Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, October 12, 2016
8150 Barbara Avenue
7:00pm

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
   A. Overview of Recreation Programs – Tracy Petersen
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; November 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 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 July 13, 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 Approval of 2017 Park and Recreation Department Fees
   B. Consider Approval of Proposal from WSB for Babcock Trail Feasibility Report
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
   A. Department Happenings
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, July 13, 2016

1. CALL TO ORDER:

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

2. ROLL CALL:

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

3. PRESENTATIONS:

A. MRPA Award of Excellence for the Lawn of the Week Program

Parks and Recreation Director Eric Carlson stated the Minnesota Recreation Park Association is here to do a presentation on an Award the City of Inver Grove Heights received for the Lawn of the Week Program that we do during the summer months.

Jill Anfang stated she is here tonight to present the Minnesota Recreation and Park Association 2015 Award of Excellence to the City of Inver Grove Heights.
The Minnesota Recreation and Park Association, (MRPA), was formed in 1937 to foster the growth and development of the Parks and Recreation profession throughout the State. There are nearly 900 professional, corporate, board, commission, student, and retiring members. Members come from municipal, county, state, district, commercial, and private agencies. The MRPA office is located in Fridley. The awards program is an annual program of the Minnesota Recreation Park Association that was solely created to recognized agencies and their staff for extremely exemplarily projects that was either implemented in 2015 or received substantial revisions in 2015. Projects may be nominated in seven different categories. They are:

-Parks and Facilities
-Programming and Events
-Sustainability
-Communication
-Administrative Management Strategies
-Volunteer Initiatives
-Scholarships and Partnerships

Nominations received are reviewed, evaluated, and scored by awards committee members. Top scoring nominations are selected to receive awards. On behalf of the committee it is her pleasure to present the Award of Excellence to the City of Inver Grove Heights in the Parks and Recreation Department for its winning project, Lawn of the Week in the Programming and Events Category. We would also like to recognize Jen Graham, Recreation Coordinator, who nominated this project for an Award of Excellence.
This is a really cool and unique program. We haven't seen this program before. She wanted to read one of the recommendations that was part of the application. The following says a lot for the Community and the program.

> "The best looking lawn in all of Inver Grove Heights belongs to Jerry Lane. It probably even looks good now, in March, half covered in snow and dead leaves from winter. It will definitely look amazing this summer. How do I know? It's looked like Astroturf for the entire twenty plus years he has lived here. He aerates, power rakes, trims it with scissors, and he re-turfs bald spots. Putting greens don't look this good. The boulder look of landscaping is in. He put them all around his house, picking them up one by one from farm fields around the City back in 1990. He's planted a forest of ferns in his

backyard where no one could ever see them. If I had a nickel for every time someone has asked him for lawn advice or has said, if there was an award for best lawn he would win it and she'd be a very rich woman. Not only that, he's a great neighbor. Always cutting the neighbors lawn, plowing their snow, helping them with projects, etc. You'd have to look at both the front and back yard, but if there's a more perfect patch of lawn in this City, I'd be extremely surprised. I hope you consider him".

That is just one example, but there are others in here like it. The Award of Excellence includes a plaque. Thank you again for this honor.

Recreation Coordinator Jen Graham accepted the plaque.

Chair Eiden asked if this is a statewide contest? The State of Minnesota Park and Recreation.

Ms. Anfang responded that is correct.

Chair Eiden asked if her experience would be that other Communities would pick up similar types of programs based on what they read about the award winners and categories?

Ms. Anfang responded definitely. The information is shared with organizations throughout the state. She wouldn't be surprised if Coordinator Graham doesn't get a phone call or two once this information is out. Modeling is a great compliment.

Recreation Superintendent Tracy Petersen stepped forward to take a photo of the entire Commission, Jill Anfang, and Jen Graham, along with the Award.

Director Carlson thanked Ms. Anfang for coming this evening. They really appreciated it. He also congratulated Jen Graham.

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: August 10, 2016. Regular Meeting 7:00 p.m.
E. July is Parks & Recreation Month – Get out and enjoy our parks and trails

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of June 8, 2016

Motion to approve the Consent Agenda by Commissioner Farley, seconded by Vice Chair Sethre.

Aye: 8
Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

None

9. ADMINISTRATIVE PRESENTATIONS:

A. Park & Recreation Sub Committee Reports

Chair Eiden stated the citizens that are planning a dog park have tabled their activities for the moment, but want to stay in touch.

Director Carlson responded that is correct. He has received an email from Carol Nankivel, she was the leader of the resident group that was looking at a dog park in the Community. The letter states they put effort into the concept of bringing a dog park to Inver Grove Heights. They feel there is support within the Community to have a dog park eventually somewhere here. The letter references the different sites they have researched and offers pros and cons to those sites. At this time they don't feel like they have the site they would like to pursue. For that reason they are putting it on hold and want that information to be available when and if it ever gets restarted again.

Vice Chair Sethre felt she laid out the pros and cons rather nicely. Someone obviously spent some time with this and that is really appreciated.

Chair Eiden asked if there were any updates on Inver Wood Golf Course?

Commissioner Farley responded as far as the golf course, things are moving along. There will be a meeting this coming Friday to get more information as they are getting closer to actual construction beginning in August. The course will be open, but it will be spotty at best. Due to that, they have reduced the rates to accommodate golfers with the understanding that the conditions are going to be construction like conditions. The driving range will shut down August 3rd. On the 18th of this month, they have gadfly golfers showing up. They are the Minnesota Golf Association Senior Tour. He calls them the gadflies because they travel all over the state in various groups to play various courses. They talk, so if they like a course they will talk about it and bring people to play it. That of course, is a good thing. He hopes it all goes well. He's looking forward to a good showing on the basis of the course. He thinks it will be a good opportunity to show off the course. It will be even better next year when everything is done and reconstructed.

Chair Eiden liked that the managers put out a good notice about what was happening there.

Commissioner Farley agreed. He meant to make notice of that.

Chair Eiden stated the Northwest Area Park Planning sub-committee will be getting together in August or September.

Director Carlson commented that they are waiting for some easement information. They will sit down with that group and look at specific parcels to look at for parkland.

Chair Eiden asked about short term staffing needs.

Director Carlson will meet with that group in September. It is related to the budget process.

Chair Eiden stated he has not done much work on the Total Park and Recreation System Plan. He hopes to get started in a month or so.

B. Department Happenings

Director Carlson had nothing to highlight and will stand by for questions.

Commissioner Farley read the comments from people that responded to the request for ideas. He thought it was an appropriate comment that the play area be given more visibility than it currently enjoys. That would reduce vandalism and improve sight lines.

Chair Eiden stated that item will be under discussion in the next agenda item.

Chair Eiden asked about the Utility Roundup Program. Did the Council did in fact show interest in that?

Director Carlson responded that we presented that to them during the July work study session. The City Council was receptive to the concept. They do want to see some things looked into and changed, such as giving residents options as to when and how to make their donations. It was the general consensus of the Council that they didn't want people to sign up and have it be on there permanently. They wanted it to be more of a quarterly option. That is something the Finance Director and himself are looking into. They will be bringing that item back to them in August or September.

Chair Eiden stated on August 2nd it will be Night to Unite. The Park and Recreation staff will be available to provide games and hand out fun stuff at any Night to Unite gathering on August 2nd. Those interested can apply online at www.invergroveheights.org to let the staff know of your interest.

Director Carlson commented the block parties themselves are coordinated with the Police Department and then as Chair Eiden mentioned, if the block parties want to have Recreation staff come and run some games for the kids that are in attendance, they need to let our staff know so they can get on a list. Four or five different staff groups can then provide a little entertainment for those block parties. It has been very well received. We have had about 30 to 40 per year.

C. Discuss Master Plan Process for North/South Valley Park(s)

Chair Eiden stated in your packets is a memo that he sent to the Director and others after the sub-committee had a tour. He tried to outline a planning process. He thinks this is a major project that has a lot of opportunities. He took the park situation and recategorized it according to his perception about what they can do. The first couple pages are the amenities, and they don't include our athletics. The reason for that is because they seemed to have focused on that in the past. There are things we could take better care of and make more useful, for example, out at Seidl's Lake Park. It has 26 acres of land. There is a lake there, but it is difficult to get down to. The actual playset is in a position for full use. He thinks South Valley has great opportunities to establish more unique opportunities in this City. There were a number of people for input sources where we could have a meeting. There are no Athletic Associations at this juncture. This is a starting point for the sub-committee to be working with. We can let the full Commission get a preview of what has been going on. The sub-committee took a tour of five parks a few weeks ago. It gave insight into shelters. We noticed ours is about ¼ the size of most of them. That has been a concern as we have had to turn people away as we don't have enough room down there. The sub-committee consists of Commissioners Boehmer, Bauer, Huffman, and himself. He also noticed we have much more water access in this Community than he had anticipated. We also have a lot of unique things in this City in terms of Parks. Maybe we should educate people more on the ability to use them. Harmon Park and Salem Hills Park for example, has a community garden and a tree farm. Those are things that we as citizens should know more about.

Vice Chair Sethre felt the basic premise is to look beyond the athletic amenity for this park.

Chair Eiden stated there is also a small softball field down there. It's marked as a softball field. We have a lot of athletic fields around here. He felt instead of an exact dedicated field down there; maybe have a grassy area multi-use turf that could be used for whatever they wanted. It doesn't need to be designated as any specific field down there.

Commissioner Boehmer asked if we are really turning people away because that shelter is too small. He went on the park tour too and felt it was good to see the other side.

Director Carlson responded we do have groups that are looking for a corporate or larger event, and our shelter doesn't accommodate the needs for some of their outings.

Commissioner Krech asked how much rent they get from that facility? He has seen an event held down there where there must have been 500 people and the biggest problem was the parking.

Vice Chair Sethre has that rented in August and thought 60 was the max.

Recreation Superintendent Tracy Petersen responded in a general year they are taking in about 60 to 70 rentals at South Valley. Those are rentals that are booked with the City. There are other rentals that take place that we are not aware of. They are rented in five hour blocks. You can rent from 11-4 or a 5-10 timeframe. The fee is $60.00 for resident or $80.00 for non-residents. It's not much money, but with a new facility, those rates could change.

Commissioner Krech asked if you checked other sites for costs of their facilities and their useages?

Superintendent Petersen stated they haven't gone that far yet, but if you look at the Rock Island Swing Bridge we had to keep the resident and non-resident rates the same because it was a County project. It is smaller but we are charging $100.00 for that same block of time. It's a very reasonable rate. We are probably in the middle of surrounding communities, some are lower, some are higher, fees vary based on the size of the shelter and time frames too.

Commissioner Krech felt if you put an investment out there are you going to get any return in that? What you are charging them for five hours or half a day, we really aren't making anything on it.

Chair Eiden stated the sub-committee will be meeting to pursue some of these avenues. We just wanted the full Commission to understand that this is a great opportunity, and maybe more complex than we expected it to be.

Commissioner Boehmer was impressed with how many acres South Valley was.

Vice Chair Sethre agreed.

Commissioner Krech agreed that was a big area, but the biggest issue was the parking.

Commissioner Farley stated we have more opportunities than we have the money for. He asked about the water areas Chair Eiden mentioned around the Community that some may not know about. Is this water for sightseeing, boating, fishing, swimming?

Chair Eiden doesn't know the specifics on that yet.

Commissioner Huffman was impressed with the Rosemount splash pond for the young ones.

Commissioner Krech commented that we lost a great helper last week with the passing of Jim Metzen. He helped build a program for hockey arenas around town. The Mighty Ducks helped a lot of arenas in the State of Minnesota. It takes a lot to do that. It's like Swing Bridge Park; it took a lot to get that going too.

Chair Eiden commented that if you start looking for the money first, you are not going to get anywhere. If you look at what could be, and ways to get it done, and have the enthusiasm to do it, then along the way things will happen. Funding will always be an issue.

Commissioner Krech did have someone go down there to look at the blocks on the North Valley building and it would be about $3,000 to $5,000.

Commissioner Farley asked if we have that kind of money in the budget?

Director Carlson responded yes, but it would be depend on the Master Plan outcome.

D. Discuss Arbor Pointe Playground Equipment

Chair Eiden stated this item came to their attention due to vandalism that couldn't be totally erased. There has been some discussion and we need to figure things out. We have about six options that you can choose one or more of. One of them could be using a cleaner that Commissioner Boehmer was going to find out more information on.

Commissioner Boehmer said he hasn't heard back on that yet.

Chair Eiden said another option would be to do nothing. Another option would be to replace it with a new set.

Commissioner Krech asked if there is enough use for that?

Chair Eiden wasn't sure.
Another option would be to remove it and not do anything. The last option would be something that the neighbors there have suggested and that would be repurposing that area.

Commissioner Krech felt they should have a camera put on the facility so you can arrest the problem. Maybe all parks need that? There was another park we did that for and it took awhile, but it worked.

Commissioner Huffman felt we should have the neighborhood involved and see what they want to do. They can give us ideas.

Commissioner Boehmer said they were talking about making it more viewable. When you go up there, you have all those homes and all those windows, there is visibility for those that live there and see that area. The camera could be good.

Chari Eiden stated this came to us as something as simple as a playset issue, but now we have many more options to consider.

Commissioner Farley said one of the respondents, named Wendy, made reference to the fact that there is only about 75 K-6 school age children within a half mile radius of the park. That to him, seems like a low number of individuals in that area. Repurposing may be more appropriate at the present time. How many of the surrounding homes are occupied by older individuals that may have grandchildren and may be using that park as a recreational facility, that were not included in those numbers though?

Commissioner Krech felt that number was more normal. This is just a playground. Other parks have a playground and ball fields.

Director Carlson commented that as you may recall, we sent out a letter and invited residents that live in the Arbor Point neighborhood to an open house. One person showed up. That was the extent of the feedback from residents. In the letter we sent out, based on data from 2014, there were 74 kids of K-6 grade age that live within a half mile of that park. That's where the 75 came from.

Commissioner Bauer said they did also talk about taking down the equipment and seeing what we hear from people too. She has heard comments that it is kind of hidden from the road too yet.

Vice Chair Sethre thought he had heard that that equipment could be at its end of useful life.

Commissioner Tix didn't think it being away from the road would be a bad thing. When taking a child to the park she'd want it to be away from the traffic that's going by. She grew up off Highway 52 so not having traffic noise is always a good thing for her. There can be benefits and negatives to that. If you got rid of the hill, you'd have to have a fence so kids can't run out on the street. With the hill it's a little easier to keep them contained.

Vice Chair Sethre commented that the vandalism must occur at night since there are so many homes visible there.

Commissioner Krech felt that a camera was the only choice. He knows that from his company. They have to get them on camera so they can get their truck number. Then the police can arrest them. You can't do anything today without cameras.

Director Carlson didn't think the cameras were a bad idea, but the situation at that park, or any other park, is a little bit different than what you might have at your business because you have people that are probably driving up, so you can get a license plate number. At Arbor Point Park, you are not going to see someone drive up in a car and see a license plate as they spray paint. You are probably talking about teenagers, in the dark, who do what they do and then leave. It could be more challenging to identify who is doing it even though a camera is installed.

Commissioner Huffman wondered how much the equipment would cost to replace, and the cameras. Who will pay for the cameras and the playground equipment?

Commissioner Krech felt the cameras were the cheaper investment. It would have to be able to take a pretty good picture if it was there.

Commissioner Boehmer commented that maybe those writing letters didn't have kids or grandkids. Maybe they don't like the noise there. We don't know that. This is a park though, and he thinks a playground should be there.

Commissioner Farley agrees with Commissioner Boehmer that it is a playground. He thinks not only about the children in the area using it, but there could also be grandchildren involved. Unless we have evidence that it needs to be repurposed it needs to stay the way it is.

Commissioner Krech felt maybe we could clean it up better. Commissioner Boehmer agreed.

Commissioner Farley felt we needed to have a more serious proposal about cameras.

Commissioner Krech felt if we put cameras on light poles in yards, thieves can see them. They do not rob from the vehicles that the cameras are near. They avoid anything where a camera can see. Kids may not be quite that smart.

Chair Eiden asked if it could cost about $40,000 to $50,000 for a playset?

Director Carlson agreed.

Chair Eiden felt we should try to clean up what's there for now. Secondly, since it's at the end of its useful life on paper, we have to look at the actual equipment to see how it is.

Commissioner Krech suggested we clean it up. Put a camera there just to see how many kids show up to use the park. Just get a game camera. They are $100.00.

Commissioner Boehmer commented about game cameras. You can program them on your iPhone. If someone goes to steal that camera, it's programmed on that iPhone.

Commissioner Tix felt if we were going to do something like a camera, what about motion detector lights? If they are kids, and they don't want to be seen and think they are sneaking around, the thought of someone seeing them could deter them as well.

Chair Eiden said he has heard a few things here. Clean it up, get a camera, and get a usage count. After we get the results, we can revisit again and decide what we want to do.

Vice Chair Sethre asked if you can customize them? Because if someone is there for an hour and a half you may see the same kids there for an hour and a half.

Commissioner Boehmer commented a camera could take a thousand pictures on eight AA Batteries, and last two months. There are all kinds of settings. He has some extra game cameras they can use.

Commissioner Farley said they are portable so we can move them from parks to parks. Then we would be able to determine the utilization rate at various times.

10. <u>COMMISSION COMMENTS:</u>

Commissioner Farley has no comment.

Commissioner Boehmer had no comment.

Commissioner Huffman had no comment.

Commissioner Bauer thought that the sub-committee tour was really a good idea for us to not only get out and see some of the amenities, but also to see what is working well and successful.

Commissioner Tix stated the latest craze since last Friday has been Pokemon Go. It is getting people up and motivated to try to find Pokemon. For those at home that do play, we are a gym at City Hall. The parks that she has gone to have something in them. This is done on a Smartphone.

Commissioner Krech thinks we are going the right way for this little park. Commissioner Boehmer may have some chemicals that can clean that up and he also has some really cool ways of setting up those game cameras. He thinks this is a good effort. We can try it at this one park and see how it works.

Vice Chair Sethre has no comment.

Chair Eiden stated there are a lot of things coming up in the City. You know the websites and other resources to get more information. Inver Grove Heights Days is September 9th. Our next meeting is August 10th.

Commissioner Krech thought the BEST Foundation at the Golf Course was coming up too.

Director Carlson stated that is on for Monday, August 22nd.

11. ADJOURN

Motion by Commissioner Farley, seconded by Commissioner Boehmer, to adjourn the meeting at 8:07 p.m.

Aye: 8
Nay: 0 Motion carried.

AGENDA ITEM 8A

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

Consider Approval of 2017 Park and Recreation Department Fees

Meeting Date:	October 12, 2016
Item Type:	Regular Agenda
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Matt Moynihan
	Bethany Adams
	Tracy Petersen

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

It is recommended that the Commission approve the attached fees for Parks & Recreation.

SUMMARY

Attached is a copy of the 2017 proposed fees for Parks & Recreation. Highlights of the changes are as follows:

Recreation

- A number of facility use fees will increase marginally.

VMCC/Grove

- Membership fees increase $1 monthly

Inver Wood

- Fees are going up $0.50 - $1.00 on various fees/services.

CITY
OF
INVER GROVE HEIGHTS

2017 PROPOSED FEES
PARKS & RECREATION DEPARTMENT

RECREATION

INVER WOOD GOLF COURSE

VETERANS MEMORIAL COMMUNITY CENTER

Parks & Recreation

Item	Frequency	2016 Resident	2016 Non-Res	2017 Resident	2017 Non-Res
Park Shelters *(excludes Swing Bridge Park)	Per 5 hour block	$60	$80	$60	$80
Park Shelter * Swing Bridge Park Only		March-May: $80; June-Aug. $100; Sept. – Oct. $80	March-May: $80; June-Aug. $100; Sept. – Oct. $80	March-May: $80; June-Oct $100	March-May: $80; June-Oct $100
Picnic Kit *	NA	$15	$25	n/a	n/a
Additional trash barrels/picnic tables	NA	$30	$40	$30	$40
Outdoor Ice Rink *	Per hour	$25	$35	$25	$35
Outdoor Ice Rink w/attendant *	Per hour	$35	$45	$35	$45
Outdoor Rink Lights	Per hour	$40	$60	$40	$60
Neighborhood Park/School Athletic Field	Per use	$35	$45	$35	$45
Tennis Courts	Per Hour/Court	$5	$7	$6	$8
Rich Valley Baseball Field (youth)	Per gm/practice	$75	$95	$80	$100
Rich Valley Baseball Field (adult)	Per gm/practice	$90	$110	$95	$115
Rich Valley Softball Field	Per gm/practice	$55	$80	$60	$80
Rich Valley/Skyview Soccer Field (youth)	Per gm/practice	$75	$95	$80	$100
Rich ValleySkyview Soccer Field (adult)	Per gm/practice	$90	$110	$95	$115
Rich Valley Soccer ½ Field	Per gm/practice	$45	$55	$50	$60
Rich Valley Lights	Per hour	$40	$60	$40	$60
Rich Valley Field Tournament Fee	Per field/day	$180	$205	$185	$210
Rich Valley Tournament Vendor Fee	Per Weekend	$50	$105	$55	$110
Rich Valley Concession Stand	Per Weekend	$250	$250	$250	$250
Rich Valley Additional Maintenance Service- staff, equipment and supplies (4 fields or less)	Per hour	$50	$60	$50	$60
Rich Valley Additional Maintenance Service- staff, equipment & supplies (5 fields or more)	Per hour	$70	$80	$70	$80
Rich Valley Additional Maintenance Service-labor & supplies	Per hour	$40	$50	$40	$50
IGH Baseball, Softball & Soccer Association Tournament Fee	Per field/day	$80	$80	$85	$85
Local Athletic Assoc. User Fee	Per Player	$11	$17	$11	$17
Disc Golf Annual Pass	Per year	$30	$40	$30	$40
Disc Golf Daily Pass	Daily	$5	$5	$5	$5
Disc Golf Tournament	Per day	$200	$225	$200	$225
Disc Golf Tournament	Per Weekend	$500	$525	$500	$525
Mountain Bike Course	Per Day	$500	$525	$500	$525

- *Requires damage deposit
- **Fee replaces the agreement that expired in 2009 to build Rich Valley Athletic Complex. Revenue generated can be used on a project that would benefit youth athletics and the City. The project would be agreed upon between staff and the association.
- Fees include tax
- Manager has discretion to negotiate off peak time usage rates

Inver Wood Golf Course

Item	Frequency	2016 Resident	2016 Non-Res	2017 Resident	2017 Non-Res
Pull Cart Rental	Per Round	$3.50		$3.50	
Player's Card	Per Season	$80	$100	$90	$110
Driving Range Balls-Large	Per Bucket	$11		$11	$11
Driving Range Balls-Medium	Per Bucket	$8		$8	$8
Driving Range Balls-Small	Per Bucket	$5		$5	$5
Diving Range Balls-All Day	Unlimited Per Person	$14		$14	$14
Season Passes	Adult Season Pass-Restr.	$1,200		$1200	$1200
	Sr. Season Pass-Restr.	$1,000		$1000	$1000
	Jr. Season Pass-Restr.	$500		$500	$500
Weekday	18 Hole Green Fee	$33		$34	$34
Mon - Thur	9 Hole Green Fee	$18.50		$19	$19
7 am to 5 pm	Patron 18 Green Fee	$28.00		$29	$29
Sat - Sun	Patron 9 Green Fee	$16.50		$17	$17
Noon to 5 pm	Sr/Jr 18 Green Fee	$21.50		$22.50	$22.50
	Sr/Jr 9 Green Fee	$12.50		$13.00	$13.00
	Executive Green Fee	$15		$15	$15
	Patron Exec Green Fee	$12		$12	$12
	Sr/Jr Exec Green Fee	$10.50		$10.50	$10.50
Weekend	18 Hole Green Fee	$41		$42	$42
Friday	9 Hole Green Fee	$26		$27	$27
Noon to 5 pm	Patron 18 Green Fee	$34		$35	$35
Sat - Sun	Patron 9 Green Fee	$19		$19.50	$19.50
6 am to Noon	Sr/Jr 18 Green Fee	$28		$29.50	$29.50
	Sr/Jr 9 Green Fee	$17		$18	$18
	Executive Green Fee	$18		$18	$18
	Patron Exec Green Fee	$15		$15	$15
	Sr/Jr Exec Green Fee	$10.50		$10.50	$10.50
Golf Car	18 Hole Car Fee	$18		$18.50	$18.50
Rentals	9 Hole Car Fee	$11		$11.50	$11.50
	Executive Car Fee	$6.50		$6.50	$6.50
	Sr. 18 Hole Car Fee	$13.50		$14	$14
	Sr. 9 Hole Car Fee	$9.50		$10	$10
	Sr. Exec Car Fee	$6		$6	$6
Evening	Twilight Green Fee	$26		$27	$27
5 pm to end	Patron Twilight Green Fee	$21		$21.50	$21.50
	Sr/Jr Twilight Green Fee	$17.50		$18	$18
	Twilight Car Fee	$15		$15.50	$15.50
	Sr. Twilight Car Fee	$11		$11.50	$11.50
Advertised/Promotional	18 Hole Green Fee	$24.50		$25	$25
Young Adult	9 Hole Green Fee	$15.50		$16	$16
	Executive Green Fee	$12.50		$13	$13
	18 Hole Car Fee	$13.50		$14	$14
	9 Hole Car Fee	$9.50		$10	$10
	Executive Car Fee	$6		$6	$6
Foot Golf	Adult	$12		$12	$12
	Youth	$10		$10	$10
	Ball Rental	$3		$3	$3

- All fees include tax

VMCC/Grove

Item	Frequency	2016 Resident	2016 Non-Res	2017 Resident	2017 Non-Res
National Guard Room A, B, C	Per Hour	$33	$43	$33	$43
Community Room 1, 2, 3	Per Hour	$38	$48	$38	$48
Community Room Kitchen	Per day	$25	$25	$25	$25
PA System	Per day	$25	$25	$25	$25
Screen	Per day	$15	$15	$15	$15
TV/DVD/Projector	Per day	$25	$25	$25	$25
Easel	Per day	n/a	n/a	n/a	n/a
Room Rental Attendant	Per Hour	$35	$35	$35	$35
Gymnasium – Athletic	Per Hour	$65	$75	$65	$75
Gymnasium – Weekday (M-F)	Per Hour	$85	$95	$85	$95
Gymnasium - Weekend (Sat.-Sun) All Day	Full Day	n/a	n/a	n/a	n/a
Gymnasium – Wedding Package (0-300 ppl)	Per Day	$850	$1,200	$850	$1,200
National Guard Gym Kitchen	Per day	$85	$85	$85	$85
West Rink-Turf	Per Hour	$85	$90	$85	$90
Childcare Drop-In Rate(non-member)	Per Hour/per child	$3.50	$3.50	$3.50	$3.50
Childcare Employee Rate	Per Hour/per child			$1	$1
Membership – Single Enrollment Fee	One-Time	$49	$59	$49	$59
Membership – Dual Enrollment Fee	One-Time	$49	$59	$49	$59
Membership – Household Enrollment Fee	One-Time	$49	$59	$49	$59
Membership – Senior (60+)	Annual	$449		$459	$459
Membership – Single	Annual	$581		$592	$592
Membership – Dual	Annual	$785		$796	$796
Membership – Household (up to 6)	Annual	$908		$918	$918
Membership – PCA added to household	Annual	$192		$204	$204
Membership – Senior (60+)	Monthly	$44		$45	$45
Membership – Single	Monthly	$57		$58	$58
Membership – Dual	Monthly	$77		$78	$78
Membership – Household (up to 6)	Monthly	$89		$90	$90
Membership – PCA added to household	Monthly	$16		$17	$17
City Emp. Membership – Senior (60+)	Monthly	$36		$37	$37
City Emp. Membership – Single	Monthly	$46		$47	$47
City Emp. Membership – Dual	Monthly	$66		$67	$67
City Emp. Membership – Household	Monthly	$76		$77	$77
Corporate Membership – Senior	Monthly	$40		$41	$41
Corporate Membership – Single	Monthly	$52		$53	$53
Corporate Membership - Dual	Monthly	$70		$71	$71
Corporate Membership - Household	Monthly	$81		$82	$82
Military Active - Single	Monthly	$46		$47	$47
Military Active – Senior	Monthly	$36		$37	$37
Military Active – Dual	Monthly	$66		$67	$67
Military Active – Household	Monthly	$76		$77	$77
Military Vet – Senior	Monthly	$40		$41	$41
Military Vet – Single	Monthly	$52		$53	$53
Military Vet – Dual	Monthly	$70		$71	$71
Military Vet – Household	Monthly	$81		$82	$82
Daily Admission after 5:30pm (waterpark)	Daily	$5	$5	$5	$5
Daily Admission before Noon (waterpark/features off)	Daily			$3	$3
Daily Admission after 8 pm (fitness center)	Daily	$5	$5	$5	$5
Daily Admission – Youth/Senior	Daily	$8	$8	$8	$8

Daily Admission – Adult	Daily	$8	$8	$8	$8
Daily Admission – Household	Daily	$25	$25	$25	$25
10-time Pass – Youth/Senior	10 Visits	$70	$70	$70	$70
10-time Pass – Adult	10 Visits	$75	$75	$75	$75
10-time Pass – Household	10 Visits	$175	$175	$175	$175
ATM Transaction Fee	Per Transaction	$3	$3	$3	$3
Open Gym	Daily	$3	$5	$3	$5
Open Gym – Members	Daily	Free		Free	
Open Pickleball-Members	Daily			$3	$3
Open Pickleball-Members	10 Visits			$25	$25
Open Pickleball-Non Members	Daily			$5	$5
Open Pickleball-Non Members	10 Visits			$40	$40
Fitness Studio Rental	Per Hour			$50	$50
Fitness TRX Room Rental	Per Hour			$35	$35
Open Skate – adults (18 & older)	Daily	$5		$5	$5
Open Skate – children (17 & under)	Daily	$4		$4	$4
Open Skate – Members	Daily	Free		Free	Free
10-time Pass (Open Skate)	10 Visits	$45		$45	$45
10-time Pass (Open Hockey)	10 Visits	$54		$54	$54
Daily Admission-Open Freestyle	Daily			$8	$8
10-time Pass-Open Freestyle	10 Visits			$70	$70
Skate Rental	Daily	$2		$2	$2
Skate Sharpening	Daily	$4		$4	$4
Open Hockey	Daily	$6		$6	$6
Towel Rental	Daily	$1		$1	$1
Lock Rental	Daily	$1		$1	$1
Locker Rental (small)	Annual	$100		$100	$100
Locker Rental (large)	Annual	$200		$200	$200
Locker Rental (small)	Monthly	$11		$11	$11
Locker Rental (large)	Monthly	$22		$22	$22
Birthday Party Rental	Per use	Fri: $140/ Wknd: $195	Fri: $140/ Wknd: $195	Fri: $150/ Wknd: $195	Fri: $150/ Wknd: $195
Individual Lane Line	Per Hour	$12.50	$12.50	$12.50	$12.50
Leisure Pool	Per Hour	$495	$495	$495	$495
Lap Pool	Per Hour	$99	$99	$99	$99
Diving Well	Per Hour	$71.50	$71.50	$71.50	$71.50
Swim Event (Lap and Diving)	Per Hour	$137.50	$137.50	$137.50	$137.50

- All month-to-month members can receive a 15% discount off 12 months paid in full (fee listed reflects discount)
- All fees include tax
- Pool rentals includes lifeguard fee(s)
- Swim Event rental does not include lifeguard fee(s)
- Employee membership rates are also available to City Council members and active Commission members.
- Manager has discretion to negotiate off-peak time usage rates for swimming pools.
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or family members.

ICE TIME	Monday – Friday		Saturday & Sunday	
	Prime	Non Prime	Prime	Non Prime
	3:00pm – 9:59pm	Before 3:00pm and after 10pm	7:00am – 8:59pm	Before 7:00am and after 9:00pm
October 1, 2016 – March 12, 2017	$210	$145	$210	$145
	Monday – Friday		Saturday & Sunday	
	Prime	Non Prime	Prime	Non Prime
	5:00pm – 8:59pm	Before 5:00pm and after 9:00pm	9:00am – 7:59pm	Before 9:00am and after 8:00pm
March 13, 2017 – September 30, 2017	$150	$135	$150	$135

- * - Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax
- Manager has discretion to negotiate early and late ice time rates

AGENDA ITEM 8B

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

Consider Approval of Proposal from WSB for Babcock Trail Feasibility Report

---

Meeting Date:	October 12, 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
- [X] Amount included in current budget
- [ ] Budget amendment requested
- [ ] FTE included in current complement
- [ ] New FTE requested – N/A
- [ ] Other

PURPOSE/ACTION REQUESTED

Recommend hiring WSB in an amount not to exceed $26,032 to perform a trail feasibility study for a potential trail along Babcock Trail between Upper 55th and Interstate 494. Funding for study is $20,000 from grant and $6,032 from Park Acquisition and Development Fund (Fund 402).

SUMMARY

The City of Inver Grove Heights completed a Trail Gap Study in 2011 (copy attached) and the study identified a number of "gaps" in the city's trail/sidewalk network. Since then, the City has pursued closing these "gaps" at opportune times in conjunction with street improvement project and or park improvement project.

The City was successful in receiving a $20,000 grant from the Dakota County Public Health Department and the Statewide Health Improvement Program. The purpose of the grant was to fund the hiring of a consultant that would assist the City in developing alternatives, meeting with stakeholders, and developing 30% set of engineering plans for the preferred trail plan.

This trail section is a critical connection based on the fact that there are approximately 1,200 units of multi-family moderate/low income housing to the west and one of the city's largest employers (CHS Inc.) to the east employing over 1,000 people. Once a feasibility study is complete, the City plans to partner with the Dakota County Highway Department to construct the trail as the County has funding to assist with the construction. CHS has also expressed an interest in cooperating.

The scope of work includes the following:

Scope of Work

- Develop and assess potential pedestrian and bicycle infrastructure improvements for County Road 73 between Upper 55th and Interstate 494
- Identify preferred improvements
- Develop cost estimates for evaluated improvements
- Develop and assess potential connections to existing non-motorized transportation infrastructure and transit in the corridor
- Complete preliminary engineering (30% plan set) for the preferred improvement
- Evaluate benefits and impacts to SHIP priority populations

- Work with City and Dakota County staff to prepare a public engagement plan that will include:
    - Affected property owners
    - Residents
    - Representatives of SHIP priority populations
    - Dakota County
    - Business Owners
- At least one meeting with City Council

Anticipated Alternatives

- Installation of shared use trail on one or both sides of County Road 73 the length of the project corridor
- Installation of on-street bicycle facilities on County Road 73 the length of the project corridor
- Installation of a sidewalk on one or both sides of County Road 73 the length of the project corridor
- Any combination of the above
- Others yet to be developed

A copy of WSB's proposal is attached for your review.

A Proposal to Provide Consultant Services for the

County Road 73/Upper 55th Trail Feasibility Study

for the City of Inver Grove Heights

October 3, 2016

Contact:
Candace Amberg, RLA
(763) 231-4848
camberg@wsbeng.com

Table of Contents

WSB & Associates, Inc. 1
Project Approach 2
Examples of Similar Work 7
Resumes and References 12
Cost 19

701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800 · Fax: (763) 541-1700
wsbeng.com

WSB & Associates, Inc.

Early in their careers, the founders of WSB & Associates, Inc. (WSB) recognized that outstanding results are born from outstanding cultures. Since 1995, WSB has remained dedicated to creating a culture of relationship building, forward thinking, and collaboration that enables technically-advanced, thoughtful, and creative engineering and design solutions that build a legacy – *your* legacy.

By inspiring each other to look beyond solutions for today, and capitalize on the opportunities of tomorrow, WSB has seen steady growth in staffing and professional service areas. The firm's investment in staff and client education supports the collaborative, knowledge-driven, and inspiring environment that delivers results.

WSB's growing staff of over 400 includes 22 Principals, 31 Associates, and 85 registered Professional Engineers. In total, WSB has over 100 registered professionals, and leads the industry with 31% female group leaders.

In the last year, we have welcomed over 90 new staff members to the firm, each joining to support the evolving needs of our government, commercial, and energy clients. With this growth, WSB is able to support the innovation and technical excellence you would expect from a national firm, while maintaining the trusting and meaningful relationships found with a local firm.

Project Approach

Project Understanding

The City of Inver Grove Heights is seeking professional services to prepare and develop a Trail Feasibility Study along County Road 73 between Upper 55th Street and Interstate 94. This section has been previously identified as a high priority gap in the overall trail and sidewalk system that the City would like to target for implementation.

This trail link is the first piece of a Safe Routes to School route with improved connections and access to existing local trail systems, parks, the Mississippi River Regional Trail, and the future Mendota Lebanon Regional Greenway. It would also improve accessibility to grocery stores and the Farmer's Market. One of the City's largest employer (CHS, Inc.) is located on the east side of the corridor with moderate- to low-income multi-family housing located on the west side. CHS, Inc. has indicated they would also be a cooperative for the trail/pedestrian improvements.

Through an investigation of the scope of work and communication with City staff, WSB is familiar with City of Inver Grove Heights' vision, expectations, and goals. Based on our extensive expertise with similar projects and our project understanding, we are confident about successfully and professionally undertaking this project.

Work Plan

WSB has an exemplary record of successfully completing numerous regional trail projects, as well as preparing grant applications on behalf of our clients. Our team has both the design experience and the expertise necessary to provide the City with the necessary public engagement process to complete this project seamlessly. WSB creates high-quality plans, graphics, and narratives that illustrate the key pieces of a project plan that will aid in gaining support and approval from the public and project stakeholders, thereby avoiding unnecessary confusion of project goals and outcomes.

It is our understanding that:

- The project is meant to conduct a Trail Feasibility Study along County Road 73 between Upper 55th and Interstate 94 that will develop and assess potential pedestrian and bicycle infrastructure improvements, meeting regional trail requirements.
- WSB will develop various alternatives that will explore shared use trails, on-street bicycle lanes, and sidewalks on one or both sides of the 2,500 lineal foot corridor along County Road 73 for consideration in order to determine the best approach for implementation.
- It is the intent of the City to take the trail feasibility recommendations and partner with Dakota County Highway Department for actual trail implementation in 2017.
- The project shall include preparations of 30% plan documents and associated costs for future implementation.
- WSB will organize and facilitate public engagement sessions to obtain ideas and comments from interested citizens including adjacent property owners, interested residents, Dakota County and City staff, and representatives from the Statewide Health Improvement Program (SHIP) priority populations.
- The City will provide the consultant with base map information of the project area in digital format suitable for this planning effort including topography and utility information.
- The City shall provide the consultant with the previous reports and studies associated with the project area and surrounding sites.
- WSB will provide a final report outlining process and findings in addition to preliminary plans and cost estimate.

The combination of our knowledge of the design process with our graphic and documentation abilities will provide the City of Inver Grove Heights the necessary tools needed to complete the study according to the SHIP grant requirements.

The following approach will provide the City with a list of professional services necessary to complete the requested scope of services into the overall schedule provided by the City of Inver Grove Heights to be completed by October 1, 2017.

Task 1: Project Kickoff and Site Inventory/ Analysis

Project Kickoff Meeting

The general goals of the kickoff meeting are to allow WSB the opportunity to develop a very clear understanding of the scope of the project, the intended outcome, and the City's expectations of the consultant's services. We will also meet with key individuals, staff members, etc., who are involved in the project or have information that will affect the project, as well as conduct a general review and discussion about the issues and concerns related to this project.

WSB understands that this can be achieved through open and transparent communication from all those involved. We believe it is the role of the selected consultant to provide the necessary tools to streamline this conversation. With this knowledge, the WSB team will be led by Candace Amberg, RLA, an experienced project manager and Landscape Architect from WSB's Landscape Architecture Group. Candace, along with WSB supporting staff, will correctly interpret and internalize the collective vision of the staff and public, so that the proposed trail realignment can be created to better serve the community in a cost-effective manner. Candace will also facilitate all meetings directly with the City and be supported by Erin Perdu, AICP, with facilitation of all public engagement sessions.

WSB will propose a schedule that meets the requirements of the proposal, as well as key benchmarks established by the City. A project schedule is key for identifying required tasks by all parties, as well as coordination to obtain vital information at critical points throughout the design process.

Assess Existing Plans and Studies

With a compilation of previously prepared plans and studies relevant to this trail study, WSB will review owner provided documentation to ensure recommendations and goals previously identified are assessed for relevance. As part of the early preliminary design phase, acknowledgement of past recommendations and goals ensure the broader vision of the overall trail systems. Of equal importance, confirming current guidelines for regional trails and alignments is crucial to ensure public safety for the broad range of users anticipated to utilize the trail corridor. In addition to working with City staff, WSB will collaborate with specific stakeholders including, but not limited to, Dakota County and representatives of SHIP priority populations.

Site Inventory/Analysis

Through field research and review of available site information and base mapping provided by the owner, WSB will work (in concert with City staff, as appropriate) to identify the project area's physical characteristics, identify any potential wetland zones utilizing desktop review information, and determine the site's opportunities and constraints. This will allow both the City and WSB to develop a clear understanding of the unique characteristics and land use limitations imposed on the project.

Task 1 Meetings:

- 1 kickoff meeting with City staff to:
  - Facilitate program development with City staff
  - Perform site analysis and collect available data/base-map information from City

Task 1 Deliverables:

- Meeting summary notes in PDF format

Task 2: Concept Trail Feasibility Study including Public Participation

Public Participation Process

WSB understands the importance of meeting with the community to help gain a clearer understanding of needs, wants, and potential improvements associated with the Trail Feasibility Study. Community input will form the basis of a successful Trail Feasibility Study for future development and improvements. WSB will utilize past input and survey data provided by the City as a starting point. We will then focus public participation opportunities on diving into the past input obtained with the understanding that there are outstanding opportunities for the proposed trail improvements. Our team will pose questions such as: What types of outcomes do people want to see from this trail study? What options are available within this corridor that would provide the safest pedestrian connections and crossings? What critical connections can be made from this trail segment?

WSB proposes the following public engagement elements:

- Conduct a meeting with affected property owners along this corridor, including CHS, Inc.
- Meet with representatives of SHIP priority populations such as Salem Elementary School, the middle school and high school, and farmer's market.
- Hold a large community meeting or "open house." This will allow the public to discuss overall needs, ideas, and concerns that need to be incorporated into the trail feasibility process. To encourage involvement from the multi-family housing, we may need to consider a meeting location within their development.
- Collaboration with Dakota County is essential for success associated with the construction of the trail and pedestrian improvements. A meeting will be conducted with Dakota County to ensure the expectations and vision of the proposed trail and pedestrian routes meets or exceeds their requirements.

The meetings are meant to identify and address concerns from the affected property owners, develop ideas for trail and pedestrian facilities within the corridor, focus on promoting increased physical activity throughout daily routines that will meet the active living vision, identify routes and connections to parks, trails, food locations, schools, and destinations. WSB will follow up by creating a summary of findings as discussed during the public participation process. Improvements and options will be reviewed with the City and categorized based upon interest, cost, ease of implementation and relationship to the parks and surrounding communities. In addition, WSB will identify challenges and opportunities for incorporating improvements based on new information obtained during the public process.

Task 2 Meetings:

- 4 total meetings to include:
  - Day set aside to meet with SHIP populations and various property owners
  - Open House Public Meeting
  - Meeting with Dakota County
  - Review Meeting with client

Task 2 Deliverables:

- Meeting summary notes in PDF format
- Summary of findings in PDF format

Task 3: Feasibility Design Plans

Draft Concept Plan

WSB will conduct a review meeting with the City and other identified key participants. The basis of this review meeting will be to review all information obtained from the public participation process, as well as the past studies and reports. WSB will use the data collected in Tasks 1 and 2 of the work plan to prepare a draft concept plan that includes programming and design requirements for the trail implementation. The draft concept plan will include:

- Site analysis plan graphics illustrating trail alignment opportunities and constraints with alternatives.
- A trail route alignment layout that illustrates the design solution that meets to the needs and desires of the City along with trail design criteria.
- Determination of any specific locations requiring infrastructure or utility improvements that will be required to support the trail alignment.
- A cost estimate for the conceptual trail alignment.

Alternative Alignment Plans

As part of the scope, WSB will explore options for the corridor that may include a shared use trail on one or both sides of the corridor, on-street bicycle facilities, and sidewalks on one or both sides of the corridor. Alignment options will be explored with considerations of existing grades, safety, impacts to adjacent properties, extent of roadway improvements, and cost considerations. This scope will include:

- Site analysis and inventory of project area.
- Identifying potential design constraints and alternatives.
- Master plan graphics that illustrate the design solution that best responds to the needs and desires of the City.
- Cost estimate of each design alternative.

Public Participation Process

WSB will continue the public participation process by presenting the preliminary trail corridor alignment and potential alternatives to the public and project stakeholders at a public open house meeting for review and comment. An interactive method for obtaining feedback will be utilized to gather feedback on the corridor alignment and alternative options in order to develop a list of concerns and priorities that will aid the City in determining the most appropriate alignment to move forward with.

Preliminary Engineering Plans (30% Plans) for Preferred Trail Alignment

Following the review and approval of the Trail Feasibility Concept Plan, WSB will continue developing a 30% preliminary engineering plan set and cost estimate. WSB will work closely with the City to ensure the goals and visions of the trail alignment are met. This process will include:

- Review the concept plan to discuss the elements in detail for prioritization and/or modifications as it relates to the overall trail alignment.
- Site removal plan.
- Site layout plan.
- Site grading plan.
- Site restoration plan.
- Utility improvements plan.
- Miscellaneous site construction details.
- Cost estimate related to preliminary engineered plans.
- Trail sections and profiles (please note that the 30% complete plans will be as accurate as the existing base mapping of the project area will allow).

Potential Transit Connections

As part of the trail feasibility study, WSB will use the data provided by the City to review and propose connections between the proposed trail alignment and existing locations within the adjacent study area that currently provides non-motorized transportation infrastructure. This supports the requirements of SHIP and encouraging users in and around the study area to utilize non-motorized means of transportation in lieu of the traditional automobile. This will include a site map of the study area identifying various forms of non-motorized transportation available to trail users.

Task 3 Meetings:

- 3 monthly review meetings with the City and key participants to review plan and document development
- 1 Open House Public Meeting

Task 3 Deliverables:

- Up to 3 pedestrian alternatives for the corridor
- 30% preliminary engineering plans
- 30% preliminary cost estimate
- Assessment map of potential connections to existing infrastructure of non-motorized transportation

Task 4: Final Documentation

Final Trail Feasibility Study Document

WSB will compile a final document outlining scope included within Tasks 1, 2 and 3. This will be no more than 30 pages in length, along with an appendix including all past documents, inventory/analysis, findings, strategies and recommendations. WSB will also include associated research, assessments and input from pubic engagement sessions and final documentation. Acknowledgement of funding and support from Dakota County Public Health Department and SHIP will be provided. Incorporation of comments obtained during City, public, Park Board, and City Council review will be included. This will be the Final Trail Feasibility Study. The Final Trail Feasibility Study will then be presented for final review and adoption by the Park Board and City Council.

Task 4 Meetings:

- 1 City review meeting
- 1 City Park Board meeting
- 1 City Council meetings to review and adopt the Final Trail Feasibility Study

Task 4 Deliverables:

- Draft form of complete Trail Feasibility Study document for review by staff
- Public draft of complete Trail Feasibility Study document
- Final Trail Feasibility Study

Examples of Similar Work

West River Road and James I. Rice Parkway | MPRB

WSB was selected by the MPRB to provide a turn-key package for the highly-used trail system along the Mississippi River near the Stone Arch Bridge, the Mills Museum, the Guthrie, and the University of Minnesota. Improvements designed included bicycle, pedestrian, and multi-use trails meeting federal and state requirements; eliminating an at-grade roadway crossing; lighting, signage, drinking fountains, and benches. Designs took into consideration impacts to historic resources such as the Grand Round and Saint Anthony Falls District, as well as impacts to interpretative elements (plank road – not historic, but helps to tell the story of the area). WSB led an in-depth public engagement process, preliminary planning, schematic design, design development, construction documentation, the preparation of both a Project Memo and Section 4(f) Net Benefits Document (deemed required by FHWA at the beginning of the process), bidding services, construction administration, and construction surveying.

Deliverables included exhibits and displays public engagement meetings, draft plans and specifications, project memo, Section 4(f) Net Benefits document, final plans and specifications, construction bid tabulation, contractor notice to proceed, field notes, addenda, payment applications, and all other required construction administration documentation.

The improvements and evaluation included pedestrian, bicycle and multi-use trails, lighting, rest areas/lookouts, benches, and drinking fountains along James I. Rice Parkway and West River Road between 8th Avenue and just south of Franklin Avenue. As part of the Grand Round National Scenic Byway and as a part of the Saint Anthony Falls Historic District, impacts associated with the project needed to be in keeping with the area and minimized to the extent possible. Coordination was required with state and local agencies in order to obtain required environmental clearances.

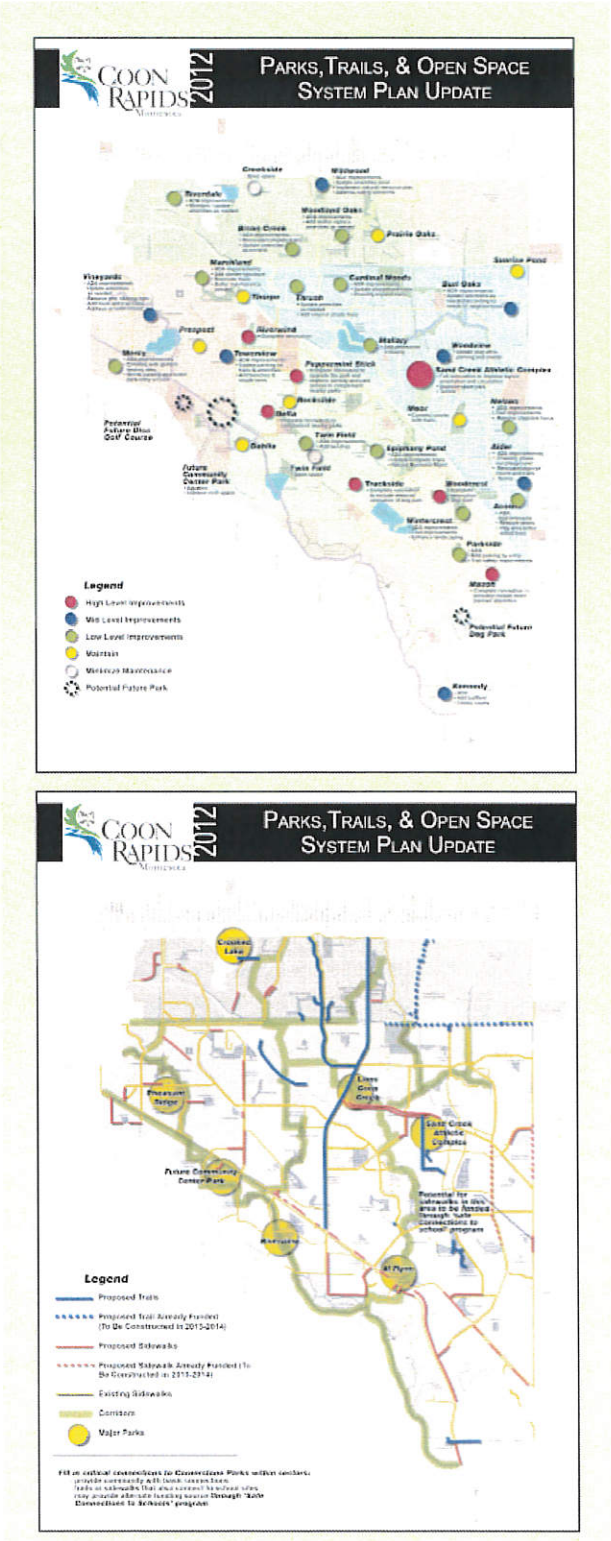
Dean Parkway and Cedar Lake Trails | MPRB

WSB was hired by the Minneapolis Park and Recreation Board to execute the community engagement process, design and implementation of improvements for Dean Parkway and Cedar Lake trails. Both federal Transportation Enhancement and Park Board operations and maintenance funds were to be used in the development project and required completion of the project according to exacting federal design standards and an accelerated timeframe to insure the availability of funding for FY 2013.

Dean Parkway, as a part of the Minneapolis Grand Rounds Trail System, is eligible for historic designation requiring a design that carefully considered the cultural resource and impacts that could occur. As both a regional trail and a neighborhood amenity, a careful balance between individual rights, needs and wants, and trail improvements meeting the desires of users was found.

Cedar Lake Trail improvements were prompted by the need to improve trail safety and neighborhood access to the park. During the public process it was found that the need for safety improvements to this trail was greater than existing funding could satisfy. The WSB consultant team along with citizens and staff evaluated the priorities and prepared a plan to address the most critical need and prioritize future improvement projects.

2012 Park, Open Space, and Trail System Plan, and Development Guide | City of Coon Rapids

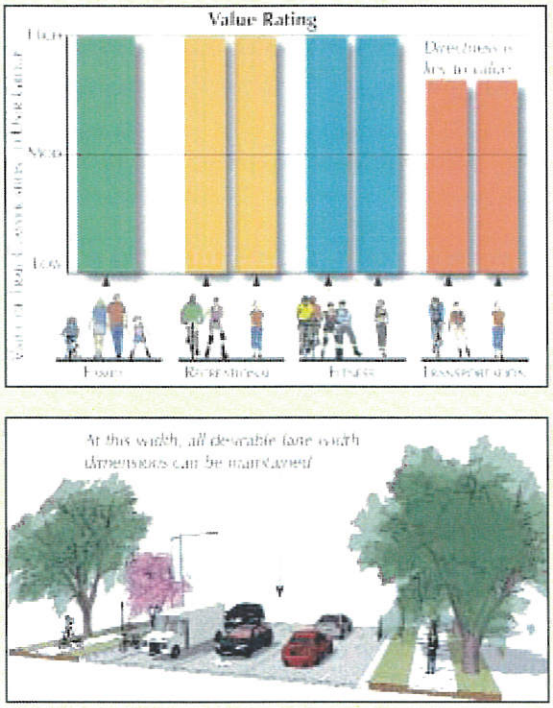


The project began in the spring of 2012 and reached completion in the fall of the year. The project focused on assessing the current facilities and needs within the city and updating the 2001 system plan, which our team also completed. The planning process took the following issues into consideration:

- Past history of the park system
- Past planning studies and reports from multiple agencies and groups
- Ensuring the City's trail network connected and supported (in some cases) the regional trail system provided by other government agencies.
- Community setting
- Needs and desires of the citizens
- Recreation programs from all providers

The system plan expands upon and ties together past plans and studies and provides the framework and guidelines for enhancing the network trails for public use. Identifying stakeholders and having them involved in the planning process was crucial to preparing a system plan that will meet community needs today and tomorrow. The public process undertaken as part of this planning effort gave the city and consultant team the chance to gain a better understanding of the community's perceptions and value system, which in turn served as the foundation for development of a system plan that responds to those sensibilities. WSB provided various services on the project, including:

- Extensive community involvement through focus groups, interviews, and forums with stakeholders to gather information and build relationships to foster stronger community ties and enhance the Park Board's and staff's understanding of needs.
- Preparation of alternative conceptual park and trail system plans
- Preparation of a comprehensive park and trail system plan.
- Final design and implementation of key park redevelopment projects following the system plan and system plan update as separate projects.



Sampling of information that can be found within the Master Plan Report

Alternative Transportation Plan | City of Bloomington

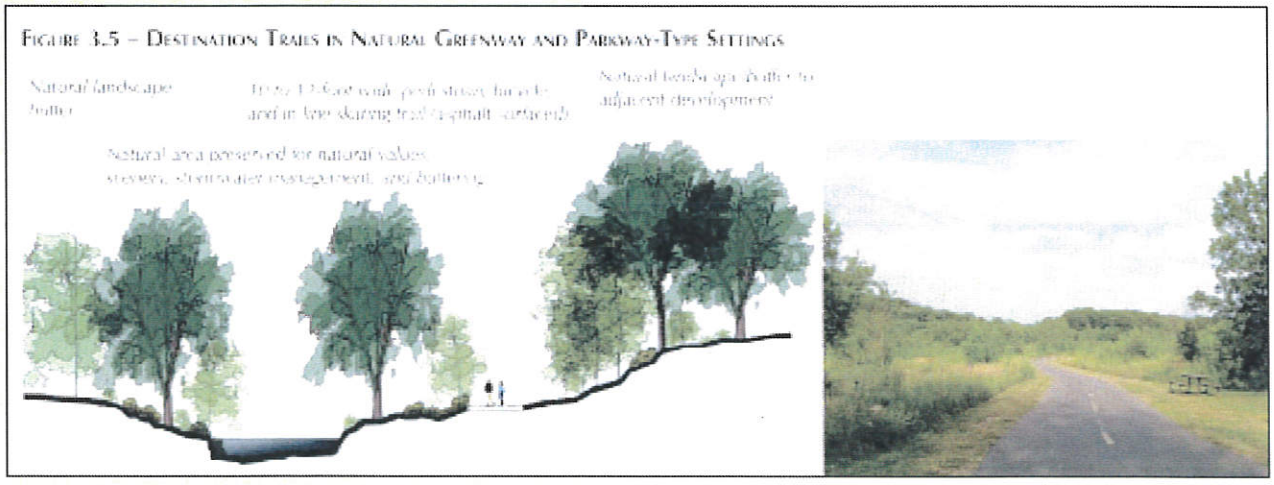
The City of Bloomington commissioned WSB's Landscape Architecture Group to prepare an alternative transportation plan that focused on integrating trails, bikeways, and pedestrian-ways into the fabric of the larger transportation system.

The purpose of the plan is to enhance the quality of life in Bloomington through strategic investments over time in multi-modal transportation features that meet the needs of individual and families living, working and recreating in the city. Key components of the system plan included:

Core Alternative Transportation System: Focuses on the development of an initial core system of interconnected, high value trails, pedestrian-ways, and bikeways that form the backbone of the alternative transportation system.

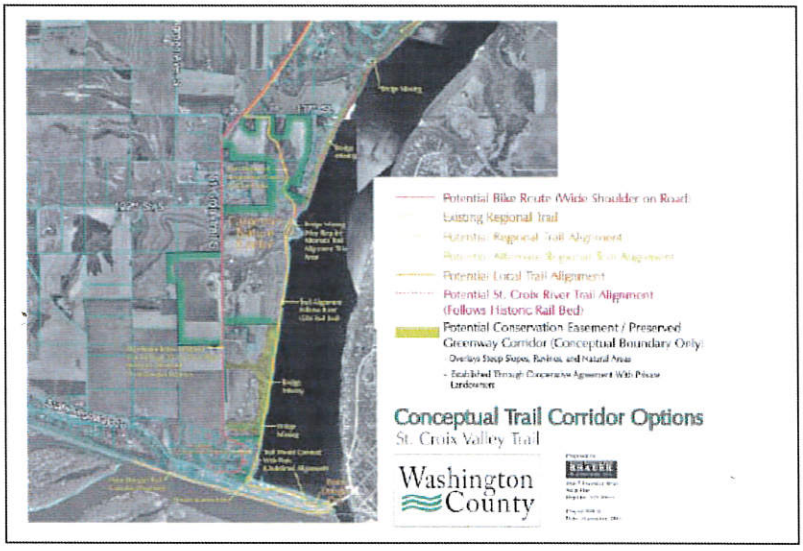
Neighborhood Pedestrian/Safe Routes to School Program: Focuses on incrementally filling in gaps and otherwise improving the public infrastructure to enhance safety and encourage the use of alternative forms of transportation within neighborhoods and along routes to school.

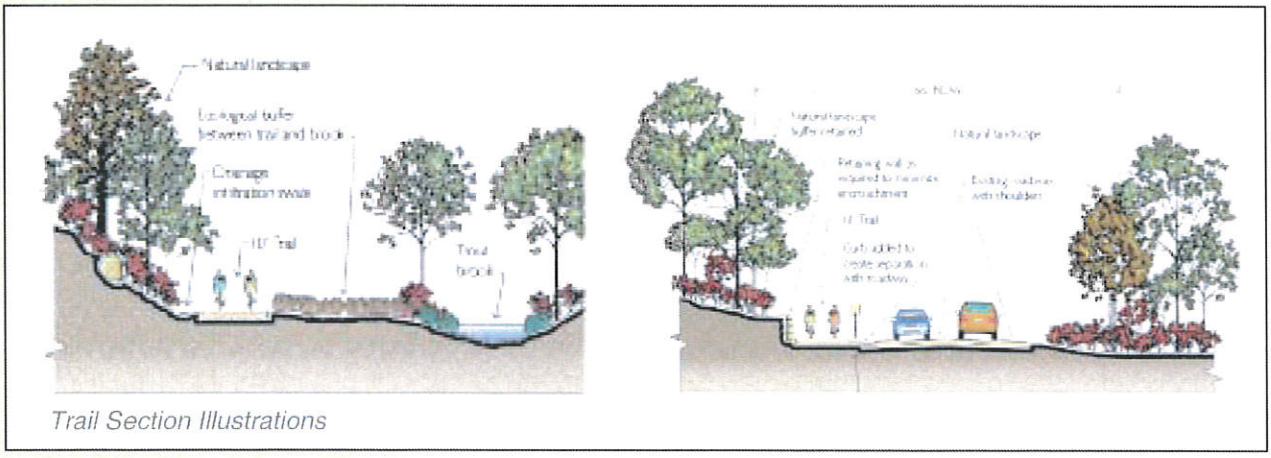
Complete Streets Program: Focuses on including alternative transportation features into public and private built infrastructure as new development or redevelopment occurs over time consistent with the "Complete City" vision.



St. Croix Regional Trail | Washington County

The WSB Landscape Architecture Group worked with Washington County Parks to prepare a Master Plan for the St. Croix Regional Trail that would extend along the St. Croix River along the communities of Afton, Prescott and Hastings and provide access to numerous major park sites. The City, Township and County all felt a trail through these areas would be very beneficial and went to the County Parks Department to pursue the development of a trail master plan. The master plan process included numerous meetings with landowners and residents throughout the planning process to ensure that all concerns and issues were listened to and dealt with and that the proposed trail would balance the needs of the general public and benefit the community as a whole, while still respecting the needs of local citizens and landowners. WSB provided facilitation for the public process (including stakeholder interviews, public open houses, and presentations), trail system planning, and a project report.

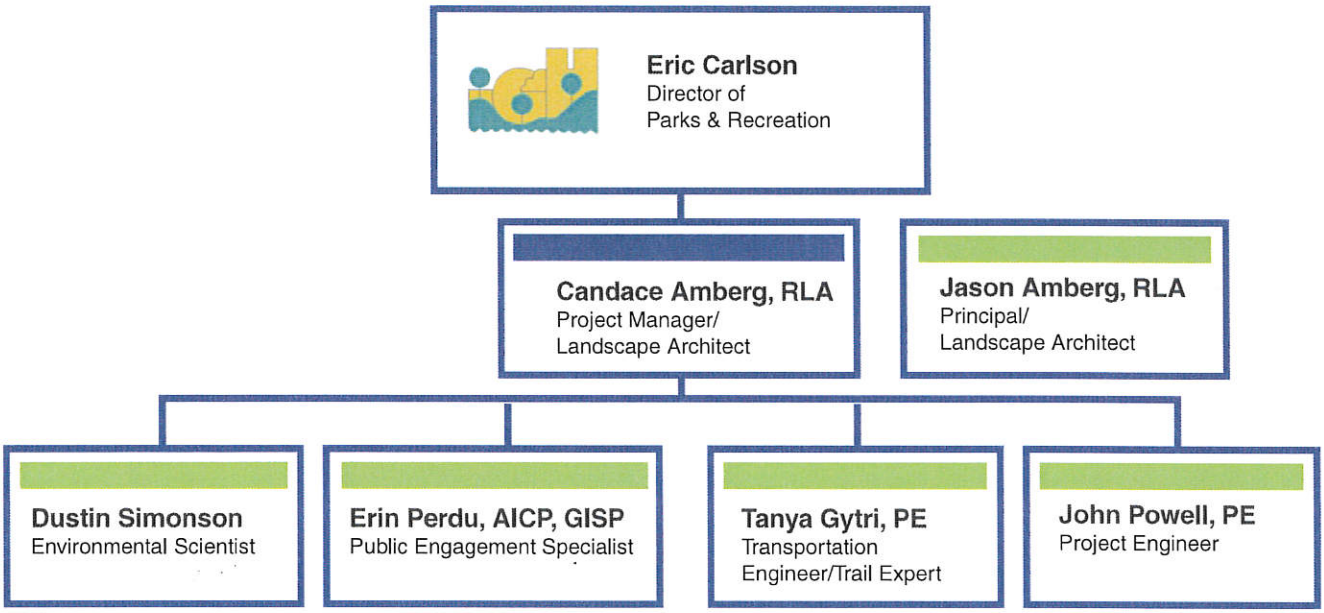




Trail Section Illustrations

Resumes and References

Team Organizational Chart



Candace Amberg, RLA

Project Manager/Landscape Architect

Candace will serve as Project Manager and Lead Landscape Architect for this project. She will oversee the entire project and staff from initiation to completion. As a Senior Landscape Architect, Candace possesses over 18 years of project experience. Throughout her career, she has been involved in a range of project types including park and trail planning, recreational facilities, riverfront improvements, streetscapes, corridor enhancements and site development projects.

Candace's knowledge and experience in both project management as well as master planning and design will aid in development of the Trail Realignment Study. As Project Manager, Candace's daily responsibilities will include managing the team's progress and development related to the project, attendance and facilitation of meetings with the client and public, attendance and presentations at council meetings, managing staff and consultants as it relates to the development of plans, graphics, cost estimates and related administrative tasks. Candace will also work closely with Inver Grove Heights city staff to ensure a customized approach is provided and maintained throughout the process to meet their specific needs and goals. Working closely with the City will help them feel both involved and accomplished during and after the project, rather than a traditional approach which many times incorporates a checklist of standard practices that might not align with City's needs. As Project Manager, Candace will ensure the delivery of high-quality plans and documents that will help guide the City with future implementation of proposed trail improvements.

Selected Project Experience - Park/Trail Projects

- Quarry Lake Park Development | Shakopee, MN
- Rev. Martin Luther King Jr. Park Playground (MN-APA Award Winner) | Minneapolis, MN
- Lake Waconia Regional Park Master Plan | Carver County, MN
- Robinson Park Master Plan | Sandstone, MN
- Mapleton Victory Drive Corridor | MnDOT
- Parks, Open Space and Trail System Plan Update | Rogers, MN
- CSAH 77 Road Improvements | Cass County, MN
- 2012 Park, Open Space and Trail System Plan and Development Guide | Coon Rapids, MN
- Katherine Abbott Park Improvements | Mahtomedi, MN
- Parks, Open Space and Trail System Plan Update | Rogers, MN

References

Carver County Parks
Martin Walsh
Parks Director
(952) 466-5252

Minneapolis Park & Recreation Board
Jennifer Ringold
Deputy Superintendent
(612) 230-6464

Jason Amberg, RLA

Principal/Landscape Architect

Jason has actively worked in the landscape architectural profession for more than 20 years. In that time he has established himself as an expert in the field of public space planning and design. Through his experience working with municipal staffs, park boards, and a variety of different public groups and governing agencies, he has developed an ability to arrive at creative design solutions that meet the goals of the project while respecting the diverse input of stakeholders.

Jason is particularly astute at managing projects from the initial design phase through construction and observation. In addition to leading the company's growing Landscape Architectural Group, his responsibilities routinely include project management, program development, stakeholder engagement, concept planning, design development, site analysis, final design, and oversight of construction document preparation through construction closeout review. Project experiences range from small scale neighborhood parks park improvements to large urban design and land use development projects.Over the years, Jason has gained a reputation as being very imaginative and detail-oriented in preparing graphics and drawings that clearly articulate design intent, character, and technical requirements. Jason was a member of the research and writing team commissioned by the Minnesota Department of Natural Resources to develop the 300+ page book "Trail Planning, Design, and Development Guidelines." This book has become a widely-recognized resource for recreation trails of all types.

Selected Project Experience - Landscape Architecture

- Sand Creek Athletic Complex | Coon Rapids, MN
- Finland Forest Recreation Area RV/ATV Campground Planning & Design | MnDNR
- Noble Sports Park | Brooklyn Park, MN
- Veterans Park Athletic Fields | Hastings, MN
- Thomas Ryan Memorial Park | Prior Lake, MN
- Fort Snelling Athletic Complex | Minneapolis, MN
- Riverside Athletic Complex | Sioux City, IA
- Kaposia Landing Athletic Complex | South St. Paul, MN
- Bandimere Community Park & City Center | Chanhassen, MN
- Elm Creek Park Reserve Creative Play Area | Three Rivers Park District, MN
- Big Willow Park Trail Improvements | Minnetonka, MN
- Finland Forest Recreation Area RV/ATV Campground Planning & Design | MnDNR
- Rice Creek Chain of Lakes Regional Park Beach Development | Anoka County, MN
- Edenbrook Park and Nature Trails | Eden Prairie, MN
- Highway 13 Trail Planning | Prior Lake, MN
- Diamond Point Park | Bemidji, MN
- Round Lake Park | Eden Prairie, MN
- Lake Rebecca Creative Play Area | Three Rivers Park District, MN
- Itasca State Park | MnDNR
- Split Rock Lighthouse State Park RV Campground Planning & Design | MnDNR

References

City of Eden Prairie
Jay Lotthammer
Director of Parks & Recreation
(952) 949-8440

City of Minnetonka
Perry Vetter
Assistant City Manager
(952) 939-8216

Erin Perdu, AICP

Public Engagement Specialist

Erin is a community planner and project manager with 18 years of professional planning experience in both the public and private sectors. She has worked as a staff planner and Community Development Director for multiple municipalities. Erin's areas of specialty include public engagement and long range planning at scales from entire counties to small neighborhoods. She works under the philosophy of "planner as partner," helping residents and community leaders articulate what they want, and then providing the tools to help them get there.

Erin has also served as the project manager and lead planner on comprehensive plans, zoning ordinances, multi-jurisdictional plans, and small area studies. During each of these initiatives Erin designed extensive, inclusive public engagement processes. Erin's leadership, day-to-day planning experience and strong foundation in public outreach result in the successful implementation of the plans she authors. Erin has designed and implemented successful public engagement strategies for a multitude of constituencies. Her processes aim to include all stakeholders in a way that is productive, safe and easy for them to participate.

Selected Project Experience - Public Engagement

Downtown Revitalization Public Engagement | North St. Paul, MN
Erin led the multi-faceted public engagement effort to determine priorities for a potential large infrastructure investment by the city. Public input is being used by the city to design new streets, sidewaks, and streetscape elements to enhance the vitality of the downtown. The public process included:

- Public visioning and open houses
- Meetings with small groups of business owners
- Walking tours of similar cities
- Visual preference survey
- Interactive project website

Lake Brophy Park Master Plan | Douglas County, MN
Erin Led a series of interactive community input sessions on assets, needs and wants to guide the development of the Lake Brophy Park. The process included hands-on workshops with the general public, as well as small group meetings with specific stakeholders. A website devoted to the project was also developed as a two-way communication tool, allowing interested parties to participate remotely and view important documents for the project

ShapeYpsi - Comprehensive Plan and Zoning Ordinance | Ypsilanti, Michigan
This award-winning project included an extensive, innovative public engagement process. Residents, business owners, property owners, and other stakeholders participated in every step, from defining the City's Guiding Values to the adoption of the new zoning ordinance. The ShapeYpsi team set out to plan "with" the City, not "for" the city. The cornerstone of the project approach was public engagement to educate, employ and empower residents and stakeholders in and around the city.

References

City of North St. Paul
Corrin Wendell
City Planner
(651) 747-2595
corrin.wendell@northstpaul.org

City of Mahtomedi
Scott Neilson
City Administrator
(651) 426-3344
sneilson@ci.mahtomedi.mn.us

Tanya Gytri, PE

Transportation Engineer/Trail Expert

Tanya is a Design Engineer and Project Manager in our Transportation Group with over 16 years of experience. Her primary focus of work includes project coordination of preliminary and final design, preparation of bid documents, and construction administration on various sized roadway projects, bicycle trails, and pedestrian facilities. Tanya has extensive knowledge of MnDOT, state aid, and federal aid design standards. She is exceptionally skilled at organization, follow-through correspondence, and has an outstanding record of helping keep projects on schedule.

Selected Project Experience - Trails

West River Parkway and James I. Rice Trails | MPRB
Tanya served as the Design Manager/Project Engineer responsible for final design plans, estimate, and specifications for separate pedestrian and bicycle facilities in the Minneapolis Grand Rounds Trail System from Plymouth Ave. N to Franklin Ave. Careful consideration was taken due to the historic designation and sensitive areas which includes history ruins and the Bohemian Flats.

Big Rivers Regional Trail-Black Dog Segment | Burnsville, MN
Tanya served as the Project Manager responsible for evaluating alignment alternatives for approximately 3.8 miles of 10 foot wide bituminous trail. The project is in the Minnesota Valley National Wildlife Refuge, located adjacent to the Minnesota River, is in the flood plain and has extensive wetlands. The preliminary design study includes alignment selection, preliminary design, associated costs, agency coordination, and evaluating wetland and flood plain impacts. The main objective is to provide a multi-use trail through an environmentally sensitive area with the least amount of disruption to the surrounding area.

Dean Parkway Trail | MPRB
Tanya was the Project Engineer responsible for final design plans, estimate, and specifications for separate pedestrian and bicycle facilities in the Minneapolis Grand Rounds Trail System from Lake Street to Lake of the Isle Parkway. Dean Parkway, as part of the Minneapolis Grand Rounds Trail System, is eligible for historic designation requiring a design that carefully considered the cultural resource and impacts that could occur. As both a regional trail and a neighborhood amenity, a careful balance between individual rights, needs and wants, and trail improvements meeting the desires or users was found.

References

MPRB
Deb Bartels
Project Manager
(612) 230-6574
dbartels@minneapolisparks.org

City of Burnsville
Julie Dorshak
Community Services Manager
(952) 895-4509
julie.dorshak@burnsvillemn.gov

John Powell, PE
Project Engineer

John has 30 years of hands-on experience working with cities and private institutional and industrial clients in the planning, development, and operation of infrastructure systems including sanitary sewer, storm sewer, water, roadways, and parks. He is involved in the preparation and public presentation of reports, plans, specifications, and construction administration. John has been actively involved in managing infrastructure projects from planning through the operations phase. He anticipates infrastructure needs based on growth and/or redevelopment and has a proven track record of delivering projects through successful partnerships between communities and county and state agencies. He is particularly aware of the impact that planning and design decisions can have on the cost of maintaining and operating park and trail systems.

Selected Experience

Interim City Engineer | West St. Paul, MN
As the Interim City Engineer for the City of West St. Paul, John had the opportunity to become familiar with the City's needs and priorities, and collaborated with other departments.

City Engineer | Lino Lakes, MN
John served within the Lino Lakes Community Development Department as City Engineer for five years during a time of significant growth in the City. He was extensively involved in development of the City's Comprehensive Plan update, which had to balance competing growth priorities and expectations. Based on his ability to work cooperatively with planning, economic development, and environmental staff he was also appointed Interim Community Development Director for the City of Lino Lakes while also serving as City Engineer.

Public Works Director/City Engineer | Savage, MN
John served on staff at the City of Savage from 2006-2015; his Public Works responsibilities included Utility Services, Streets, Fleet, Parks, Recreation, and Natural Resources. He was involved in all aspects of the City's infrastructure, and worked hand-in-hand with City Planning staff on development and site plan reviews. Together with the City Administrator and Finance Director, he has served as a key staff person in preparation of the annual Capital Improvement Program tailored to meet the City's future needs. His tenure included the successful completion of infrastructure construction, reconstruction, and rehabilitation projects using a variety of funding sources.

References

City of Savage
Barry Stock
City Administrator
952-882-2660

City of Lino Lakes
Michael Grochala
Community Development Director
651-982-2427

Dustin Simonson
Environmental Scientist

Dustin joined WSB as an Environmental Scientist in March of 2014 after graduating from North Dakota State University. He earned his Bachelor of Science in Natural Resources Management with an emphasis in Pollution Control. While at the university, Dustin gained experience in wetland delineation, soil profiles, vegetation identification, environmental policies, and pollution control measures. In his time at WSB, he has worked on wetland delineations and permitting for environmental impacts

General Experience - Wetland Delineations with Water and Wetland Permitting

Dustin has conducted wetland delineations along with water/wetland permitting for various city, county and private clients. Selected project experience includes:

- Hamline Lake Trail Extension | Mahtomedi, MN
- Gosiwin Court | Mahtomedi, MN
- Wood Lake Trail and Culvert Repair | Richfield, MN
- Bernick's Ice Arena | Sartell, MN
- 2016 Street Reconstruction | Minnetonka, MN
- Lake Waconia Regional Park Master Plan | Carver County, MN
- 2016 Street Improvements | Lakeville, MN
- Anoka County Park and Recreation: River Front Park
- 2016 Street Reconstruction | Minnetonka, MN
- Bridge 71501 Reconstruction | Sherburne County, MN

Selected Project Experience

Hamline Lake Trail Extension | Mahtomedi, MN
Dustin delineated the wetland boundary of two different wetlands along the project boundary to find out where impacts from the project would impact the wetlands. After impacts were identified he completed Rice Creek Watershed, Army Corps of Engineers, and Wetland Conservation Act permits for wetland impacts associated with the construction of the trails for the project.

2016 Street Improvement Project | Lakeville, MN
Dustin delineated the wetland boundary of nine different wetlands along he project boundary to find out where impacts from the project would impact the wetlands. After impacts were identified he completed Army Corps of Engineers and Wetland Conservation Act permits for wetland impacts associated with the construction for the project.

References

City of Mahtomedi
Bruce Thielen
Public Works Director
(651) 773-9730

City of Lakeville
Monic Heil
Operations and Maintenance Engineer
(952) 985-2791

Cost

Tasks	Principal/ Landscape Architect	Project Manager/ Landscape Architect	Landscape Architectural Designer	Community Engagement Specialist	Project Engineer	Transportation Engineer/Trail Expert	Environmental Scientist
	Jason Amberg	Candace Amberg	Staff	Erin Perdu	John Powell	Tanya Gytri	Dustin Simonson
Task 1: Kickoff and Site Inventory/Analysis							
• Project Kick-off Meeting		3					
• Confirmation of Schedule		1				1	
• Assess Existing Plans & Studies		1				2	
• Tabulate Existing Utilities					1		
• Wetland Desktop Review							2
• Base Mapping Set-Up			3				
• Site Inventory and Analysis		1	2			2	
Deliverables: Meeting minutes, base maps, existing utilities, and wetland desktop mapping							
Task 1: SubTotal:							$2,015.00
Task 2: Initial Public Participation							
• Property Owner Meetings (1 day)		8		8			
• Public Engagement Meeting / Open House (1)		3	3				
• Stakeholder meeting with Representatives of SHIP (1)		3		8			
• Dakota County Meeting (1)		3		3			
Deliverables: meeting minutes from all public meetings and recap of findings							
Task 2: SubTotal:							$4,338.00
Task 3: Feasibility Design Plans							
• Draft concept level plans and cost estimate		8	16			8	
• Develop 30% plans and cost estimate	1	4	32		1	24	
• Develop 3 alternative concept route alignments	1	8	15			8	
• Review meetings during plan development (3)		9				3	
• Public Open House Review Meeting (1)		3					
• Assess potential transit connections		1			1		
Deliverables: Preliminary engineering plans (30%) of trail feasibility study, and up to 3 alternative alignment plans							
Task 3: SubTotal:							$15,139.00
Task 4: Final Documents							
• Provide draft document for review City staff	1	12	4	2	1	1	
• Provide public draft document for review by public		1	4				
• Finalize document	1	8	1				
• Presentation to Park Board (1)		3					
• Presentation to City Council (1)		3					
Deliverables: Draft document for review, draft document for public review, and final document for Council approval							
Task 4: SubTotal:							$4,456.00
SUBTOTAL Hours	**4**	**83**	**80**	**21**	**4**	**49**	**2**
Labor Rates	$137	$109	$81	$118	$158	$137	$67
Labor Costs	**$548**	**$9,047**	**$6,480**	**$2,478**	**$632**	**$6,713**	**$134**
TOTAL COST OF SERVICES							**$26,032**

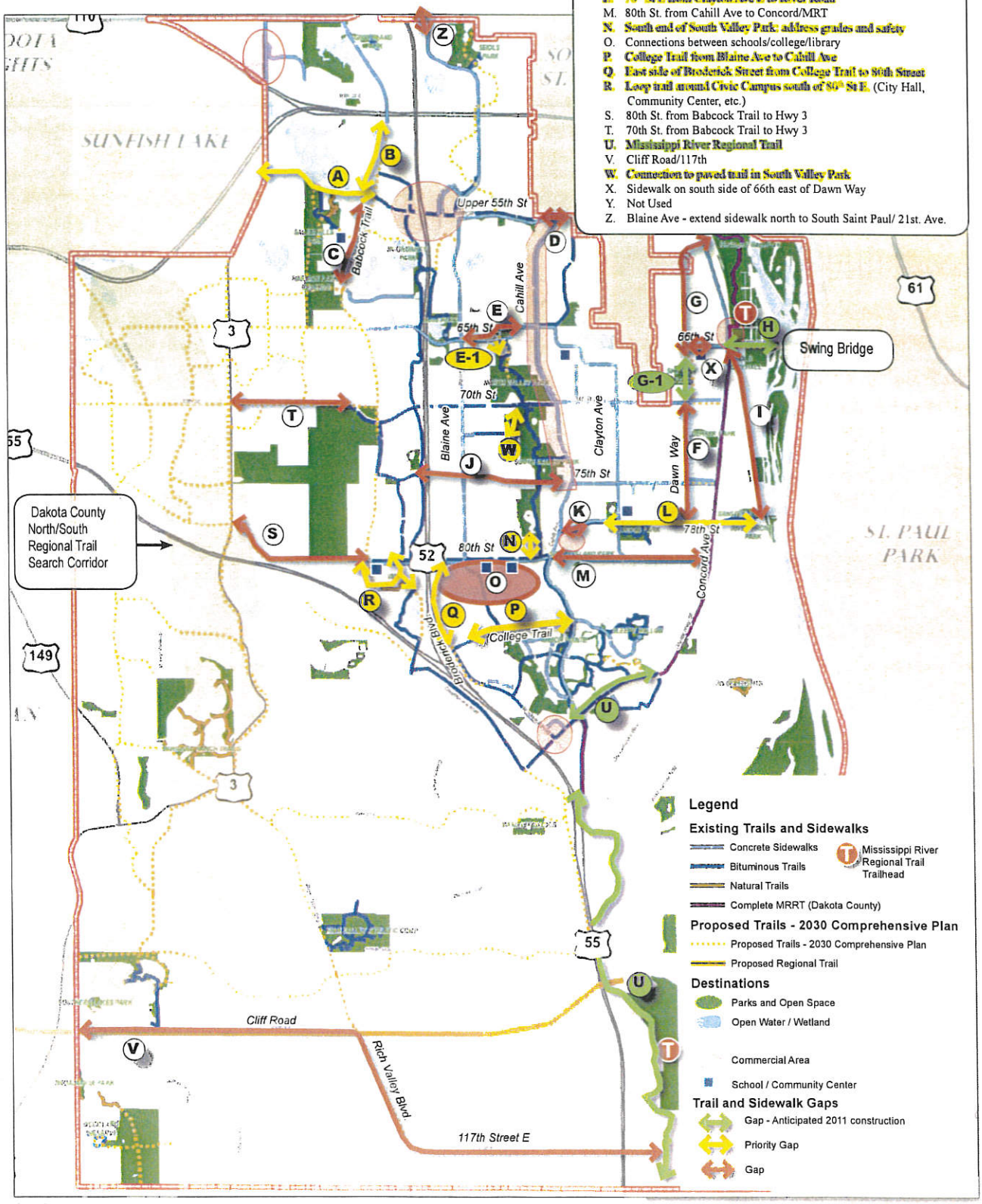
Inver Grove Heights Trail Gap Study

DRAFT 6/1/11

Trail + Sidewalk Gap Map

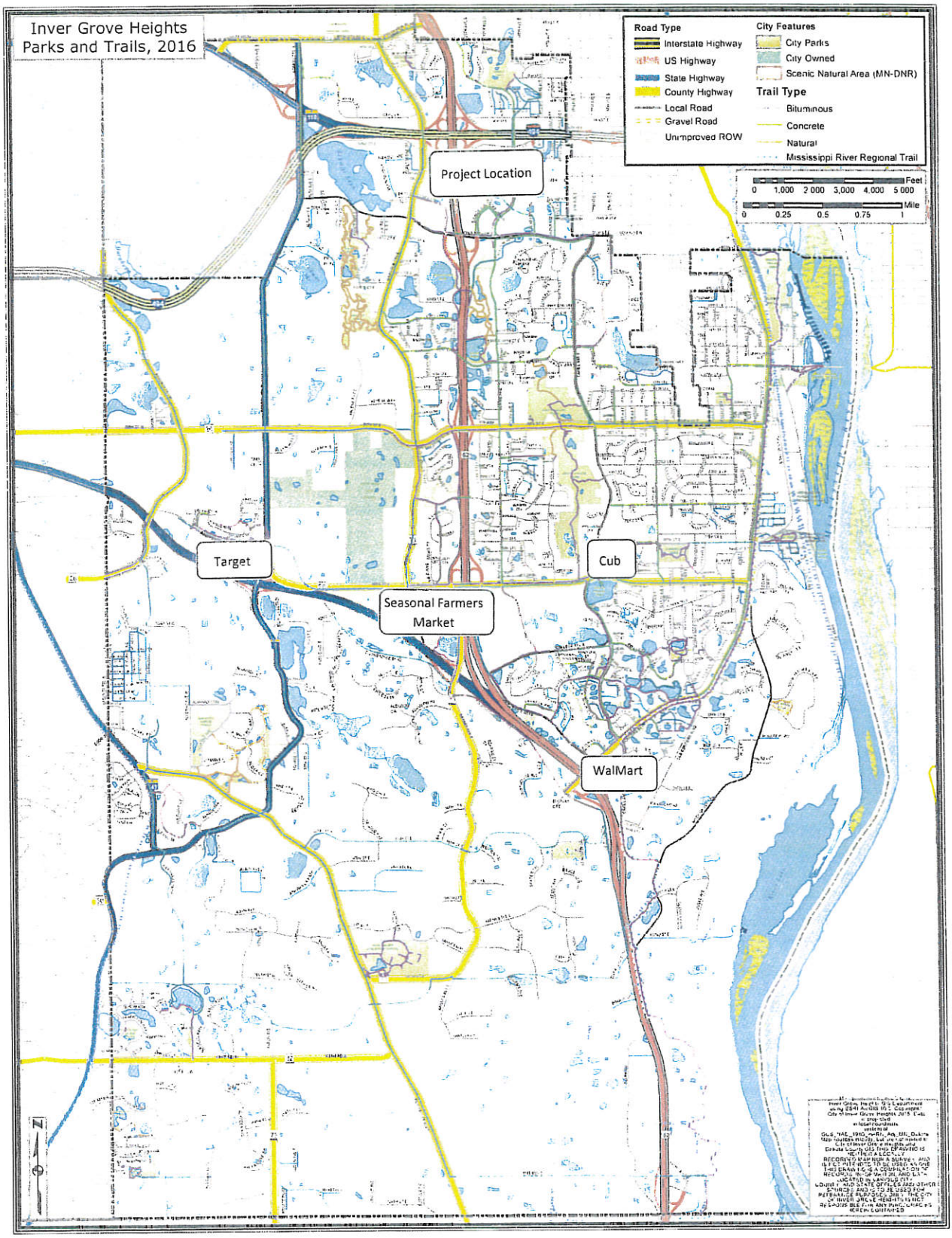
Pedestrian and Bicycle Gaps:

- A. Upper 55th Street from Highway 3/South Robert Trail to County Highway 73/Babcock Trail
- B. County Highway 73/Babcock Trail from 494 Bridge to Upper 55th Street
- C. County Highway 73/Babcock Trail Upper 55th St. to Upper 63rd St.
- D. Upper 55th St. from Cahill Ave to 5th Ave South
- E. Trail link between North Valley Park and Cahill: add trail on 65th St. between Blaine Ave. and Cahill Ave.
- E-1 Trail link to North Valley Park: pave north end of North Valley Park Trail
- F. Dawn Ave from 70th St E to 78th St E
- G. Dawn Ave from 66th Street to Concord
- G-1 Dawn Way from 70th St. to 65th St.
- H. 66th St. from Dawn Way to the Swing Bridge
- I. River Road from 66th St. E to 78th St E
- J. 75th St E from Highway 52 Trail to Cahill Ave.
- K. 78th St E just east of Cahill (south side sidewalk)
- L. 78th St E from Clayton Ave E to River Road
- M. 80th St. from Cahill Ave to Concord/MRT
- N. South end of South Valley Park: address grades and safety
- O. Connections between schools/college/library
- P. College Trail from Blaine Ave to Cahill Ave
- Q. East side of Broderick Street from College Trail to 80th Street
- R. Loop trail around Civic Campus south of 80th St E. (City Hall, Community Center, etc.)
- S. 80th St. from Babcock Trail to Hwy 3
- T. 70th St. from Babcock Trail to Hwy 3
- U. Mississippi River Regional Trail
- V. Cliff Road/117th
- W. Connection to paved trail in South Valley Park
- X. Sidewalk on south side of 66th east of Dawn Way
- Y. Not Used
- Z. Blaine Ave - extend sidewalk north to South Saint Paul/ 21st. Ave.



Hoisington Koegler Group Inc.

0 0.25 0.5 1 Miles



Dakota County Contract C0027968
Exhibit C - Page 1 of 13

AGENDA ITEM 9A

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

Department Happenings

Meeting Date:	October 12, 2016
Item Type:	Administrative Presentations
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

Items included:

- Department Happenings Report
- Miscellaneous

Parks & Recreation Department
Department Happenings

PARKS DIVISION

EAB Letter Mailed Out
As a part of our EAB Management Plan, annually we send out a letter to those residents who have a ash tree in their boulevard providing them with an opportunity to have the City remove the tree at City expense if they desire. The letter is going in the mail. We wanted to inform the Council in case you receive a call or email about the letter. Questions regarding the EAB Management Plan can be directed towards our Park Superintendent, Brian Swoboda.

River Front Park
On Monday, October 10th from 5:30 – 6:30pm residents along River Road have been invited to the VMCC to meet about concerns they may have with River Front Park. The meeting is designed to address concerns raised by residents and neighbors of the park. Mayor Tourville and staff will be there to facilitate the meeting.

Heritage Village/Swing Bridge Park
Friends of the Mississippi River Fund will be doing a seed collection event on October 8th, 9-11am at Swing Bridge Park. FMR will bring all the materials they need (seed collection bags, water, and snacks for volunteers), and may even decide to do some cottonwood clipping and seeding if they have the time.

Stanley Cup
As you may recall, the Stanley Cup paid a visit to the VMCC/Grove on Wednesday evening from 5-7pm. There were approximately 1,000 people from around the Twin Cities that stopped by and took their picture with the cup. Scott Bell was very gracious with his time and talked to a lot of old friends and had his picture taken many times. All and all a great day for hockey fans and the citizens of Inver Grove Heights.

Drone Work in Inver Grove Heights Parks
Our Parks and Recreation staff will be working with a local resident on putting together some video promoting our park and recreation system using some of the latest technology, a drone. Here are some basic examples of work done by Aerial Pulse.

https://www.youtube.com/watch?v=p1hOdSDeQL8 -Simley Island Park

https://www.youtube.com/watch?v=xjpPziNRBhI -Sleepy Hollow Park

https://www.youtube.com/watch?v=1QKJPtom-7M -Swing Bridge Park

CHS Employees Volunteer at Groveland Park
Approximately 25-30 CHS Corporate employees volunteered over 100 hours of time to prepare and paint the outdoor hockey rink at Groveland Park. The employees were working on a team building exercise and wanted to use the opportunity to give back to

the community. The City provided all of the supplies and the CHS employees provided the labor, they did a fantastic job!

GOLF COURSE DIVISION

Golf Course Construction Update

Progress at the course is moving along. Most everything related to work on the driving range is complete and things have turned out nicely. At this point the front 9 is nearly complete with just sand being left to put in bunkers. Currently the back 9 will be closed for a week or so because of the installation of irrigation. Work on the Executive course will take place once substantial work has been completed on the back 9. Our goal is for the contactor to be done by mid-November and as long as the weather cooperates they should be completed before November is over. We will be making a change in the sand that will be in the bunkers because the sand that is a part of the project is "washing" which will increase our maintenance costs. The new sand will cost an additional $30,000 but is balanced by the fact that we had planned to spend $70,000 on topsoil but will only need to spend $30,000.

2017 Roof Projects

We are planning to replace the roofs of the Clubhouse, Pump House, and Comfort Station in 2017. These roofs are all in excess of 24 years old and need replacement. We are looking at either a cedar shake or metal shake roof. We estimate the cost to replace all roofs will not exceed $60,000.

Parks & Recreation Department
Department Happenings

RECREATION DIVISION

New Adult Dance Lessons
In an effort to reach more of our adult population, staff is trying adult dance lessons which include country, swing, and a wedding dance series. Classes start in late September.

Youth Fencing
In partnership with the Youth Enrichment League, new youth fencing classes are being offered starting in mid September for youth in grades 2-12.

Women's Mountain Bike Clinic
The first women's mountain bike clinic was held at the Salem Hills mountain bike course last month. This was a free clinic to showcase this up and coming sport to women of all abilities. Demo bikes were brought in and the clinic was done in partnership with Penn Cycle.

Busy Fall at Rich Valley Athletic Complex
The Rich Valley Athletic Complex is busy this fall with girl's fastpitch softball and two large baseball groups using the facility. Weekends through mid October are booked with practices, league games and tournaments.

Rich Valley Athletic Complex Concessions
As a part of next year's budget, staff has proposed closing the Rich Valley Athletic Complex concession stand. With a very small operation occurring only four days a week, it continues to not be revenue generating. Staff will continue to seek out outside groups that may be willing and able to do some type of mobile operation for either the baseball/softball fields and/or soccer fields. The youth athletic associations continue to operate their own concessions as a part of their tournaments that are held at the complex.

Recreation Coordinator-Active Adult Emphasis Position Update
Advertisement for the position has begun and interviews will occur in November. City staff and the School District will be working on a transition plan to move the position under Parks and Recreation in the coming months.

Halloween Fun
Our annual Boo Bash, Halloween house decorating contest and black light dodgeball party will occur again this year. These events continue to be popular and successful.

Parks & Recreation Department
Department Happenings

VMCC DIVISION

Swim Season Starts
The high school swim season is underway with the girl's team having started practice in mid August. Staff has been working with the new girl's coach to develop a new working relationship and partnership.

Fall Brings Fitness Back to the Community Center
As fall approaches, our members and guests will be returning to more frequent use of the Community Center. All of our fitness classes started back up in September and a membership and personal training special were offered as a part of Inver Grove Heights Days!

Marketing to Schools
School District 199 has changed the way in which we can market to the elementary, middle school and high school for the coming year. All marketing will be done electronically through these schools to parents versus flyers being sent home or made available as hard copies. This will be an adjustment and a method staff will have to watch as we are uncertain how it will impact our ability to market to these families.

Indoor Walking
Indoor walking returns to the Community Center this fall. This walking program is in partnership with the TriDistrict Community Education and allows walkers to purchase a button for $5 which is good at the Community Center, Simley High School, South St. Paul High School and Henry Sibley High School.

Cyber Monday Special
In an effort to promote the VMCC and our programs and services digitally, staff will be offering a Cyber Monday Deal this year for personal training which will occur on Nov. 28.

Active Adult Population
Memberships and participation in fitness classes for this demographic continues to grow and this fall staff has added open indoor pickleball to our Community Center offerings for those looking for an indoor activity during the fall and winter months.

Solar Panel Arrive
The contractor has begun work on the solar panels at City Hall and the VMCC/Grove. The panels will first be installed on the VMCC/Grove and should be completed by the end of October at which point the contractor will begin doing work at City Hall.

AGENDA ITEM 10

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

Commission Comments

Meeting Date:	October 12, 2016
Item Type:	Commission Presentations
Contact:	Eric Carlson – 651.450.2587
Prepared by:	Eric Carlson
Reviewed by:	Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

None.