove Heights
Community Center Special Revenue Fund 205- Exhibit K

Inflation for capital items	2015	4.00% 2016	4.00% 2017	4.00% 2018	4.00% 2019	4.00% 2020	4.00% 2021
Beginning Fund Balance	**149,246**	**149,247**	**151,147**	**152,658**	**199,374**	**196,358**	**219,108**
Sources of Funds							
Transfer from Host Community Fund for Operations		432,900	511,700	572,860	621,873	658,821	698,795
Transfer from Host Community Fund for Capital		0	205,000	450,000	300,000	150,000	1,700,000
Transfer from Community Projects		0	0	0	0	0	0
Transfer from Capital Facilities		790,300	0	0	0	0	0
Transfer in	774,389						
Central Equipment IFL							
Operations							
Charges	2,237,733	2,271,700	2,336,400	2,383,128	2,430,791	2,479,406	2,528,994
Miscellaneous	141,903	130,200	235,200	265,000	265,000	277,500	290,500
Interest	**0**	**0**	**1,511**	**1,527**	**1,994**	**3,927**	**4,382**
Total Sources of Funds	**3,154,025**	**3,625,100**	**3,289,811**	**3,672,515**	**3,619,657**	**3,569,655**	**5,222,672**
Expenditures							
Operations	2,700,891	2,832,900	3,083,300	3,175,799	3,271,073	3,369,205	3,470,281
Capital Outlay							
CIP		790,300	205,000	450,000	351,600	177,700	1,900,000
Transfer out	453,133						
Total Expenditures	**3,154,024**	**3,623,200**	**3,288,300**	**3,625,799**	**3,622,673**	**3,546,905**	**5,370,281**
Ending Fund Balance	**149,247**	**151,147**	**152,658**	**199,374**	**196,358**	**219,108**	**71,498**

AGENDA ITEM _____

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

Department Happenings

Meeting Date:	December 14, 2016		**Fiscal/FTE Impact:**
Item Type:	Administrative Presentations	[X]	None
Contact:	Eric Carlson – 651.450.2587	[ ]	Amount included in current budget
Prepared by:	Eric Carlson	[ ]	Budget amendment requested
Reviewed by:	Eric Carlson – Parks & Recreation	[ ]	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

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CITY OF INVER GROVE HEIGHTS
Parks & Recreation Department

8150 Barbara Avenue, Inver Grove Heights, MN 55077
651-450-2500
www.invergroveheights.org

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

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Parks & Recreation

- Parks & Recreation Office – 8055 Barbara Ave
- Parks Maintenance – 8168 Barbara Ave
- Inver Wood Golf Course – 1850 70th St
- Inver Wood Maintenance Facility – 1597 80th St
- Veterans Memorial Community Center – 8055 Barbara Ave

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Park & Recreation Key Staff Contacts

Name	Title	Phone	Email
Eric Carlson	Parks & Recreation Director	651-450-2587	ecarlson@invergroveheights.org
Brian Swoboda	Parks Superintendent	651-450-2582	bswoboda@invergroveheights.org
Tracy Petersen	Recreation Superintendent	651-450-2588	tpetersen@invergroveheights.org
Matt Moynihan	Clubhouse Superintendent	651-450-4324	mmoynihan@invergroveheights.org
Joel Metz	Golf Course Superintendent	651-554-0132	jmetz@invergroveheights.org
Bethany Adams	Guest Service Supervisor/Marketing	651-554-3442	badams@invergroveheights.org

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Benefits of Parks & Recreation

- A healthy park and recreation system equals **healthy residents**
  - People who engage in regular physical activity are healthier
  - Increased exposure to natural areas has been linked to improved physical and psychological health
    - *Human-Environment Research Laboratory of the University of Illinois at Urbana-Champaign*

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Park & Recreation Department

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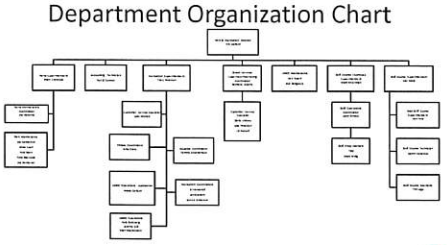
Parks & Recreation Department Organization Chart



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2017 Full Time Equivalent

	Full Time/Part Time Benefited	Seasonal Non-Benefited	Total
Parks	8.83	3.0	11.83
Recreation	3.56	1.3	4.86
VMCC	13.29	22.4	35.69
Inver Wood	6.93	9.4	16.33
Total	32.61	36.1	68.71

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Park & Recreation Commission

- Act in an advisory capacity to the Council in matters relating to a park and recreation program in the City.
- Prepare and recommend updates to the parks component of the comprehensive plan.
- Periodically examine the need for new park and open space with recommendations to be submitted to the Council.
- Review development applications for conformance to park dedication requirements of the comprehensive plan.

Commissioner	Consecutive Years of Service	Term Expires
Al Elden	24	2017
Katie Bauer	3	2017
Mark Freer	4	2017
TBD	0	2019
Willy Krech	25	2019
Deb Tix	4	2019
Joe Boehmer	17	2018
Patrick Farley	1	2018
Kevin Sethre	1	2018

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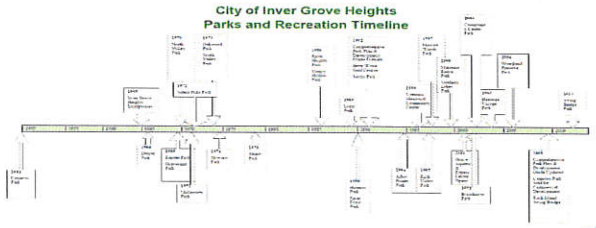
Park & Recreation System Timeline



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Benchmark Data

CITY	INVER GROVE HEIGHTS	ROSEMOUNT	FARMINGTON	SOUTH ST. PAUL	WEST ST. PAUL	MENDOTA HEIGHTS	AVERAGE
Square miles	28	36	12.5	5.7	5.0	10.5	16
Population	34,000	22,000	21,000	19,500	19,500	11,000	21,167
City park acreage	609	440	876	246	129	259	427
Acers per 1,000	17.9	10	14.7	12.6	6.6	23.5	20.4
Parkland as a % of all city acreage	3%	2%	11%	7%	4%	4%	4%
Total parks	28	27	21	16	15	15	20
Parks per 1,000	.82	1.23	1	.82	.77	1.36	.96
Miles of trails	26	33	43	6	5	29	24
Miles of sidewalks	30	52	58	55	50	3	41

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Parks

- Park Maintenance
- Park Development
- Park Acquisition & Development Fund (402)
- Park Capital Replacement Fund (444)
- Non Park Assets

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Parks

- 28 Parks
- 609 Acres
- 26-miles of paved trails
- Playgrounds
- Winter skating
- Basketball/Tennis Courts
- Skate Park
- Athletic Fields
- So Much More!

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2017 Parks Operating Budget

- General Fund
- Daily maintenance of parks, trails, open space
- No significant changes in 2017

Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$854,244	$912,906	$955,400	$970,200
Professional/Technical	$34,741	$33,691	$29,700	$29,800
Purchased Services	$510,520	$537,757	$538,800	$557,600
Other Services	$116,072	$115,015	$98,600	$104,500
Supplies	$135,287	$184,532	$215,200	$210,500
Other Expenses	$27,000	$29,077	$31,000	$31,000
Total	$1,677,864	$1,812,977	$1,868,700	$1,903,600

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Park Acquisition & Development (Fund 402)

- Developers pay at time of final plat
- Used for new land purchase, new park & trail development
- Cash balance of approximately $2,400,000

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NW Area Park Plan

- Six parks
- Paid through park dedication
- Increase in operating cost
- Increase need for additional staff/equipment

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Mendota/Lebanon Hills Greenway Master Plan

- Dakota County Parks
- Regional Trail
- 15-20 year plan
- County to own, operate, maintain, replace

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Park Capital Replacement Fund (Fund 444)

- Existing infrastructure
  - $13,000,000
- Should set aside
  - $700,000 annually
- Current Funding
  - $250,000 annually
- Cash balance of approximately $950,000

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Recreation

- Recreation Programs
- Community Events
- Manage recreation facility usage
- Work with youth athletic associations
- Coordinate with Community Education

Recreation

- Youth Programs
- Adult Programs
- Senior Programs
- Family Programs
- Special Events
- Sports Programs
- Classes
- Camps
- 8,000 registrants

Partnerships

- Youth Athletics
- Businesses
- Neighborhood Groups
- School District
- Service Organizations

2017 Recreation Operating Budget

- Special Revenue Fund
- No significant program changes proposed in the 2017 budget
- $233,600 in revenue
- Cost recovery projected at 37%

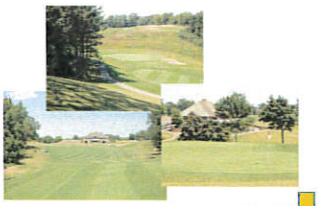
Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$391,561	$414,740	$438,200	$434,400
Professional/Technical	$36,652	$48,047	$35,000	$42,900
Purchased Services	$51,465	$49,903	$56,400	$54,900
Other Services	$28,223	$19,873	$31,300	$23,200
Supplies	$66,651	$65,010	$67,500	$75,500
Other Expenses	$5,298	$16,676	$5,600	$7,000
Total	$579,851	$604,809	$634,000	$637,900

Inver Wood Golf Course

- Improvement Project
  - Irrigation
  - Bunkers
  - Driving Range
- Grand Re-Opening
- 1st Season in 5 years without a construction project
- Future parking lot replacement

Inver Wood Golf Course

- 235 acres
- 18 – hole Championship
- 9 – hole Executive
- Driving Range
- Pro Shop
- Clubhouse
- Lessons
- Leagues
- Group Outings
- 80,000 users



2017 Inver Wood Budget

- Enterprise Fund
- Expenses covered by golf revenues
- 50,000 rounds
- Re-roof buildings
- $1,676,400 in revenue
- $325,400 in depreciation
- Improvement Debt repayment starts in 2018

Expenses	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$780,056	$818,006	$865,900	$909,600
Professional/Technical	$1,970	$1,187	$800	$800
Purchased Services	$86,581	$93,351	$100,500	$104,000
Other Services	$77,002	$46,826	$49,700	$50,000
Supplies	$165,257	$188,055	$219,000	$241,600
Other Expenses	$313,750	$302,771	$266,800	$366,200
Cost of Sales	$109,534	$128,875	$140,800	$141,000
Total	**$1,537,244**	**$1,581,309**	**$1,644,100**	**$1,813,200**

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Veterans Memorial Community Center

- 90% cost recovery goal
- 500,000+ visitors
- Active Adult Programming
- Replace East Rink Floor in 2017
- Future parking lot replacement

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Veterans Memorial Community Center

- Aquatics
- Fitness Center
- 2 Sheets of Ice/Turf
- Meeting Rooms
- Childcare
- Group Fitness Classes
- Personal Fitness Classes

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2017 VMCC/Grove Budget

- Special Revenue Fund
- Cost recovery projected at 85% (not including capital investments)
- $2,571,600 in revenue
- Continue to invest in improvements to the facility:

Expenditures	2014 Actual	2015 Actual	2016 Adopted Budget	2017 Department Request
Personnel Services	$1,562,614	$1,625,176	$1,733,900	$1,916,200
Professional/Technical	$14,719	$23,073	$19,900	$26,100
Purchased Services	$777,965	$700,044	$732,100	$749,100
Other Services	$110,188	$90,791	$95,900	$102,000
Supplies	$214,138	$226,839	$221,600	$254,400
Other Expenses	$37,345	$32,320	$29,100	$33,100
Capital Outlay	$188,816	$453,133	$790,300	$206,300
Total	**$2,905,785**	**$3,153,939**	**$3,623,200**	**$3,288,300**

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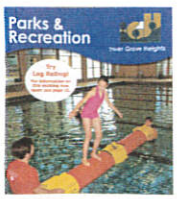
Information

- Park & Recreation Brochure
  - 3x's per year
  - Programs
  - Facilities
  - Contact information
- Register
  - On-line
  - In person
  - Over the phone
  - Mail in
  - Fax
- Twitter
  - @IGHParks
- FaceBook
  - Inver Grove Heights Parks and Recreation



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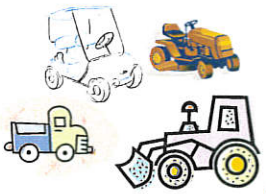
Equipment

- Inver Wood
  - Approximately 30 pieces of maintenance equipment
  - 70 golf carts
- Parks
  - Approximately 50 pieces of equipment



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Future Challenges

- Existing infrastructure funding, increase is needed
- Repurpose existing facilities as appropriate
- Adjust services to meet changing demographics
- Maintaining appropriate staffing levels

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Summary

- Parks & Recreation support a healthy happy community
- Attracts people to the City to live, work, and play
- Catalyst for economic development
- Professional experienced staff

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"Discover the Opportunities"

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AGENDA ITEM _____

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

Commission Comments

Meeting Date:	December 14, 2016		**Fiscal/FTE Impact:**
Item Type:	Commission Presentations	[X]	None
Contact:	Eric Carlson – 651.450.2587	[ ]	Amount included in current budget
Prepared by:	Eric Carlson	[ ]	Budget amendment requested
Reviewed by:	Eric Carlson – Parks & Recreation	[ ]	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.