

**City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Wednesday, December 9, 2009**

1. CALL TO ORDER:

Chair Eiden called the December 9, 2009 Park and Recreation Advisory Commission Meeting to order at 7:05 p.m.

2. ROLL CALL:

Present: Chair Al Eiden, Vice Chair Dennis Schueller, Commissioners: Willie Krech, Tammy Johnson, and Keith Joyce

Park and Recreation Director Eric Carlson and Recording Clerk Sheri Yourczek

Absent: Commissioners: Stan Johnson, Marty Silvi, Joe Boehmer, and Jim Huffman

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

A. You can find information regarding the City of Inver Grove Heights by visiting our Web Site at:

www.ci.inver-grove-heights.mn.us

B. The next Park and Recreation Advisory Commission Meeting will be January 13, 2010. Work Session 6:45 p.m.; Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes from November 18, 2009

Motion by Commissioner Joyce, seconded by Commissioner T. Johnson to approve the Consent Agenda as presented.

Ayes: 5

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Discuss Code of Conduct for Veterans Memorial Community Center

Bethany Adams, Marketing and Guest Services Supervisor at the Community Center stated a Code of Conduct was drafted to be put in place at the VMCC. A Code of Conduct is defined as a set of rules and regulations along with proper practices for an individual and/or organization. Codes of Conducts were reviewed from other

facilities which helped create this final document. The City Attorney reviewed it as well. This document states the purpose and explanation of it as well as the enforcement of rules and policies. This will be published on the website, given to all members, and available at the front desk once approved.

Commissioner Krech asked if there was anything in place in the event someone was left in the building overnight?

Supervisor Adams responded several people check the building at night. There is also usually a maintenance worker that is there overnight.

Chair Eiden asked if anyone can report a violation? Management then does the follow-up?

Supervisor Adams responded yes to both questions. Depending on what area it takes place in the Manager of that area will deal with it.

Commissioner Krech suggested this document be posted.

Vice Chair Schueller asked if we had a Code of Conduct in place before?

Supervisor Adams responded no. The membership form had a brief statement on it. It was not this in depth.

Vice Chair Schueller read that it states that VMCC Staff shall be the sole judge of what constitutes inappropriate behavior.

Supervisor Adams stated that if it is something that needs to be dealt with immediately it will be dealt with by a Manager on duty. If it's not, it will be dealt with by someone else on duty.

Vice Chair Schueller asked if the Staff is prepared to enforce these rules across the board? There are so many things in this document that are different. For example, people cannot work out in their street clothes. Many walk the track in their street clothes. Some even use the equipment in them. He is worried that the rules won't be enforced. The policy also restricts dryland training in the hockey arena. As a Coach, they used to stretch before and after in an open area there. According to this, that can't be done.

He likes the steps they take and the due process of the policy.

He asked if this document could be changed at any time?

Supervisor Adams stated the street clothing policy has been on the rule list and posted. It has not been enforced to a major level. They probably wouldn't kick someone out for wearing them. They just want the Staff to be more prepared by having this policy in place, as well as people who use the facility.

As for the hockey arena, it is just a matter of letting the Staff know ahead of time that they wish to do that. Most likely we will approve the use; it's just so we know what is going on.

In regards to the document being changed, it will be reviewed, and as likely as things in the facility change, things on here may need to change too.

Vice Chair Schueller asked about emergencies within the facility such as a dangerous out of control person, or someone being armed. Is the Staff trained for this type of situation?

Supervisor Adams stated they are currently going through a rough draft of an emergency plan that has a number of circumstances such as that. They should be hearing more about it in the near future.

Commissioner T. Johnson asked about the locker rooms and outside locks?

Supervisor Adams said you can bring in your own locks. If you leave your own lock on for a long period of time we can check what is in the locker. We do have rental lockers that are available. You are welcome to leave your stuff there overnight and on a weekly basis.

Commissioner T. Johnson asked why they do not change diapers in the child care room?

Park and Recreation Director Eric Carlson stated that policy has been in place so there is no mistreatment of children. A parent is contacted by pager when a child's diaper needs to be changed.

Commissioner Krech doesn't see why they can't wear street clothing when they work out.

Supervisor Adams stated it is a safety issue.

Vice Chair Schueller stated the fitness center is a friendly place. There has to be some common sense with these rules. Maybe they can state these rules and regulations can be at the discretion of Staff.

Director Carlson stated Staff has some discretion with the rules regarding clothing. The wording regarding clothing is there because someone could come into the facility wearing dirty work clothes. It can be re-worded.

Chair Eiden felt it would be nice to do some simple tracking to see how this policy works out. They should come back before the Commission and let them know.

Director Carlson stated a lot of these rules are common sense. The biggest reason for having this in place is because we have had to speak with some of the same people several times about certain types of rules. This document gives us a leg to stand on should we have to revoke a membership.

Motion by Commissioner Krech, seconded by Commissioner T. Johnson to approve the Code of Conduct for the Veterans Memorial Community Center as presented.

Ayes: 5

Nays: 0 Motion carried.

Director Carlson said they will finesse some of the suggestions as suggested before it goes before the City Council on Monday.

B. Discuss Donation/Memorial Policy

Commissioner Joyce asked why this is falling under Parks and not Recreation?

Parks Superintendent Mark Borgwardt said it is being divided because Recreation will be working on a policy on items that will be donated to the Community Center such as a scoreboard, etc. That is something that costs over \$5,000. He will be working on items falling under parks, such as a bench, that is at a cost of up to \$5,000. This policy is for donations outside of the Community Center, inside of the parks, for example, a bench or tree, or a stone sign. This was approved in March of 2008 and approved. We need to take a second look at it before the City Council sees it in January.

Director Carlson stated that Recreation Superintendent Tracy Petersen and Bethany Adams, Marketing and Guest Services Supervisor, will be working on the first two parts of what are in your packets, those are Park and Recreation type programming. Those are other ways we want to thank those who make donations through Recreation. Superintendent Borgwardt is here this evening to speak about other types of memorial type donations such as benches, etc. There may be a donor out there that wants to give a more significant donation such as a gazebo. Those types of memorials will come before the Commission.

Vice Chair Schueller commented there are some things that may not be appropriate in a park. We may not want a memorial in a park, for example, of someone who has committed suicide. Not everyone that wants a memorial will get one.

Superintendent Borgwardt has seen a lot of different situations. He will leave those up to the Commission to decide. It has to be something that will benefit the park and the public.

Director Carlson stated there are examples in four or five of our parks right now. This set of guidelines sets an example of how to go about this. There will be some discretion on Superintendent Borgwardt's part. We do not receive a lot of requests. This will go before the City Council in January. After that we will be posting it on our website so people know it is out there.

Director Carlson said this is a standalone policy separate from the one you will hear regarding Recreation in the near future.

Motion by Commissioner Joyce, seconded by Commissioner Krech to accept the Park Memorial Guidelines as presented.

Ayes: 5

Nays: 0 Motion carried.

C. Consider Annual Fee for the Disc Golf Course

Recreation Superintendent Tracy Petersen stated the Disc Golf Course located in North Valley Park has been a no charge course since its inception in the late 1990's. It's known as one of the top disc golf courses in the metro area with approximately 20,000 rounds played on an annual basis. In September this Commission approved a list of improvements. In October you also approved a re-design of four holes. Since then they have met with the City of South St. Paul to discuss a possible partnership with their disc golf course at Kaposia Park. Together they have decided to implement an annual pass of \$30.00 per user/per year to help generate some revenue in an effort to off-set some of these improvement costs as well as to develop funding for future maintenance and course upgrades. The pass would enable golfers to utilize both the North Valley and Kaposia Disc Golf Courses. The pass would be good for a full calendar year from January thru December. Pass holders would be able to purchase the pass at the Parks and Recreation office or online. A bag tag would be issued and serve as the annual pass. In the first year (2010) we would ask that all users have an annual pass by April 1st. As the program grew, annual pass holders could be eligible for prizes online and eligible to play in a tournament. Other options for fees were considered, such as a daily fee, but felt that the cost, as well as the logistics and staffing were not the best option.

It is Staff's hope that word of mouth regarding enforcement of the pass will help to encourage players to purchase the annual pass. We are aware that during the first year the program may be more of a "voluntary" program. Over time, we would expect to see more continued support and an increase in revenue.

Commissioner Krech suggested they put up a sign stating the new policy.

Superintendent Petersen responded they would at the entrance. They would also put information on the website, as well as having Staff at the course to answer any questions.

Commissioner Joyce suggested they hand out flyers. He asked how they will deal with the logistics with South St. Paul?

Superintendent Petersen responded what we take in, we keep. What they take in, they keep. They can use the pass at both places. We partner a lot of these tournaments since the players go back and forth between the courses.

Commissioner Krech asked if they post signs on the picnic shelters stating they are available for rental?

Superintendent Petersen responded there is a calendar posted on the bulletin board at South Valley Park. They do not post at the other parks because they are smaller shelters.

As far as this program, golfers thought it was a good thing to try to do. If we showed the money going back into the facility, they liked it.

Vice Chair Schueller admitted he didn't like the idea at first, but after seeing the design of it he agreed. He didn't want this to discourage first time users who want to try the course. He was unsure how they can do that with a yearly user fee. Hopefully some will know they can still give it a try before they can pay the fee.

Superintendent Petersen said it won't be staffed there, so there is no way they can tell, but the first year is going to be a learning year for them on this.

Motion by Commissioner Joyce, seconded by Commissioner T. Johnson to approve the consideration for an Annual Fee for the North Valley Disc Golf Course as presented.

Ayes: 5

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson updated the Commission on the following Department Happenings:

-Holiday on Main Street: This takes place on Saturday, December 19th from 2:00-5:30 p.m. at the VMCC. There will be food, games, presents, Santa, and Trolley rides. Check it out for some family fun.

-IGH Youth Hockey Association: They will be doing the Concessions in the Hockey Arena on a three month trial basis starting the first of the year. The Aquatics Concessions will be closing on December 31st.

-Golf Course Assessment: The golf advisors hope to report to the Commission at the first meeting we have in January.

10. COMMISSION COMMENTS:

Commissioner T. Johnson hopes everyone has a Happy Holiday Season. She hopes they all enjoy their time and to please make it a safe one.

Commissioner Joyce wished everyone a Happy Holidays.

Vice Chair Schueller thought the Park and Recreation Department is doing a great job. The people who have been on previous boards and the Staff should be congratulated on having a great City with a great Park and Recreation system.

Commissioner Krech agreed with Vice Chair Schueller and wished everyone a Happy Holidays.

Chair Eiden wished everyone a Merry Christmas and Happy Holiday. Please check out our website and keep Inver Grove Heights active.

11. ADJOURN

Motion by Commissioner Joyce, seconded by Commissioner T. Johnson to adjourn the meeting at 8:05 p.m.

Ayes: 5

Nays: 0