

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 8, 2011
8150 Barbara Avenue
7:30pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Welcome Appointed Commissioners
 - B. Introduce Intern – Ben Siedow
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
 - B. Next Meeting; July 13, 2011 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 times will be enacted in one motion. There will be no separate discussion of these items unless a Commission member or citizen so request, in which event the item will be removed from this Agenda and considered in normal sequence.
 - A. Approval of Agenda
 - B. Approval of Minutes of May 11, 2011
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. Elect Chair and Vice Chair
 - B. Consider Process for Heritage Village Park Architectural Feasibility Study
 - C. Consider Declaration of Property for Heritage Village Park (SG-2010-049)
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Review Park and Recreation Commissioners Handbook
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.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Appointment of Chair and Vice-Chair of Park and Recreation Commission

Meeting Date: June 8, 2011
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

The Park and Recreation Commission should appoint a Chair and Vice-Chair to serve for the next 12-month period.

SUMMARY

The Commission needs to determine a Chair and Vice-Chair. Commissioner Eiden has served as Chair and Commissioner Schueller has served as Vice-Chair the past 12-months.

The Commission should discuss, nominate, and vote on a Chair and Vice-Chair.

Consider Process for Heritage Village Park Area Architectural Feasibility

Meeting Date: June 8, 2011
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Mark Borgwardt
 Tracy Petersen

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

PURPOSE/ACTION REQUESTED

The Council has hired Partners & Sirny in an amount not to exceed \$18,530 plus expenses to perform an architectural feasibility of the buildings proposed for Heritage Village Park. The study will have the following areas of emphasis:

- Encompasses all buildings and structured envisioned through the updated master plan for Heritage Village Park
- Provides the City/County with a unified architectural style
- Provides an opportunity to develop each of the facilities programs
- Provides an opportunity to develop expectations

SUMMARY

The City of Inver Grove Heights has an established vision for the development of public space along the Mississippi River. The Community, Commission and Council invested a great deal of time and energy last year updating the master plan for Heritage Village Park.

Generally the scope of work would include the following:

- Create a theme/architectural style for all of the buildings that focuses on the history of the area and the sites connection to the railroad and Rock Island Swing Bridge
- Provide 1-2 concepts for each of the proposed new structures as outlined in the park master plan
 - Develop exterior elevations
 - Develop floor plan layout
 - Identify exterior and interior building materials and color options
 - Develop a feasibility level cost estimate for each structure
- Provide 1-2 concepts for potential uses for the Old Town Hall and School House
 - Assess and recommend the viability of reuse of the structures
 - Develop list of renovation issues/needs to bring the facilities up to code for public use
 - Develop a feasibility level cost estimate for moving and renovating each structure

As a part of Partners & Sirny's proposal, they propose to use Brauer and Associates and The 106 Group to review different aspects of historic site conditions and how the buildings will work with other amenities proposed for the park. The services provided by Brauer and the 106 Group are included in the proposed fee and are not additional. Both Brauer and the 106 Group have had significant involvement in the development of Heritage Village Park over the last 10 years.

The following evening meetings are anticipated as a part of the process:

- Kick-off Meeting (Staff and Work Group)
- Meeting with staff and work group to review initial concepts
- Meeting with staff and work group to review final concepts
- Public Open House
- Meeting with City Park and Recreation Commission
- Meeting with County Board
- Meeting with City Council

The likely schedule for the process is as follows:

Early May	Architect Selected by City and County Staff
End of May	Seek approval from County Board and City Council to hire architect
June – August	Meetings with architect, City & County Officials, public as necessary
September	Present preferred plan to elected officials

Funding for the study would come from the Park Acquisition and Development Fund (Fund 402) and Dakota County. A Joint Powers Agreement (JPA) is currently being worked on by both organizations and it is anticipated it will be brought to the Council for approval on June 21, 2011.

It is anticipated that the following people would be involved in the process:

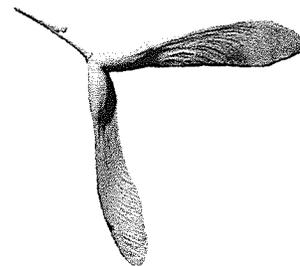
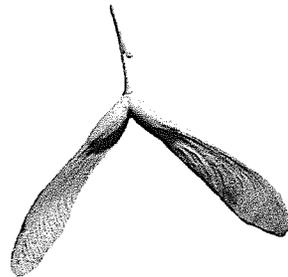
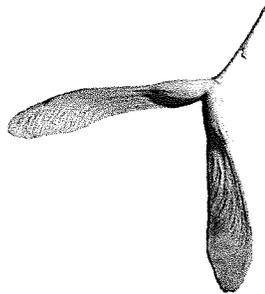
TBD	Park and Recreation Commissioner
TBD	Park and Recreation Commissioner
TBD	Park and Recreation Commissioner
Eric Carlson	Park & Recreation Staff
Mark Borgwardt	Park & Recreation Staff
Tracy Petersen	Park & Recreation Staff
TBD	Planning Staff
Steve Sullivan	Dakota County Park Staff

The Park and Recreation Commission should select their participants and schedule the first meeting (suggested June 20th at 6:00pm).

A copy of the master plan and the proposal submitted by Partners & Sirny is attached.

A Proposal for the City of Inver Grove Heights
Parks & Recreation Department
HERITAGE VILLAGE PARK
MISSISSIPPI RIVER REGIONAL TRAIL
ARCHITECTURAL FEASIBILITY

April 22, 2011



PARTNERS & SIRNY
architects

212 West Franklin Avenue
Minneapolis, Minnesota 55404
T: 612.341.1070
www.partnersandsirny.com

Contact : Paul Anderson
T: 612.341.1070, ext. 219
panderson@partnersandsirny.com

PROJECT UNDERSTANDING & APPROACH

INTRODUCTION

Partners & Sirny Architects is based in Minneapolis, Minnesota and has a 17 person staff of diverse backgrounds. Founded in 1983, the firm offers services in planning, architecture and interior design. Four studios comprise the firm and specialize in environmental education, higher education, hospitality and golf course clubhouse facilities.

The Environmental Education Studio specializes in designing ecologically sustainable environments for visitor services, environmental education and interpretation. We approach each project with a desire to create a simple, elegant, sustainable and integrated solution that reflects place and function.

OUR PROJECT UNDERSTANDING

Master Plan

The master plan for Heritage Village Park will provide a wonderful community asset that will connect the community with its history. Building and site design will deepen that connection by having a consistent architectural form and detailing that is unique to the park.

Interpretive signage and exhibits will be intertwined throughout the site and buildings.

The master plan provides a variety of outdoor gathering spaces, ranging from active to passive in character and from small to large in size and scale. Event gathering space will foster shared community experiences, further deepening the park's significance. Trails, including a connection to the regional trail, will connect indoor and outdoor spaces and provide opportunities for exercise and contemplation. A trail and overlook to the historic 1894 Rock Island Swing Bridge will enable it to be used as a 670' recreational pier coupled with a trail to the river will strengthen the community's connection to the river. A central play area will connect children to the park.

Improved vehicular circulation and access combined with appropriately placed parking will enable clear visitor orientation.

Sustainable site design strategies identified in the master plan include restoring prairie and oak savannah environments, and using sustainable stormwater management strategies.

Architectural Feasibility

The purpose of the work included in this step is to prepare conceptual designs and associated costs for buildings and structures that will be in harmony with the site master plan. The conceptual building and structure designs will have a consistent character that will be unique to this park and will foster the community's connection to the park. The Park's proximity to the railroad provides an excellent opportunity to incorporate a railroad architectural theme. Proximity to the Rock Island Swing Bridge will also provide a possible design influence.

Buildings and structures are placed throughout the park and will facilitate various needs of park users, such as providing toilets, sheltered gathering spaces, and enclosed space for multi-purpose gathering and food service and administration.

The feasibility of relocating the old Town Hall and Schoolhouse to the site will be investigated.

There is an opportunity to incorporate appropriate sustainable design techniques in building and structure design.

Conceptual design will be a highly inclusive process, involving City and County staff, general public, City Park and Recreation Commission, and the County and City Boards.

The result of this work will be conceptual building and structure designs, with associated costs, with which the community will have ownership and enthusiasm. The materials will aid in fundraising and contribute to building greater community awareness and enthusiasm.

Our fee proposal includes a chronological order of tasks and deliverables. Following is a proposed schedule.

WEEK	2011																								
	MAY					JUNE					JULY					AUGUST					SEPTEMBER				
	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26			
PROJECT UNDERSTANDING & PROGRAMMING																									
Kick-off meeting with staff and work group: Establish project goals & confirm program	█																								
CONCEPTUAL DESIGN																									
Develop initial concepts		█	█	█	█																				
Meeting with staff and work group to review initial concepts						█																			
Develop final concepts						█	█	█	█	█	█	█													
Meeting with staff and work group to review final concepts												█													
Refine final concepts													█	█											
Public open house															█										
Incorporate comments from public open house																█	█								
Meeting with City Park and Recreation Commission																			█						
Meeting with County Board																				█					
Meeting with City Council																					█				
Incorporate comments from public process																					█				

OUR APPROACH

Our design approach will be responsive to your mission, respectful of your site, function for all visitors and staff, inclusive every step of the way, and environmentally sustainable.

Mission Responsive

'Discover the Opportunities'

We will strive to have building and site design support your tagline, 'Discover the Opportunities'. We will collectively strive to discover opportunities that building and site design can reflect place, respond to functional requirements, be sustainable and integrate interpretation.

Place-Based

Our team spends considerable time on-site, including camping, to identify the Sense of Place and subsequently reflect its essence and spirit through site and building design. Integrating interpretation into the building and site connects a visitor to Place through a holistic experience. Sense of Place can be reflected in many ways, including building vernacular form and detail (i.e., railroad history), color, materials, interpretive exhibits, vegetation, topography, scale and proportion.

Functional

Creating a meaningful visitor experience begins with meeting a visitor's comfort needs with

appropriately programmed and located guest services such as visitor orientation, toilets, food and beverage service, and intuitive way-finding and flow.

Facility design must be flexible to not only respond to the programmatic requirements, but also future programmatic needs. Future needs cannot always be anticipated and can only be met by a flexible design. Power, data and telecommunication wiring must be accessible and changeable. Building structure and systems must enable easy space re-configuration.

Efficient use of staff, equipment and space has a positive economic and functional effect.

Inclusive

Crucial to a successful project is an inclusive programming and design process that includes program staff, interpretive staff, maintenance staff, administrative staff, project stakeholders and the design team. Questions such as, "Do we need a certain building?" need to be asked. Subsequent to identifying project goals and functional needs, indoor and outdoor spaces are identified that meet the stated needs. Spatial characteristics such as size, character, interrelationships, technology, acoustics, etc. are quantified and qualified. This document becomes the "Recipe for Design".

It is important to establish a framework within which all design decisions can be evaluated. This framework will consist of a list of project goals, defined early and then held in proper balance during the design process. Stakeholders in the project may have focused but conflicting goals. An integrated design approach involves bringing all of these team members together so they can understand the relationships and dependencies that may exist between each stakeholder's project goals. Each must fully understand the goals and concerns of all other parties, and work together through all phases of the project. The key to a successful integrated design approach is in facilitating this communication between stakeholders so that discussions are productive, coordinated, and result in clear action items.

During these meetings, our team will carefully document group decisions and action items through a dynamic process of graphic recording. Instead of using a notepad, the graphic recorder writes meeting notes, using text and drawings, on a large sheet of paper posted on the wall. Drawings and sketches are also posted on the wall graphic so that they may be annotated and revised during the course of a meeting. The result is a real time record that is visible to everyone at all times. The wall graphic process encourages active listening and interaction and assures all team members that they are being heard accurately. Once meeting wall graphics and associated drawings have been photographed and/or summarized in report format, they become the living record of the group's ideas and decisions, to which the entire team refers as the design develops and matures.

Sustainable

"...a thing is right when it tends to preserve the integrity, stability, and beauty of the biotic community. It is wrong when it tends otherwise." - Aldo Leopold

Ecologically sustainable design is integral to our design approach. This project provides an opportunity to integrate sustainable design to minimize environmental impact. We will work together to identify an appropriate balance between first-cost and life-cycle cost savings, and to prioritize strategies to maximize ecological and economical benefit.

We will strive to minimize impact on the land; maximize water conservation and quality; maximize interior and exterior air quality; optimize energy use by minimizing energy load, appropriate HVAC system design, maximizing use of renewable energy sources, and by proper building operation; use materials that maximize biodiversity and have minimal embodied energy; and minimize construction waste. We will strive to maximize the educational opportunities of using sustainable strategies as a model. We will be diligent in our programming to optimize building size and to maximize flexibility and multi-use.

2.

PROJECT TEAM

PARTNERS & SIRNY PAUL ANDERSON



ROLE ON THIS PROJECT: PRINCIPAL-IN-CHARGE, PROJECT MANAGER, PROJECT DESIGNER

YEARS OF EXPERIENCE: 30

EDUCATION: Bachelor of Architecture and Bachelor of Environmental Design, University of MN

RELEVANT EXPERIENCE:

McColl Pond Environmental Learning Center - LEED Gold Certified; Savage, MN
 Lebanon Hills Visitor Center - LEED Silver Certified; Eagan, MN
 North Mississippi Regional Park Picnic Shelter & Toilet Building; Minneapolis, MN
 Oliver H. Kelley Farm; Elk River, MN
 Murie Science Center; Denali National Park & Preserve, AK
 Four Rivers EEC; Channahon, IL
 St. Croix National Scenic Riverway National Headquarters & Visitor Center; St. Croix Falls, WI
 Mary Gibbs Mississippi Headwaters Center, Itasca State Park, MN
 Richardson Nature Center; Bloomington, MN
 Kroening Interpretive Center; North Mississippi Regional Park, Minneapolis, MN
 The Landing Toilet Building; Shakopee, MN
 Tamarack Nature Center; White Bear Township, MN

ADVISORY ROLES

We anticipate that during the course of the project, we may require the expertise and experience of a landscape architect and an architectural historian. Following are the individuals and firms we will include on our team when deemed necessary.

Candace Amberg of **BRAUER & ASSOCIATES** will serve as master plan advisor and landscape architect when appropriate. We have collaborated with Brauer & Associates on numerous projects over the past several years.

Greg Mathis of **106 GROUP** will serve as architectural historian and historic preservationist when appropriate. We have collaborated with 106 Group as well.

We will consult with our engineering team if necessary. **Ron LaMere** and **Joel Maier** of **BKBM ENGINEERS** will provide structural and civil engineering expertise respectively when deemed appropriate. **Larry Svitak** and **Jay Hruby** of **EDI** will provide mechanical and electrical engineering expertise respectively when deemed appropriate.

PARTNERS & SIRNY JEFF DREISBACH



ROLE ON THIS PROJECT: ARCHITECTURAL STAFF

YEARS OF EXPERIENCE: 18

EDUCATION:

Bachelor of Architecture, University of MN

RELEVANT EXPERIENCE:

McColl Pond Environmental Learning Center - LEED Gold Certified; Savage, MN
 Lebanon Hills Visitor Center - LEED Silver Certified; Eagan, MN
 North Mississippi Regional Park Picnic Shelter & Toilet Building; Minneapolis, MN
 Oliver H. Kelley Farm; Elk River, MN
 Murie Science Center; Denali National Park & Preserve, AK
 Four Rivers EEC; Channahon, IL
 St. Croix National Scenic Riverway National Headquarters & Visitor Center; St. Croix Falls, WI
 Mary Gibbs Mississippi Headwaters Center, Itasca State Park, MN
 Richardson Nature Center; Bloomington, MN
 Kroening Interpretive Center; North Mississippi Regional Park, Minneapolis, MN
 The Landing Toilet Building; Shakopee, MN
 Tamarack Nature Center; White Bear Township, MN

3.

RELEVANT PROJECT EXPERIENCE

The projects described and illustrated on the following pages reflect our relevant experience and contain the following key elements that also comprise the Heritage Village Park project:

TRAILHEAD FACILITIES

MULTI-PURPOSE PARK BUILDINGS

ADAPTIVE REUSE OF HISTORIC STRUCTURES

PICNIC SHELTERS

One item that isn't mentioned in the Heritage Village Park scope of service is the incorporation of **SUSTAINABLE DESIGN**. Our team brings a passion for integrating sustainable design principles into each project. It is the cornerstone of our work in the Environmental Education Studio at Partners & Sirny. If desired, we will work with all involved on this project to integrate sustainable design strategies where appropriate to function and budget. As you'll see in the following pages, two of our projects have received LEED™ certification and all of our projects integrate sustainable design elements. We also have significant experience with exhibiting sustainable strategies for educational purposes.



McColl Pond Environmental Learning Center
Architecture, Planning and Interior Design

Location: Savage, Minnesota



PROJECT COST: \$2,100,000
DATES: Completed 2009
AREA: 5,828 SF (Interior), 2,524 SF (Sheltered Exterior)

RELEVANCE TO HERITAGE VILLAGE PARK:

Multi-purpose park building and trailhead that includes multi-purpose gathering/rental space, classrooms, recreation equipment rental, visitor orientation, exhibits, administration and full restrooms (interior and exterior) along with an attached picnic shelter.



SUSTAINABLE STRATEGIES: LEED™ CERTIFIED - GOLD RATING, Green Roof, Geothermal Heating & Cooling System, Native Plantings, Rain Gardens, Pervious Paving, Construction Waste Recycling, Biomass Heating, Substantial Amounts of FSC-Certified Wood, Bio-composite Board, and Recycled Materials, High-Performance Thermal Envelope, Educational Exhibits

AWARD:
JEETA Award 2009
 The Jeffers Environmental Education Treasure Award recognizes excellence in environmental education.



...“All I can say is WOW!!! What a thrill it is for me to have been part of a team responsible for the development of that facility. I am very proud of the message this building sends in its design and construction. Now I am anxious to see it filled with people using it as intended. You are very talented in your ability to design a structure based on our comments. I hope you are as proud of the Visitors Center as I am.” ...

Nancy Schauweiler, Commissioner
Dakota County, Minnesota

Lebanon Hills Visitor Center

Architecture, Planning and Interior Design

Location: Lebanon Hills Regional Park, Eagan, Minnesota

PROJECT COST: \$1,433,749

DATES: Completed 2004

AREA: 6,030 SF

RELEVANCE TO HERITAGE VILLAGE PARK: The project is a **multi-purpose park building** that also serves as a regional **trailhead facility**. The building includes space for visitor services/orientation, exhibits, multi-purpose gathering/rental, classrooms, recreational equipment rental and administration.

SUSTAINABLE STRATEGIES: LEED™ CERTIFIED - SILVER RATING, Green Roof, Rain Gardens, Restored Wetland, Native Plantings, Pervious Paving, Construction Waste Recycling, Biomass Heating, Daylighting, Passive Solar Energy, Natural Ventilation, Substantial amounts of FSC-Certified Wood, Bio-composite, Board, and Recycled Materials, High-Performance Thermal Envelope, Educational Exhibits



AWARDS:

Minnesota Recreation & Park Association - Award Of Excellence In 2005

Park And Facility Category, Presented to Dakota County Parks

Lebanon Hills Visitor Center: A Model Public Facility Focusing on Sustainable Design, Construction and Program

2004 Governor's MnGreat Award

Dakota County for its vision, leadership and commitment to design and construct high-performance, sustainable building projects, as exemplified by the Dakota County Lebanon Hills Regional Park Visitor Center.



North Mississippi Regional Park Picnic Shelter & Toilet Building

Architecture

Location: Minneapolis, Minnesota

PROJECT COST: \$2,100,000

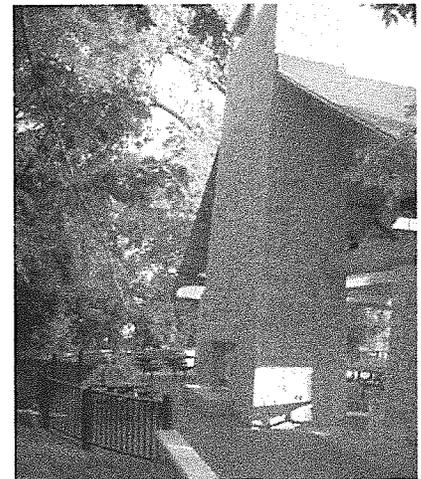
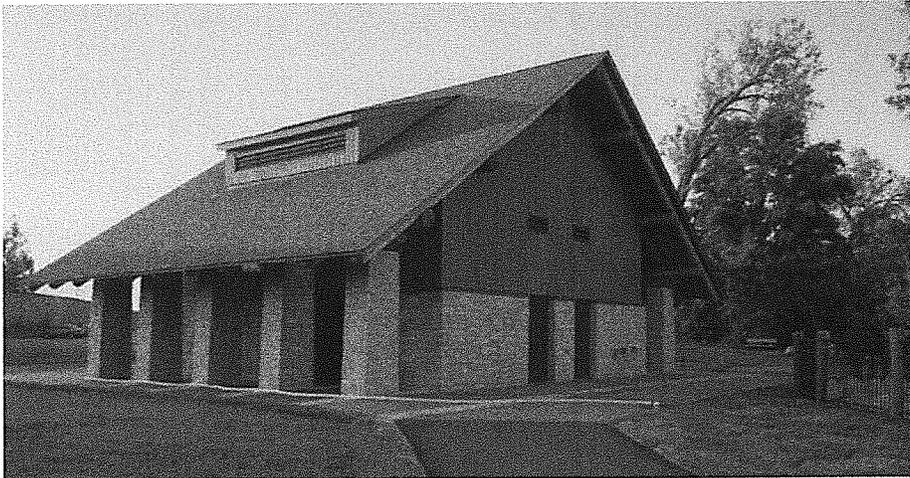
DATES: Completed 2009

AREA: 5,828 SF (Interior), 2,524 SF (Sheltered Exterior)

RELEVANCE TO HERITAGE VILLAGE PARK:

The project is located along the Mississippi River and includes a **picnic shelter** and toilet facilities. It is integrated into the roadway system with parking and trail connections. The project also includes a children's play area including a water play area.

SUSTAINABLE STRATEGIES: Native Plantings, Construction Waste Recycling, Built on Previously Impacted Site





Oliver H. Kelley Farm Master Plan, Cultural Landscape Report and Schematic Design

Location: Elk River, MN

PROJECT COST: \$6,670,000

DATES: Currently in design - construction pending funding

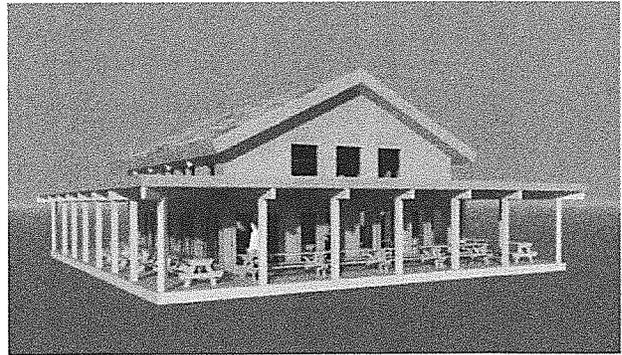
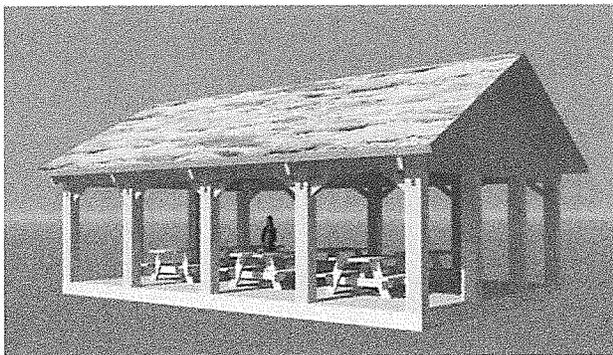
AREA: 5,943 SF (remodeled), 10,451 SF (new)

RELEVANCE TO HERITAGE VILLAGE PARK:

The project includes **adaptive reuse of historic structures** and adaptive reuse and expansion of the existing visitor center to provide space for visitor orientation, multi-purpose gathering/rental, kitchen, classrooms, exhibits, and administration. The building serves as a **trailhead** for on-site trail systems and also includes an upgraded roadway, parking, a maintenance area, animal husbandry and two new **picnic shelters**.

The project site is a National Historic Landmark. Site and building development is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. SHPO was involved throughout the design process. The design team developed an architectural character that is complementary, but does not replicate, existing historic structures.

SUSTAINABLE STRATEGIES UNDER CONSIDERATION: Green Roof, Geothermal Heating & Cooling System, Native Plantings, Rain Gardens, Pervious Paving, Construction Waste Recycling, Biomass Heating, Substantial Amounts of FSC-Certified Wood, Bio-composite Board, and Recycled Materials, High-Performance Thermal Envelope, Educational Exhibits





Murie Science & Learning Center

Architecture, Planning and Interior Design

Location: Denali National Park & Preserve, Alaska

PROJECT COST: \$1,812,000

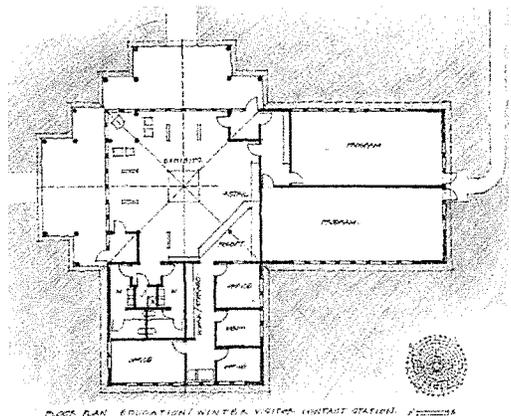
DATES: Completed 2005

AREA: 5,870 SF

RELEVANCE TO HERITAGE VILLAGE PARK:

This **multi-purpose park building** includes space for visitor orientation, exhibits (including exhibits pertaining to sustainable design), classrooms, multi-purpose gathering/rental and administration. Additional buildings in the campus include a dining hall and guest lodging. The project is located near the historic headquarters area which is designated as a National Historic District. The design team worked closely with National Park Service to develop an appropriate architectural character that is complimentary but does not replicate existing historic park buildings. The building serves as a **trailhead** for the front-country trail system.

SUSTAINABLE STRATEGIES: Native Plantings, Construction Waste Recycling, Substantial Amount of FSC-Certified Wood, Bio-Composite Board, Recycled Materials, High-Performance Thermal Envelope. Built on Previously-Impacted Site



FLOOR PLAN: EDUCATION CENTER VISITOR CONTACT STATION



Four Rivers Environmental Education Center

Architecture, Planning and Interior Design

Location: Channahon, IL

PROJECT COST: 3,100,000

DATES: Completed 2008

AREA: 14,356 SF

RELEVANCE TO HERITAGE VILLAGE PARK:

This **multi-purpose park building** incorporates **adaptive reuse** and expansion of an existing building that includes space for visitor services/ orientation, retail sales, exhibits, multi-purpose gathering/rental, recreational equipment rental, catering kitchen, classrooms, administration and restroom facilities. The project also includes a new roadway, parking and **picnic shelter** design. The building serves as a **trailhead** for a regional bicycle trail and for on-site trails.

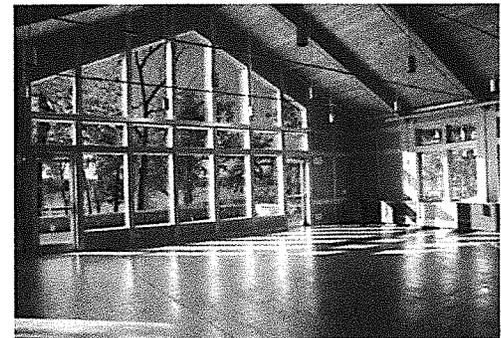
SUSTAINABLE STRATEGIES: Green Roof (future), Geothermal Heating & Cooling, Displacement Ventilation, Native Plantings, Construction Waste Recycling, Biomass Heating, Substantial Amount of FSC-Certified Wood, Bio-composite Board, and Recycled Materials, High-Performance Thermal Envelope, Built on Previously-Impacted Site, Reuse Portion of Existing Building

AWARD:

Special Achievement Award

ACEC-Illinois 2009 Engineering Excellence Awards Competition

McKinley Woods Preserve/Kerry Sheridan Grove





Saint Croix National Scenic Riverway Visitor Center and Headquarters Architecture, Planning and Interior Design

Location: Saint Croix Falls, WI

PROJECT COST: \$3,834,300 (building and site)

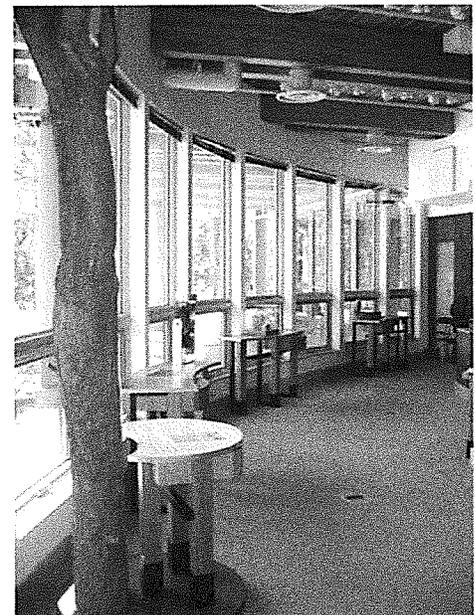
DATES: Completed 2006

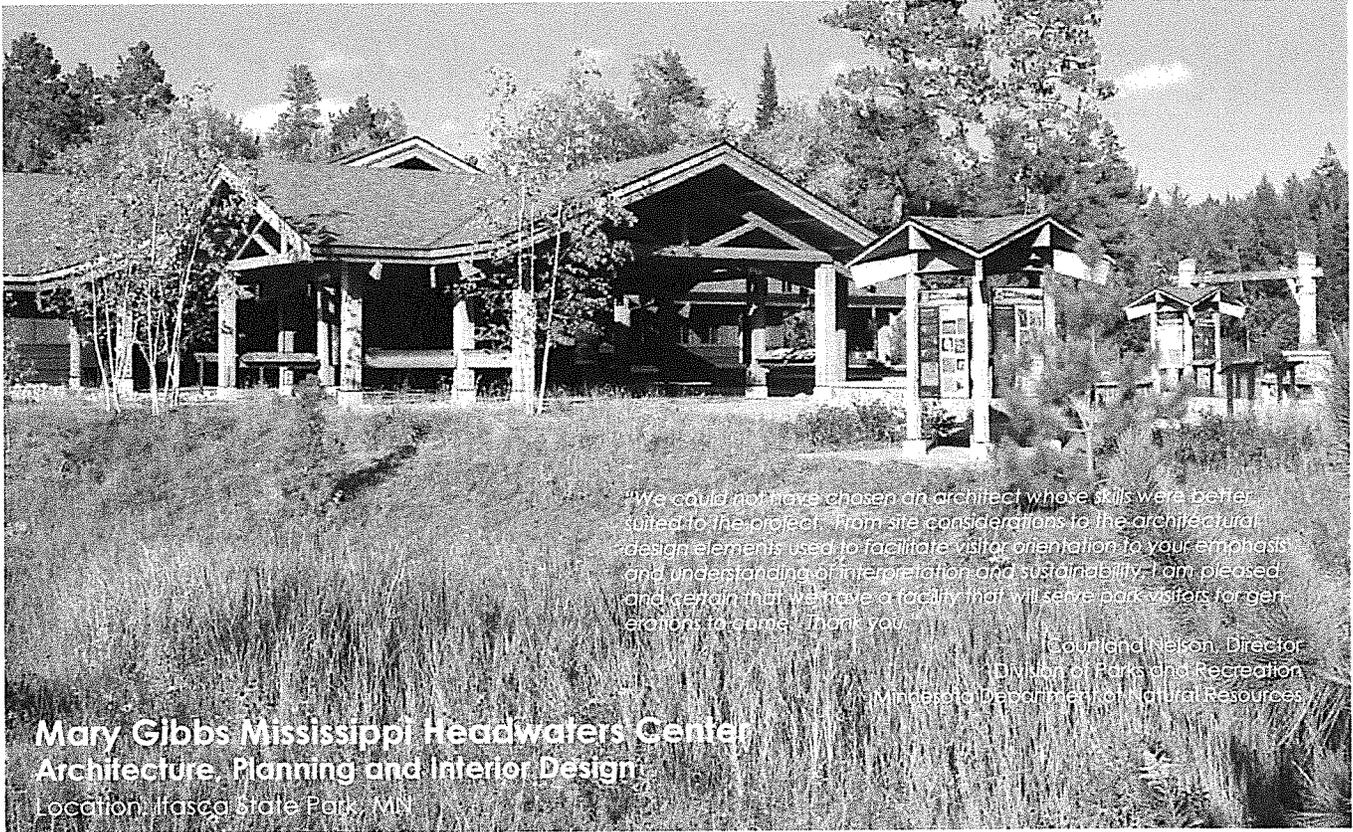
AREA: 15,456 SF (+1,500 SF Exterior Sheltered)

RELEVANCE TO HERITAGE VILLAGE PARK:

This **multi-purpose park building** includes space for visitor orientation, exhibits, multi-purpose gathering, classrooms, administration and restroom facilities. This building also serves as a **trailhead** for canoeing and for both the nearby Gandy Dancer trail and Ice Age National Trail. The project also includes a **picnic shelter**. The building form and details reflect a meandering river and water level changes.

SUSTAINABLE STRATEGIES: Green Roof, Native Plantings, Construction Waste Recycling, Passive Solar, Daylight Harvesting, Natural Ventilation, Bio-composite Board, Recycled Materials, High-Performance Thermal Envelope





"We could not have chosen an architect whose skills were better suited to the project. From site considerations to the architectural design elements used to facilitate visitor orientation to your emphasis and understanding of interpretation and sustainability, I am pleased and certain that we have a facility that will serve park visitors for generations to come. Thank you."

Courland Nelson, Director
 Division of Parks and Recreation
 Minnesota Department of Natural Resources

Mary Gibbs Mississippi Headwaters Center
Architecture, Planning and Interior Design

Location: Itasca State Park, MN

PROJECT COST: \$2,000,000

DATES: Completed 2005

AREA: 6,150 SF (Interior), 3,328 SF (Sheltered Exterior)

RELEVANCE TO HERITAGE VILLAGE PARK:

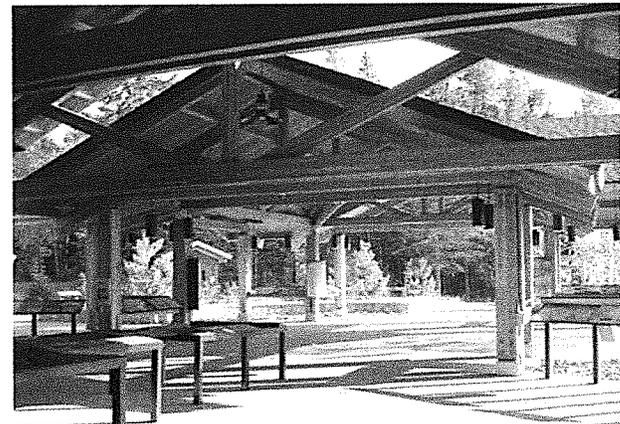
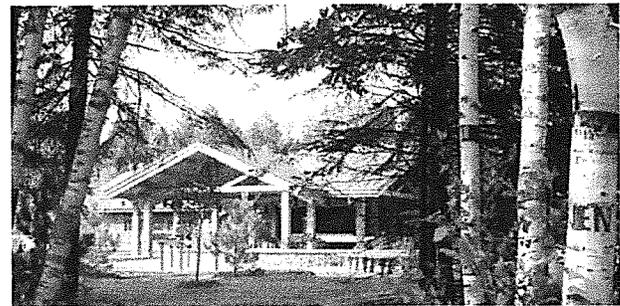
This **multi-purpose park building** includes space for visitor orientation, exterior sheltered exhibits, restaurant, gift shop, toilets and administration. The project is located in a National Historic District. SHPO was involved throughout the design process. Building design is complimentary, but intentionally does not replicate, existing park buildings. The building serves as a **trailhead** for the park's trails.

SUSTAINABLE STRATEGIES: Previously Impacted Site, Reduce Existing Parking, Native Plantings, Rain Gardens, Construction Waste Recycling, Daylight Harvesting, Natural Ventilation, Substantial Amounts of FSC-Certified Wood, Bio-Composite Board Paneling and Casework, Recycled Materials, High-Performance Thermal Envelope, Energy-Efficient Mechanical and Electrical Systems

AWARD:

Excellence in Planning Award - 2006

The National Association of Recreation Resource Planners "in recognition of excellence in park planning and facility development that featured an interpretive focus in the visitor experience."





Richardson Nature Center

Architecture, Planning and Interior Design

Location: Hyland Lake Park Reserve, Bloomington, MN

PROJECT COST: \$2,000,000

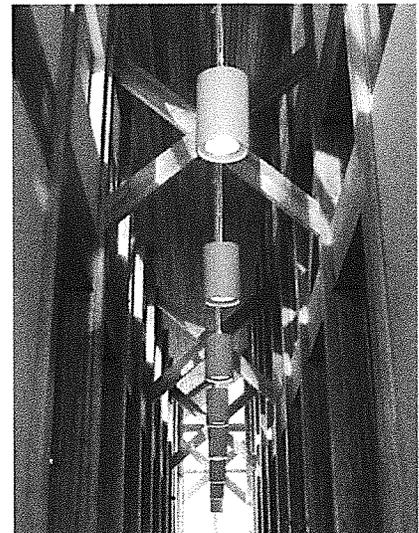
DATES: Completed 2002

AREA: 10,000 SF (6,000 new, 4,000 remodeled)

RELEVANCE TO HERITAGE VILLAGE PARK:

This **multi-purpose park building** incorporates **adaptive reuse** of an existing building and an addition that includes space for visitor orientation, exhibits, multi-purpose gathering/rental, recreational equipment rental and administration. This building also serves as a **trailhead** facility for regional and park trails.

SUSTAINABLE STRATEGIES: Biocomposite Board, Recycled Materials, Reuse Existing Structure, Passive Solar Energy, Natural Ventilation, Daylight Harvesting





Kroening Interpretive Center - North Mississippi Regional Park
Architecture, Planning and Interior Design

Location: Minneapolis, MN

PROJECT COST: \$1,635,000
DATES: Completed 2002
AREA: 5,300 SF

RELEVANCE TO HERITAGE VILLAGE PARK:

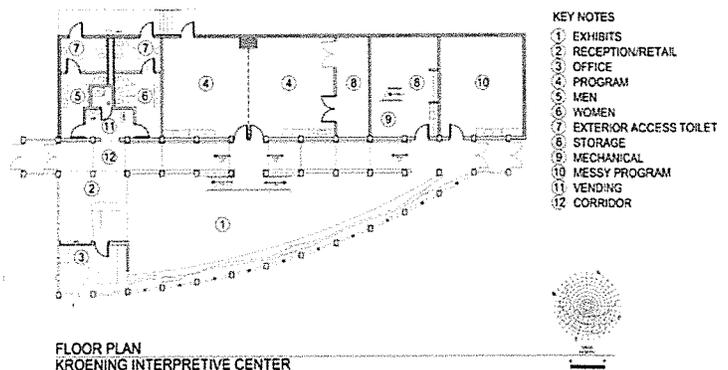
This **multi-purpose park building** includes space for visitor orientation, exhibits, classrooms, multi-purpose gathering/ rental and administration. The building serves as a trailhead for regional and park trails. On the facade facing the neighborhood, the building form reflects historic wood industrial buildings. This form is eroded by a curve to reflect the moving water of the river on the facade facing the river.

SUSTAINABLE STRATEGIES: Native Vegetation, Construction Waste Recycling, Daylight Harvesting, Natural Ventilation, Bio-composite Board Paneling and Casework, Recycled Materials, FSC-Certified Wood, High-Performance Thermal Envelope, Energy-Efficient Mechanical and Electrical Systems, Educational Exhibits pertaining to sustainable design strategies implemented in building.

AWARD:

Preservation Award - 2002
Community Education

The Minneapolis Heritage Preservation Commission & the Minneapolis Chapter of the American Institute of Architects





The Landing Restroom Architecture

Location: Shakopee, MN

PROJECT COST: \$400,000

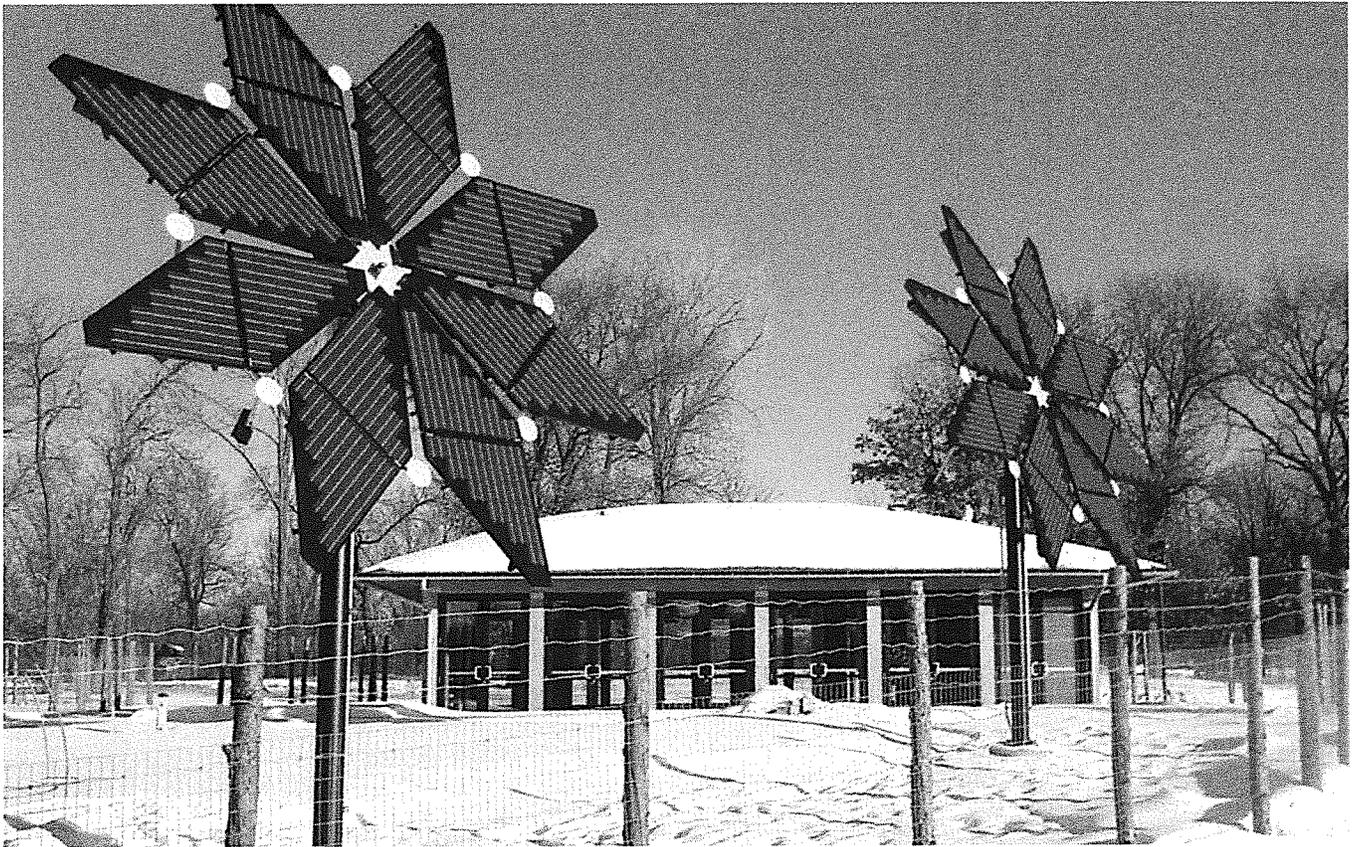
DATES: 2010

RELEVANCE TO HERITAGE VILLAGE PARK:

The building is designed to replicate a livery stable. The building is located in a setting of relocated historical structures. Spaces are provided for exhibits and public toilets.

SUSTAINABLE STRATEGIES: Geothermal/Radiant Slab, Frost Protected Shallow Footings, Super-Insulated Construction (R40 Walls - R60 Roof), Structural Insulated Panel Walls (SIP), Ultra Low-flow Urinals, Water Fountains (not water coolers), Natural Ventilation/Fan Assisted, Substantial Amount of FSC-Certified Wood, Bio-Composite Board and Recycled Materials (PaperStone Toilet Partitions)





Tamarack Nature Center - Destination for Discovery

Architecture and Planning

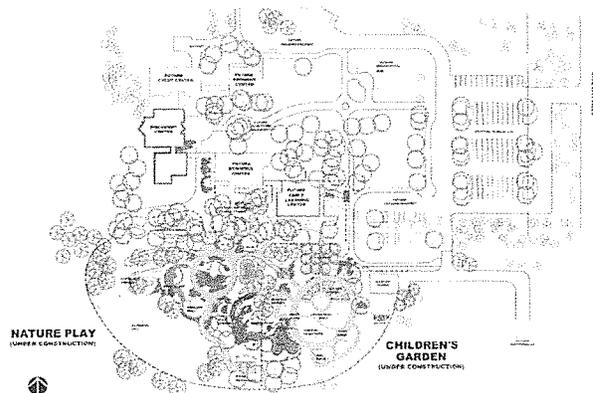
Location: White Bear Township, MN

PROJECT COST: \$6,420,212

DATES: Currently Under Construction

RELEVANCE TO HERITAGE VILLAGE PARK: The project contains a regional destination that includes an Early Childhood Education Center, Children's Garden and a Children's Nature Play Area. The project also includes a **multi-purpose park building** and "convertible" **shelter** that includes a teaching kitchen, maple syruping, seed start, gathering space/rental and storage. The facility serves as a **trailhead** for regional and park trails.

SUSTAINABLE STRATEGIES: Native Plantings, Pervious Surfaces, Accommodate Low-Emitting and Fuel Efficient Vehicles, Green Roof (pending funding), Low Flow Plumbing Fixtures, Cut-Off Lighting Fixtures, Commissioning of Building Energy Systems, Energy Performance Exceeds Code, Building Re-Use, On-Site Solar Electric Panels, Construction Waste Recycling, Substantial Use of Recycled Materials, Regional Materials, FSC-Certified Wood, Daylight Harvesting, User Control of HVAC and Lighting, Educational Exhibits pertaining to Implemented Sustainable Design Strategies



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Declaration of Property for Heritage Village Park (SG-2010-049)

Meeting Date: June 8, 2011
Item Type: Regular Agenda
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Recommend property to be declared for the purposes of expending state grant funds SG-2010-049.

SUMMARY

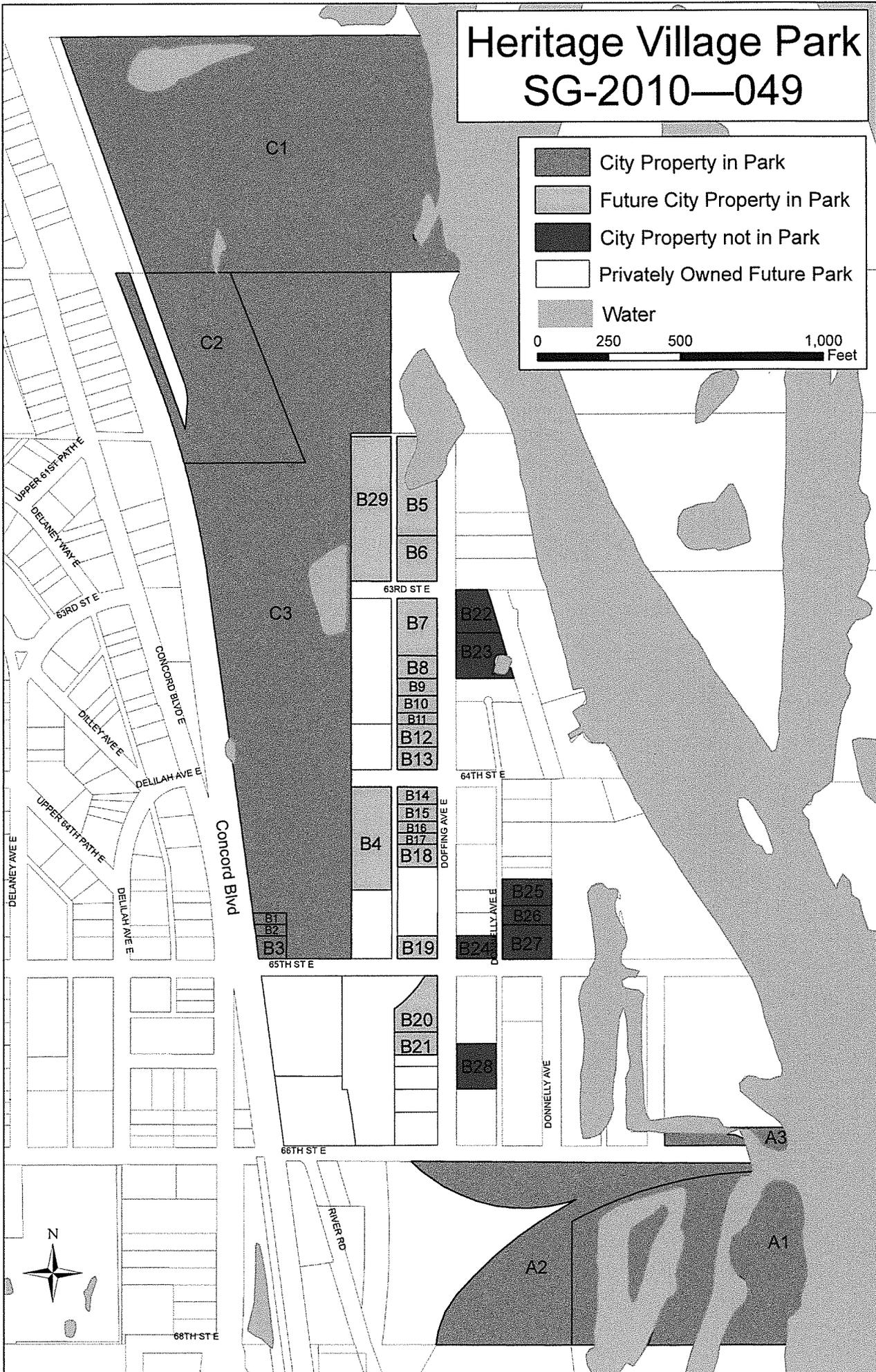
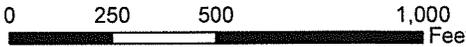
The City received a \$1,000,000 grant from the State of MN. The funds are to be used for:

“park and trail development on the west bank of the Mississippi River in Dakota County at the site of Mississippi River Bridge JAR 5600, commonly known as the Rock Island Bridge. Any park or trails developed with this appropriation must connect with any local, regional or state trails in the vicinity, and the historic Rock Island Bridge.”

Before funds can be spent the City needs to record a “declaration” on the property. The declaration in affect makes the property park land into perpetuity. At this time we are recommending that the properties in “green” be declared a part of this grant. In the future, additional properties may be added.

Heritage Village Park SG-2010—049

-  City Property in Park
-  Future City Property in Park
-  City Property not in Park
-  Privately Owned Future Park
-  Water



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 8, 2011
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

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

SUMMARY

Items included:

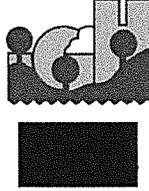
- Department Happenings Report
- VMCC Financial Statement
- Inver Wood Monthly Statistics
- Miscellaneous

Items to be discussed:

- Miscellaneous



Parks & Recreation Department Department Happenings



Community Garden at Salem Hills Park

Parks crew expanded garden plot at Salem Hills Park for the second season of community vegetable gardening. Sod was cut from the area and tilled into the adjacent tree nursery, filling some low areas there and improving the nursery soil. The garden was then tilled twice to loosen the soil and organic compost was added per U of M soil test to improve soil fertility. With the assistance of STS crew a 6' high welded wire fence with 4x4 wood posts, walk and drive gates was installed around the garden to define the space and keep critters out. Water for garden plot will be provided from hose bib on drinking water fountain adjacent to garden. Security keys to access security panel on fountain will be provided to recreation and garden users. Another application of organic compost is planned for mid season. A second garden plot was also prepared at Pine Bend School utilizing grant dollars secured by Recreation Superintendent Tracy Petersen.

Monthly Playground Inspection

All playgrounds are inspected monthly for any safety hazards, damage or vandalism, and need for maintenance. Parks lead worker, Mike Carter has been trained to perform these monthly inspections. This month's inspection revealed:

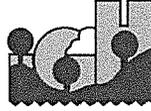
- Arbor Pointe- Vandalism and arson with crawl tube burned and railing torn off
- Broadmoor- Rock climber cracked and replaced under warranty
- Community Center- Multi-Pondo foot rests worn out and replaced
- Skyview- Tube slide sections cracked. 6 post caps missing
- Oakwood- Severe and obscene tagging and graffiti cleaned off.
- Wood fiber needed at Rich Valley, Ernster, Lions, Salem Hills

EAB Tree Removals

In order to accurately predict costs and plan for the eventual destruction of all ash trees in the community a boulevard tree survey was performed by St. Croix Tree Service with support and assistance from GIS Technician Catherine Gadiant and Forester Brian Swoboda. Parks had already performed a tree inventory of all mowed areas in parks in 2007. Building on Parks 2007 data of mowed areas in parks and city facilities and numbers from the golf course, St. Croix gathered data on boulevard trees in the more developed NE part of the city. This data will allow the city to more accurately predict the financial resources necessary to address this latest assault on the urban forest. Parks Forester Swoboda has received many calls from residents asking for boulevard ash trees are removed. Most are large ash in declining health. Street Division is helping to fund removal of these boulevard ash trees.



Parks & Recreation Department Department Happenings



Heritage Village Park and Swing Bridge

Seed is starting to germinate in Heritage Village Park prairie. The new trail is getting a lot of use. Plans are being formulated to bring some soil from Blaine pit to bring raise some low areas from last fall's grading to meet MPCA requirements. The swing bridge construction is complete. Parks crew has been busy putting finishing touches on site in preparation for June 8th opening including signage, placement of stone sign and landscaping and addition of flood elevation signage. New 700 lb. concrete trash receptacles have been ordered and will be placed week of June 6th. Area south of 66th Street has been cleared and grubbed for future building and parking lot construction. Fill from this year's South Grove street re-construction will be hauled to site in near future.

Boundary Survey

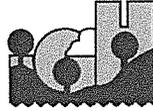
Progress is being made on park boundary survey by Yaggy Colby. Letters have been mailed to properties encroaching on park land. There will be a few parks to be completed this fall after leaves fall. Approximately 70 encroachments have been identified during survey.

Skyview Soccer Project

Work has begun on conversion of ballfields to soccer fields at Skyview Park. Area was sprayed with roundup and tilled to facilitate stripping 12" of topsoil so street fill can be used at site. All fencing, backstops, bleachers, trees and concrete were removed to start construction. Area should provide a first class soccer, football and lacrosse field when completed next spring.



Parks & Recreation Department Department Happenings



Junior League Begins June 15th

This year's Junior League begins on June 15th. Registration continues until league day. Currently, 60 junior golfers have registered for the first session to be played on the executive course Wednesday mornings through July 20th. Registration also continues for the late summer league beginning August 3rd with weekly play running for a four week season ending August 24th. Currently, 23 junior golfers are signed up for that session. Junior League play occurs on the Executive Course on Wednesday mornings.

Executive Course Family Program

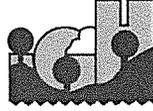
On Fridays after 2:00 PM and Saturday and Sunday Afternoons after 12:00 Noon, children ages 7 to 17 play free with each paid adult Executive Course green fee. A special set of family tee markers has been provided as well as a family golf guide and scorecard.

Free Instruction Clinics

Free Instruction Clinics continue for the 2011 season. Women's Clinics are offered on Saturday mornings in two week increments beginning April 24th through August 21st for nine total clinics. Junior Clinics are offered each Friday beginning June 17th through July 29th for six total clinics. All clinics begin at 9:00 AM and end at 11:00 AM.



Parks & Recreation Department Department Happenings



Burpee Home Gardens National Planting Day

As part of a national award, Burpee Home Gardens staff assisted 3rd graders at Salem Hills Elementary School plant 300 plants on May 18 at the Salem Hills Park Community Garden. The award also enabled the department to expand the garden and add additional plots for our community plot holders. The site will also benefit from a rain barrel and compost bin.

Youth Leadership Council School's Out Event

The City and School District have partnered together to form the Youth Leadership Council for students in grades 6-8. The YLC will be hosting its first event on June 9 at Oakwood Park to celebrate the start of summer. This will be the council's first attempt to let the middle school students know what their group is about. This group will continue its work next year becoming more involved in the community and introducing themselves to various councils, commissions and boards.

Youth Volunteer Force

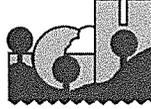
This program is for youth ages 12-16 and provides an opportunity for youth to help the parks and recreation department with programs, office duties and special events. This is a great opportunity for youth to learn about personal responsibility and giving back to the community. The program kicks off during the summer but opportunities are available year-round.

Random Acts of Fitness

Watch out for our super "summer special agents" as we "bust" families, friends and neighbors of all ages for their efforts to get outside and be healthy. We'll reward those sharing a healthy lifestyle...playing catch, riding bike, walking the dog... with a gift bag of swag and our G.O. (Get Outdoors) t-shirts We'll be looking for our "cardio criminals" through October. Stay healthy and active this summer.



Parks & Recreation Department Department Happenings



Saint Paul Farmers' Market is Back

The farmers' market runs Thursdays, June 23-October 13 from 3-6:30 p.m. in the community center parking lot. In order to bring more customers to the market, staff has added a number of new "market happenings." These include River Heights Arts Alliance-Kid's Art Tent, acoustic family music, customer appreciation day, Inver Glen Library-kids/family activities, community day, sampler day, family fitness and more. Stop by this summer!

VMCC Hosts MRPA Summer Leadership Workshop

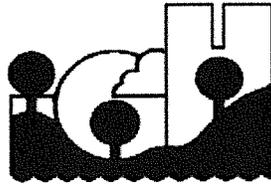
On Saturday, May 21, the community center hosted the Minnesota Recreation and Park Association's Summer Leadership Workshop. This workshop is a state-wide effort to help train summer parks and recreation staff for summer park programs, day camps and youth activities. The all-day workshop included topics such as safety, acceptance and inclusion, arts & crafts, large group game ideas and more. Over 110 staff from various agencies around the state attended.

Pool Special Events

The pool is no stranger to summer fun! Our fun summer pool events include a school's out beach party, Olympic day, pirate party, bingo and a preschool party. For more information, visit our website at www.funatthegrove.com

Stay Cool on the Ice

Sign up for one of our summer Learn to Skate opportunities this summer! We have a summer daytime camp from June 20-24 as well as our summer evening session August 2-30. Stay cool and learn how to skate. For more information or to register online visit www.funatthegrove.com



COMMUNITY CENTER
CITY OF INVER GROVE HEIGHTS

**FINANCIAL STATEMENTS
AND
COMPILATION REPORTS**

FOR THE PERIOD ENDING

April 2011



INVER GROVE HEIGHTS COMMUNITY CENTER
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	2010 YTD ACTUAL	%	2011YTD ACTUAL	%
DEPARTMENTAL REVENUES								
ICE OPERATIONS	23,652	19%	34,901	25%	189,652	28%	222,310	30%
GROVE OPERATIONS	77,318	63%	84,572	60%	351,979	52%	381,404	51%
PROGRAMS	18,577	15%	15,918	11%	102,642	15%	112,938	15%
FOOD & BEVERAGE	1,421	1%	987	1%	9,856	1%	7,307	1%
PRO SHOP	6	0%	120	0%	434	0%	622	0%
COMMON	1,193	1%	5,176	4%	20,776	3%	23,996	3%
TOTAL DEPARTMENTAL REVENUE	122,166	100%	141,675	100%	675,339	100%	748,577	100%
PERSONNEL EXPENSES								
ICE OPERATIONS	21,303	20%	24,915	20%	94,164	20%	109,456	20%
GROVE OPERATIONS	21,303	20%	24,585	20%	92,605	19%	106,918	20%
PROGRAMS	38,328	35%	46,140	37%	168,316	35%	189,867	35%
FOOD & BEVERAGE	0	0%	0	0%	2,989	1%	1,900	0%
COMMON	27,094	25%	29,618	24%	119,350	25%	128,563	24%
TOTAL PERSONNEL EXPENSES	108,027	88%	125,258	88%	477,424	71%	536,704	72%
OTHER EXPENSES								
ICE OPERATIONS	33,742	3%	19,088	2%	86,818	7%	84,366	7%
GROVE OPERATIONS	43,300	3%	40,440	3%	127,275	10%	146,356	12%
PROGRAMS	870	0%	3,897	0%	9,148	1%	9,732	1%
FOOD & BEVERAGE	2,857	0%	649	0%	4,318	0%	2,231	0%
PRO SHOP	0	0%	0	0%	30	0%	59	0%
COMMON	10,946	1%	21,123	2%	77,034	6%	68,432	5%
TOTAL OTHER EXPENSES	91,716	75%	85,197	60%	304,623	45%	311,176	42%
TOTAL OPERATING EXPENSES	199,743	164%	210,456	149%	782,047	116%	847,880	113%
NET OPERATING INCOME	(77,577)	(64%)	(68,781)	(49%)	(106,708)	(16%)	(99,303)	(13%)
NON-OPERATING REVENUES								
INVESTMENT EARNINGS					0		0	
OTHER REVENUES(INSTR REIMB.)					0		0	
TOTAL NON-OPERATING REVENUES	0		0		0		0	
NON-OPERATING EXPENSES								
EQUIPMENT REPLACEMENT					14,375		0	
PROPERTY IMPROVEMENT					0		0	
OTHER MISC. EXPENSE					0		0	
TOTAL NON-OPERATING EXPENSES	0		0		14,375		0	
DEBT SERVICE								
TOTAL NON-OP. EXPENSES & DEBT	0		0		14,375		0	
NET INCOME	(77,577)		(68,781)		(121,083)		(99,303)	

INVER GROVE HEIGHTS COMMUNITY CENTER
ICE OPERATIONS
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	YTD 2010 ACTUAL	%	YTD 2011 ACTUAL	%
ICE OPERATIONS REVENUE								
ICE RENTALS	17,908	76%	23,111	66%	124,364	66%	131,840	59%
ICE ADMISSIONS	430	2%	1,115	3%	3,259	2%	4,795	2%
HOCKEY ASSOC.		0%	5,000	14%	34,618	18%	49,855	22%
TURF RENT	3,921	17%	2,292	7%	7,472	4%	14,738	7%
ROOM RENTALS	1,393	6%	3,383	10%	19,939	11%	21,081	9%
GAME ADMISSIONS		0%		0%	0	0%	0	0%
TOTAL ICE OPERATIONS REVENUE	23,652	100%	34,901	100%	189,652	100%	222,310	100%
ICE OPERATIONS EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES	13,457	57%	14,573	42%	55,325	29%	58,475	26%
WAGES PART TIME		0%		0%	0	0%	0	0%
WAGES TEMPORARY	2,467	10%	3,689	11%	11,537	6%	17,950	8%
PAYROLL TAXES-BENEFITS	5,379	23%	6,653	19%	27,303	14%	33,030	15%
TOTAL PAYROLL EXPENSES	21,303	90%	24,915	71%	94,164	50%	109,456	49%
OTHER EXPENSES								
ALARM SERVICES		0%		0%	211	0%	755	0%
CENTRAL EQUIPMENT	2,742	12%	2,742	8%	10,967	6%	10,967	5%
CONFERENCES & SEMINARS		0%		0%	0	0%	0	0%
DUES, LICENSES, SUBSCRIPTIONS		0%		0%	140	0%	145	0%
FUELS	669	3%	208	1%	2,036	1%	1,964	1%
INSURANCE ALLOCATION		0%		0%	0	0%	0	0%
LEASE PAYMENTS		0%		0%	0	0%	0	0%
MEALS & LODGING		0%		0%	0	0%	0	0%
PROF/TECH SERVICES	189	1%	39	0%	213	0%	98	0%
REPAIRS & MAINT-BLDG	1,144	5%	182	1%	4,564	2%	4,011	2%
REPAIRS & MAINT-EQUIPT	566	2%	380	1%	1,109	1%	1,253	1%
REFUSE REMOVAL		0%		0%	0	0%	0	0%
SMALL TOOLS	12,522	53%	113	0%	12,522	7%	1,381	1%
SUPPLIES-JANITORIAL	1,235	5%	1,204	3%	3,073	2%	4,900	2%
SUPPLIES-SHOP	729	3%		0%	729	0%	61	0%
SUPPLIES-MAINTENANCE		0%	760	2%	1,576	1%	6,087	3%
SUPPLIES-OTHER		0%		0%	977	1%	1,356	1%
TELEPHONE	103	0%	103	0%	413	0%	412	0%
TRAVEL	30	0%	11	0%	38	0%	39	0%
UNIFORMS		0%		0%	263	0%	263	0%
UTILITIES-ELECTRIC	10,048	42%	8,873	25%	31,916	17%	32,680	15%
UTILITIES-GAS	3,224	14%	4,099	12%	13,620	7%	15,718	7%
UTILITIES-SEWER	278	1%	193	1%	1,256	1%	1,173	1%
UTILITIES-WATER	264	1%	180	1%	1,196	1%	1,103	0%
MISC. EXPENSE		0%		0%	0	0%	0	0%
TOTAL OTHER EXPENSE	33,742	143%	19,088	55%	86,818	46%	84,366	38%
TOTAL ICE OPERATIONS EXPENSE	55,045	233%	44,003	126%	180,982	95%	193,822	87%
NET INCOME (LOSS)	(31,394)	(133%)	(9,102)	(26%)	8,670	5%	28,488	13%

INVER GROVE HEIGHTS COMMUNITY CENTER
GROVE OPERATIONS
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	YTD 2010 ACTUAL	%	YTD 2011 ACTUAL	%
GROVE OPERATIONS REVENUE								
MEMBERSHIPS	64,452	83%	69,488	82%	280,480	80%	302,746	79%
ADMISSIONS	7,286	9%	10,592	13%	46,807	13%	54,086	14%
ADMISSIONS MISC.	50	0%	75	0%	305	0%	352	0%
CLOTHING SALES	13	0%	16	0%	29	0%	65	0%
RENTS-DISTRICT 199		0%		0%	0	0%	0	0%
SWIM MEETS		0%		0%	1,585	0%	0	0%
POOL RENTALS	2,318	3%	1,200	1%	9,973	3%	11,354	3%
OTHER RENTALS	3,200	4%	3,200	4%	12,800	4%	12,800	3%
TOTAL GROVE OPERATIONS REVENUE	77,318	100%	84,572	100%	351,979	100%	381,404	100%
GROVE OPERATIONS EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES	13,457	17%	14,573	17%	54,694	16%	58,475	15%
WAGES PART TIME		0%		0%	0	0%	0	0%
WAGES TEMPORARY	2,467	3%	3,394	4%	10,154	3%	15,722	4%
PAYROLL TAXES-BENEFITS	5,378	7%	6,618	8%	27,757	8%	32,721	9%
TOTAL PAYROLL EXPENSES	21,303	28%	24,585	29%	92,605	26%	106,918	28%
OTHER EXPENSES								
ALARM SERVICES		0%		0%	0	0%	755	0%
APPAREL		0%		0%	0	0%	0	0%
CENTRAL EQUIPMENT		0%		0%	0	0%	0	0%
CONFERENCES & SEMINARS	149	0%		0%	149	0%	0	0%
DUES, LICENSES, SUBSCRIPTIONS		0%		0%	0	0%	0	0%
INSURANCE ALLOCATION		0%		0%	0	0%	0	0%
LEASE PAYMENTS		0%		0%	0	0%	0	0%
MEALS & LODGING		0%		0%	0	0%	0	0%
POSTAGE	5	0%	5	0%	16	0%	15	0%
PRINTING & BINDING		0%		0%	1,266	0%	0	0%
PROF/TECH SERVICES	10	0%	9,088	11%	35	0%	17,369	5%
REPAIRS & MAINT-BLDG	7,591	10%	3,167	4%	17,784	5%	22,358	6%
REPAIRS & MAINT-EQUIPT	466	1%	310	0%	863	0%	893	0%
REFUSE REMOVAL		0%		0%	0	0%	0	0%
SMALL TOOLS & MISC EQUIPT		0%		0%	0	0%	764	0%
SUPPLIES-JANITORIAL	786	1%	1,204	1%	2,171	1%	4,863	1%
SUPPLIES-MAINTENANCE	4,290	6%		0%	8,988	3%	4,265	1%
SUPPLIES-POOL CHEMICALS	4,653	6%		0%	8,657	2%	5,262	1%
SUPPLIES-SHOP		0%		0%	0	0%	61	0%
SUPPLIES-OTHER		0%	1,277	2%	1,117	0%	2,718	1%
TELEPHONE	103	0%	103	0%	413	0%	412	0%
TRAVEL	50	0%	8	0%	92	0%	105	0%
UNIFORMS		0%		0%	263	0%	263	0%
UTILITIES-ELECTRIC	10,383	13%	10,863	13%	32,948	9%	33,963	9%
UTILITIES-GAS	11,089	14%	12,445	15%	44,541	13%	45,108	12%
UTILITIES-SEWER	1,896	2%	908	1%	3,993	1%	3,481	1%
UTILITIES-WATER	1,829	2%	869	1%	3,864	1%	3,337	1%
MISC. EXPENSE		0%	192	0%	117	0%	364	0%
TOTAL OTHER EXPENSE	43,300	56%	40,440	48%	127,275	36%	146,356	38%
TOTAL GROVE OPERATIONS EXPENSE	64,603	84%	65,026	77%	219,880	62%	253,275	66%
NET INCOME (LOSS)	12,715	16%	19,546	23%	132,099	38%	128,129	34%

INVER GROVE HEIGHTS COMMUNITY CENTER
PROGRAMS
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	YTD 2010 ACTUAL	%	YTD 2011 ACTUAL	%
PROGRAM REVENUE								
BIRTHDAY PARTIES	2,832	15%	2,895	18%	15,326	15%	14,493	13%
SPECIAL EVENTS	628	3%	741	5%	3,087	3%	2,744	2%
SWIM LESSONS	6,314	34%	3,268	21%	29,230	28%	30,562	27%
FITNESS LESSONS	2,685	14%	3,651	23%	15,607	15%	22,892	20%
PERSONAL TRAINING	3,165	17%	2,435	15%	18,020	18%	16,663	15%
DANCE LESSONS	0	0%		0%	3,045	3%	2,743	2%
DANCE RECITALS		0%		0%	0	0%	0	0%
KIDS ROCK	2,410	13%	2,655	17%	5,535	5%	4,235	4%
SKATE LESSONS	435	2%	132	1%	12,451	12%	18,108	16%
CHILD CARE	108	1%	142	1%	341	0%	500	0%
TOTAL PROGRAM REVENUE	18,577	100%	15,918	100%	102,642	100%	112,938	100%
PROGRAM EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES	10,205	55%	10,410	65%	40,819	40%	44,260	39%
WAGES TEMPORARY	22,616	122%	27,667	174%	87,455	85%	95,406	84%
PAYROLL TAXES-BENEFITS	5,508	30%	8,064	51%	40,042	39%	50,200	44%
TOTAL PAYROLL EXPENSES	38,328	206%	46,140	290%	168,316	164%	189,867	168%
OTHER EXPENSES								
APPAREL-DANCE RECITALS		0%		0%	0	0%	0	0%
CENTRAL EQUIPMENT		0%		0%	0	0%	0	0%
CONFERENCES & SEMINARS		0%	98	1%	100	0%	298	0%
DUES, LICENSES, SUBSCRIPTIONS		0%	62	0%	69	0%	682	1%
MEALS & LODGING		0%		0%	0	0%	0	0%
PRINTING & BINDING		0%		0%	0	0%	118	0%
PROF/TECH SERVICES	6	0%	14	0%	36	0%	56	0%
REPAIRS & MAINT-EQUIPT		0%	126	1%	720	1%	1,128	1%
SMALL TOOLS & MISC EQUIPT	143	1%	1,701	11%	3,951	4%	3,836	3%
SUPPLIES-MAINTENANCE		0%	47	0%	28	0%	265	0%
SUPPLIES-TRAINING		0%	96	1%	60	0%	382	0%
SUPPLIES-OTHER	425	2%	1,649	10%	2,509	2%	2,572	2%
TELEPHONE	21	0%	22	0%	86	0%	86	0%
TRANSPORTATION-KIDS KAMP		0%		0%	0	0%	0	0%
TRAVEL		0%	15	0%	31	0%	36	0%
FOOD/BEVERAGE	274	1%	52	0%	1,139	1%	120	0%
UNIFORMS		0%		0%	421	0%	0	0%
MISC. EXPENSE		0%	15	0%	0	0%	154	0%
TOTAL OTHER EXPENSE	870	5%	3,897	24%	9,148	9%	9,732	9%
TOTAL PROGRAMS EXPENSE	39,198	211%	50,037	314%	177,464	173%	199,599	177%
NET INCOME (LOSS)	(20,621)	(111%)	(34,119)	(214%)	(74,823)	(73%)	(86,661)	(77%)

INVER GROVE HEIGHTS COMMUNITY CENTER
FOOD BEVERAGE
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	YTD 2010 ACTUAL	%	YTD 2011 ACTUAL	%
FOOD & BEVERAGE SALES								
CONCESSIONS-VMCC	1,015	71%	598	61%	7,679	78%	5,449	75%
CONCESSIONS-GROVE	285	20%	268	27%	1,582	16%	1,387	19%
CONCESSIONS-CATERING	121	9%	121	12%	595	6%	471	6%
CONCESSIONS-RICH VALLEY		0%		0%	0	0%	0	0%
CONCESSIONS-DANCE RECITAL		0%		0%	0	0%	0	0%
VENDING-VMCC		0%		0%	0	0%	0	0%
VENDING-GROVE		0%		0%	0	0%	0	0%
VENDING-RICH VALLEY		0%		0%	0	0%	0	0%
VENDING-COKE CONTRACT		0%		0%	0	0%	0	0%
TOTAL FOOD & BEVERAGE SALES	1,421	100%	987	100%	9,856	100%	7,307	100%
COST OF SALES								
FOOD COSTS	844	59%	6	1%	1,207	12%	229	3%
BEV COST	2,013	142%	643	65%	2,619	27%	1,235	17%
TOTAL COST OF SALES	2,857	201%	649	66%	3,826	39%	1,464	20%
GROSS MARGIN	(1,436)	(101%)	339	34%	6,029	61%	5,844	80%
FOOD & BEVERAGE DEPARTMENTAL EXPENSES								
PAYROLL & RELATED EXPENSES								
WAGES - TEMPORARY		0%		0%	981	10%	0	0%
PAYROLL TAXES - BENEFITS		0%		0%	2,009	20%	1,900	26%
TOTAL PAYROLL EXPENSES	0	0%	0	0%	2,989	30%	1,900	26%
OTHER EXPENSES								
CONFERENCES & SEMINARS		0%		0%	0	0%	0	0%
DUES, LICENSES, SUBSCRIPTIONS		0%		0%	398	4%	703	10%
RENTAL OF EQUIPMENT		0%		0%	0	0%	0	0%
REPAIRS AND MAINTENANCE		0%		0%	0	0%	0	0%
SMALL TOOLS & MISC EQUIPT		0%		0%	0	0%	0	0%
SUPPLIES-OTHER		0%		0%	94	1%	65	1%
TELEPHONE		0%		0%	0	0%	0	0%
TRAVEL		0%		0%	0	0%	0	0%
UNIFORMS		0%		0%	0	0%	0	0%
CASH OVER/SHORT		0%		0%	0	0%	0	0%
MISC. EXPENSE		0%		0%	0	0%	0	0%
TOTAL OTHER EXPENSE	0	0%	0	0%	492	5%	768	11%
TOTAL FOOD & BEV EXPENSE	2,857	201%	649	66%	7,307	74%	4,131	57%
NET INCOME (LOSS)	(1,436)	(101%)	339	34%	2,548	26%	3,176	43%

INVER GROVE HEIGHTS COMMUNITY CENTER
PRO SHOP
STATEMENT OF OPERATIONS
April 2011

	Apr 2010		Apr 2011		YTD 2010		YTD 2011	
	ACTUAL	%	ACTUAL	%	ACTUAL	%	ACTUAL	%
PRO SHOP SALES								
SKATE SHARPENING		0%	48	40%	243	56%	224	36%
SKATE RENTAL		0%	26	22%	101	23%	219	35%
MISC SALES	6	100%	46	38%	91	21%	178	29%
TOTAL PRO SHOP SALES	6	100%	120	100%	434	100%	622	100%
COST OF SALES								
MISC SUPPLIES		0%		0%	49	11%	67	11%
TOTAL COST OF SALES	0	0%	0	0%	49	11%	67	11%
GROSS MARGIN	6	100%	120	100%	385	89%	555	89%
PRO SHOP DEPARTMENTAL EXPENSES								
PAYROLL & RELATED EXPENSES								
WAGES - TEMPORARY		0%		0%	0	0%	0	0%
PAYROLL TAXES - BENEFITS		0%		0%	0	0%	0	0%
TOTAL PAYROLL EXPENSES	0	0%	0	0%	0	0%	0	0%
OTHER EXPENSES								
SMALL TOOLS & MISC EQUIPT		0%		0%	0	0%	0	0%
SUPPLIES-OTHER		0%		0%	0	0%	0	0%
CASH OVER/SHORT		0%		0%	(19)	(4%)	(7)	(1%)
MISC. EXPENSE		0%		0%	0	0%	0	0%
TOTAL OTHER EXPENSE	0	0%	0	0%	(19)	(4%)	(7)	(1%)
TOTAL PRO SHOP EXPENSE	0	0%	0	0%	30	7%	59	9%
NET INCOME (LOSS)	6	100%	120	100%	404	93%	563	91%

INVER GROVE HEIGHTS COMMUNITY CENTER
COMMON
STATEMENT OF OPERATIONS
April 2011

	Apr 2010 ACTUAL	%	Apr 2011 ACTUAL	%	YTD 2010 ACTUAL	%	YTD 2011 ACTUAL	%
COMMON REVENUE								
ADVERTISING		0%	2,300	44%	1,750	8%	2,875	12%
CONTRIBUTIONS/DONATIONS		0%	2,017	39%	15,000	72%	17,028	71%
INSURANCE REIMBURSEMENT		0%		0%	0	0%	0	0%
ATM COMMISSIONS	113	9%	124	2%	569	3%	552	2%
VENDING COMMISSIONS	1,032	87%	537	10%	3,225	16%	3,254	14%
MISC REVENUE	49	4%	199	4%	232	1%	287	1%
TOTAL COMMON REVENUE	1,193	100%	5,176	100%	20,776	100%	23,996	100%
COMMON EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES	9,347	783%	11,253	217%	37,551	181%	40,753	170%
WAGES PART TIME	5,904	495%	5,944	115%	23,672	114%	25,123	105%
WAGES TEMPORARY	4,888	410%	4,497	87%	18,816	91%	18,402	77%
PAYROLL TAXES-BENEFITS	6,955	583%	7,924	153%	39,310	189%	44,284	185%
TOTAL PAYROLL EXPENSES	27,094	2271%	29,618	572%	119,350	574%	128,563	536%
OTHER EXPENSES								
BANK CHARGES	37	3%	7	0%	71	0%	44	0%
CREDIT CARD EXPENSE	1,542	129%	1,524	29%	4,680	23%	4,669	19%
CENTRAL STORES	242	20%	242	5%	967	5%	967	4%
CONFERENCES & SEMINARS		0%	715	14%	0	0%	715	3%
DUES, LICENSES, SUBSCRIPTIONS	254	21%	337	7%	2,400	12%	3,797	16%
INSURANCE ALLOCATION	2,683	225%	2,683	52%	10,733	52%	10,733	45%
LEASE PAYMENTS		0%		0%	0	0%	0	0%
MEALS & LODGING		0%		0%	0	0%	0	0%
MIS ALLOCATION	3,275	274%	3,275	63%	13,100	63%	13,100	55%
OTHER RENTALS	439	37%	439	8%	2,196	11%	2,196	9%
ADVERTISING	104	9%	400	8%	2,648	13%	2,568	11%
POSTAGE	1,879	157%	4,569	88%	2,956	14%	9,098	38%
PRINTING		0%	4,257	82%	5,197	25%	9,497	40%
PROF/TECH SERVICES	19	2%	1,734	34%	72	0%	4,138	17%
REPAIRS & MAINT-EQUIPT		0%		0%	0	0%	0	0%
REPAIRS & MAINT-OFFICE EQUIPT		0%		0%	926	4%	926	4%
REFUSE REMOVAL	218	18%	388	8%	435	2%	771	3%
SMALL TOOLS		0%		0%	29,115	140%	299	1%
SUPPLIES-OTHER		0%	371	7%	556	3%	3,965	17%
TELEPHONE	258	22%	151	3%	1,030	5%	927	4%
TRAVEL		0%		0%	5	0%	0	0%
CASH OVER/SHORT	-2	(0%)	31	1%	-54	(0%)	22	0%
MISC. EXPENSE		0%		0%	0	0%	0	0%
TOTAL OTHER EXPENSE	10,946	917%	21,123	408%	77,034	371%	68,432	285%
TOTAL COMMON EXPENSE	38,039	3188%	50,741	980%	196,383	945%	196,994	821%
NET INCOME (LOSS)	(36,846)	(3088%)	(45,565)	(880%)	(175,607)	(845%)	(172,998)	(721%)

0.00

INVER GROVE HEIGHTS COMMUNITY CENTER
 STATEMENT OF NET OPERATIONS - DEPARTMENTAL
April 2011

	Apr 2010	Apr 2011	YTD 2010 ACTUAL	YTD 2011 ACTUAL
DEPARTMENTAL ACTIVITIES				
NET ICE OPERATIONS	(31,394)	(9,102)	8,670	28,488
NET GROVE OPERATIONS	12,715	19,546	132,099	128,129
NET PROGRAMS	(20,621)	(34,119)	(74,823)	(86,661)
NET FOOD AND BEVERAGE	(1,436)	339	2,548	3,176
NET PRO SHOP	6	120	404	563
NET COMMON	(36,846)	(45,565)	(175,607)	(172,998)
DEPARTMENTAL ACTIVITIES	(77,577)	(68,781)	(106,708)	(99,303)
NET OPERATING INCOME				

SUPPLEMENTAL INFORMATION

INVER WOOD GOLF COURSE
CITY OF INVER GROVE HEIGHTS

**FINANCIAL STATEMENTS
AND
COMPILATION REPORTS**

FOR THE PERIOD ENDING

APRIL 30, 2011

INVER WOOD GOLF COURSE
STATEMENT OF OPERATIONS
FOR PERIOD ENDING APRIL 30, 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
DEPARTMENTAL REVENUES								
GOLF OPERATIONS	34,418.88	66%	88,418.81	62%	34,418.88	66%	107,144.01	62%
GOLF CARS	6,047.12	12%	19,726.48	14%	6,047.12	12%	22,240.83	13%
GOLF SHOP	2,859.36	6%	3,296.45	2%	2,859.36	6%	4,749.81	3%
PRACTICE CENTER	6,068.10	12%	19,877.00	14%	6,068.10	12%	26,941.97	16%
FOOD & BEVERAGE	2,439.03	5%	11,699.90	8%	2,439.03	5%	12,690.18	7%
TOTAL DEPARTMENTAL REVENUE	51,832.49	100%	143,018.64	100%	51,832.49	100%	173,766.80	100%
PERSONNEL EXPENSES								
GOLF OPERATIONS	27,708.34	30%	17,732.18	25%	49,393.19	21%	38,482.70	19%
GOLF CARS	254.44	0%	1,180.54	2%	454.44	0%	1,280.54	1%
PRACTICE CENTER	1,829.57	2%	4,369.84	6%	2,229.57	1%	5,162.39	3%
FOOD & BEVERAGE	5,236.36	6%	3,815.69	5%	5,736.36	2%	4,315.69	2%
MAINTENANCE	36,599.99	40%	31,035.26	43%	120,389.09	52%	108,868.83	53%
COMMON	19,558.09	21%	14,052.13	19%	52,923.37	23%	46,017.69	23%
TOTAL PERSONNEL EXPENSES	91,186.79	100%	72,185.64	100%	231,126.02	100%	204,127.84	100%
OTHER EXPENSES								
GOLF OPERATIONS	132.33	0%	2,088.38	4%	9,195.54	5%	7,272.27	4%
GOLF CARS	1,935.03	4%	2,951.97	6%	31,572.62	16%	4,429.87	3%
GOLF SHOP	1,355.23	3%	4,364.70	9%	40,327.30	20%	38,674.46	22%
PRACTICE CENTER	3,719.60	8%	321.39	1%	13,913.09	7%	7,653.41	4%
FOOD & BEVERAGE	9,027.46	19%	9,823.75	20%	10,506.96	5%	19,224.41	11%
MAINTENANCE	15,757.68	33%	18,363.09	37%	43,317.95	22%	55,132.18	31%
COMMON	15,160.83	32%	12,063.82	24%	48,619.71	25%	42,766.00	24%
TOTAL OTHER EXPENSES	47,088.16	100%	49,977.10	100%	197,453.17	100%	175,152.60	100%
TOTAL OPERATING EXPENSE	138,274.95	267%	122,162.74	85%	428,579.19	827%	379,280.44	218%
NET OPERATING INCOME	(86,442.46)	(167)%	20,855.90	15%	(376,746.70)	(727)%	(205,513.64)	(118)%
NON-OPERATING REVENUES								
INVESTMENT EARNINGS	0.00		0.00		0.00		0.00	
OTHER REVENUES	0.00		0.00		11,408.82		0.00	
TOTAL NON-OPERATING REVENUES	0.00		0.00		11,408.82		0.00	
NON-OPERATING EXPENSES								
EQUIPMENT REPLACEMENT	470.00		22,466.07		47,588.05		22,466.07	
PROPERTY IMPROVEMENT	18,605.08		0.00		21,670.50		0.00	
DEPRECIATION	18,666.67		18,350.00		74,666.68		73,400.00	
OTHER EXPENSES	8,245.13		0.00		8,245.13		0.00	
TOTAL NON-OPERATING EXPENSES	45,986.88		40,816.07		152,170.36		95,866.07	
DEBT SERVICE	0.00		0.00		0.00		0.00	
TOTAL NON-OP EXPENSES & DEBT	45,986.88		40,816.07		152,170.36		95,866.07	
NET INCOME	(132,429.34)		(19,960.17)		(517,508.24)		(301,379.71)	

SUPPLEMENTAL INFORMATION

INVER WOOD GOLF COURSE
GOLF OPERATIONS
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF COURSE REVENUE								
PATRON CARDS	5,530.92	16%	5,829.60	7%	5,530.92	16%	9,740.94	9%
GREEN FEES	26,703.24	78%	80,703.14	91%	26,703.24	78%	94,543.98	88%
HANDICAP SERVICES	2,061.50	6%	1,438.00	2%	2,061.50	6%	2,313.00	2%
CLUB RENTALS	123.22	0%	448.07	1%	123.22	0%	546.09	1%
OTHER REVENUES	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL GOLF COURSE REVENUE	34,418.88	100%	88,418.81	100%	34,418.88	100%	107,144.01	100%
GOLF OPERATIONS DEPT. EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES-DEPT HEAD	7,287.82	21%	4,553.84	5%	21,123.22	61%	18,215.36	17%
WAGES TEMPORARY	5,039.81	15%	10,235.63	12%	5,559.50	16%	10,479.01	10%
PAYROLL TAXES-BENEFITS	15,380.71	45%	2,942.71	3%	22,710.47	66%	9,788.33	9%
TOTAL PAYROLL EXPENSES	27,708.34	81%	17,732.18	20%	49,393.19	144%	38,482.70	36%
OTHER EXPENSES								
HANDICAP	0.00	0%	0.00	0%	0.00	0%	0.00	0%
PRINTING	0.00	0%	962.54	1%	5,932.10	17%	4,064.43	4%
RENTAL CLUBS	0.00	0%	0.00	0%	1,234.55	4%	353.24	0%
SUPPLIES-OFFICE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
SUPPLIES-OTHER	95.00	0%	1,149.24	1%	242.50	1%	1,149.24	1%
UNIFORMS	0.00	0%	0.00	0%	1,749.08	5%	1,624.56	2%
CASH OVER/SHORT	37.33	0%	(23.40)	(0)%	37.31	0%	80.80	0%
MISC. EXPENSE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL OTHER EXPENSE	132.33	0%	2,088.38	2%	9,195.54	27%	7,272.27	7%
TOTAL GOLF OPERATIONS EXPENSE	27,840.67	81%	19,820.56	22%	58,588.73	170%	45,754.97	43%
NET INCOME (LOSS)	6,578.21	19%	68,598.25	78%	(24,169.85)	(70)%	61,389.04	57%

INVER WOOD GOLF COURSE
GOLF CARS
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF CARS								
CAR RENTALS	6,047.12	100%	19,726.48	100%	6,047.12	100%	22,240.83	100%
TOTAL GOLF CAR REVENUE	6,047.12	100%	19,726.48	100%	6,047.12	100%	22,240.83	100%
GOLF CAR DEPARTMENTAL EXPENSES								
PAYROLL & RELATED EXPENSES								
WAGES TEMPORARY	228.00	4%	1,096.67	6%	228.00	4%	1,096.67	5%
PAYROLL TAXES-BENEFITS	26.44	0%	83.87	0%	226.44	4%	183.87	1%
TOTAL PAYROLL EXPENSES	254.44	4%	1,180.54	6%	454.44	8%	1,280.54	6%
OTHER EXPENSES								
FUELS/LUBRICANTS	1,819.57	30%	1,370.95	7%	1,819.57	30%	2,558.67	12%
LEASE PAYMENTS	0.00	0%	0.00	0%	29,511.22	488%	0.00	0%
OTHER RENTALS	0.00	0%	0.00	0%	0.00	0%	0.00	0%
REPAIRS AND MAINTENANCE	115.46	2%	1,581.02	8%	241.83	4%	1,871.20	8%
MISC. EXPENSE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL OTHER EXPENSE	1,935.03	32%	2,951.97	15%	31,572.62	522%	4,429.87	20%
TOTAL GOLF CAR EXPENSES	2,189.47	36%	4,132.51	21%	32,027.06	530%	5,710.41	26%
NET INCOME (LOSS)	3,857.65	64%	15,593.97	79%	(25,979.94)	(430)%	16,530.42	74%

INVER WOOD GOLF COURSE
GOLF SHOP
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF SHOP SALES								
APPAREL	822.40	29%	1,052.40	32%	822.40	29%	1,197.20	25%
CLUBS	0.00	0%	395.80	12%	0.00	0%	977.80	21%
BALLS	321.23	11%	803.50	24%	321.23	11%	921.50	19%
GLOVES	334.40	12%	556.20	17%	334.40	12%	685.20	14%
BAGS	301.00	11%	254.00	8%	301.00	11%	495.00	10%
ACCESSORIES	1,080.33	38%	234.55	7%	1,080.33	38%	473.11	10%
TOTAL GOLF SHOP SALES	2,859.36	100%	3,296.45	100%	2,859.36	100%	4,749.81	100%
COST OF SALES								
APPAREL	494.20	17%	3,627.15	110%	24,472.77	856%	21,939.82	462%
CLUBS	861.03	30%	0.00	0%	4,024.39	141%	5,294.03	111%
BALLS	0.00	0%	588.18	18%	4,435.45	155%	4,898.94	103%
GLOVES	0.00	0%	0.00	0%	4,480.22	157%	4,309.46	91%
BAGS	0.00	0%	0.00	0%	2,398.40	84%	1,429.97	30%
ACCESSORIES	0.00	0%	149.37	5%	516.07	18%	802.24	17%
TOTAL COST OF SALES	1,355.23	47%	4,364.70	132%	40,327.30	1,410%	38,674.46	814%
GROSS MARGIN	1,504.13	53%	(1,068.25)	(32)%	(37,467.94)	(1,310)%	(33,924.65)	(714)%
GOLF SHOP DEPARTMENTAL EXPENSES								
OTHER EXPENSES								
GOLF SHOP FIXTURES	0.00	0%	0.00	0%	0.00	0%	0.00	0%
SUPPLIES-PRICING	0.00	0%	0.00	0%	0.00	0%	0.00	0%
MISC.	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL GOLF SHOP EXPENSE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
NET INCOME (LOSS)	1,504.13	53%	(1,068.25)	(32)%	(37,467.94)	(1,310)%	(33,924.65)	(714)%

INVER WOOD GOLF COURSE
PRACTICE CENTER
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
PRACTICE CENTER REVENUE								
RANGE BALLS	5,023.10	83%	18,104.78	91%	5,023.10	83%	24,242.01	90%
INSTRUCTIONAL INCOME	1,045.00	17%	1,750.00	9%	1,045.00	17%	2,650.00	10%
MISC SALES	0.00	0%	32.22	0%	0.00	0%	49.96	0%
TOTAL PRACTICE CENTER REVENUE	6,068.10	100%	19,887.00	100%	6,068.10	100%	26,941.97	100%
PRACTICE CENTER DEPT. EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES-GOLF PROFESSIONAL	0.00	0%	0.00	0%	0.00	0%	0.00	0%
WAGES-PART TIME	805.48	13%	3,961.91	20%	805.48	13%	4,224.97	16%
PAYROLL TAXES-BENEFITS	1,024.09	17%	407.93	2%	1,424.09	23%	937.42	3%
TOTAL PAYROLL EXPENSES	1,829.57	30%	4,369.84	22%	2,229.57	37%	5,162.39	19%
OTHER EXPENSES								
GOLF BALLS-RANGE	0.00	0%	0.00	0%	5,232.60	86%	4,309.20	16%
REPAIRS & MAINT-EQUIPMENT	338.05	6%	274.98	1%	338.05	6%	2,366.07	9%
REPAIRS & MAINT-FENCE	3,312.72	55%	0.00	0%	3,312.72	55%	0.00	0%
RENTAL CLUBS	0.00	0%	0.00	0%	0.00	0%	0.00	0%
SIGNAGE	0.00	0%	0.00	0%	118.54	2%	0.00	0%
SMALL TOOLS	0.00	0%	0.00	0%	0.00	0%	0.00	0%
SUPPLIES-CLEANING	0.00	0%	0.00	0%	0.00	0%	0.00	0%
SUPPLIES-GOLF COURSE	807.83	13%	11.76	0%	5,250.18	87%	418.74	2%
UNIFORMS	0.00	0%	0.00	0%	400.00	7%	500.00	2%
CASH OVER/SHORT	(739.00)	(12)%	34.65	0%	(739.00)	(12)%	59.40	0%
MISC. EXPENSE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL OTHER EXPENSE	3,719.60	61%	321.39	2%	13,913.09	229%	7,653.41	28%
TOTAL GOLF OPERATIONS EXPENSE	5,549.17	91%	4,691.23	24%	16,142.66	266%	12,815.80	48%
NET INCOME (LOSS)	518.93	9%	15,195.77	76%	(10,074.56)	(166)%	14,126.17	52%

INVER WOOD GOLF COURSE
FOOD AND BEVERAGE
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
FOOD & BEVERAGE SALES								
FOOD SALES-CLUBHOUSE	1,062.30	44%	4,243.05	36%	1,062.30	44%	4,672.91	37%
FOOD SALES-HW HOUSE	0.00	0%	978.29	8%	0.00	0%	978.29	8%
BEV. SALES-CLUBHOUSE	595.86	24%	2,355.11	20%	595.86	24%	2,598.61	20%
BEV. SALES-HW HOUSE	0.00	0%	414.23	4%	0.00	0%	414.23	3%
BEER	780.87	32%	3,342.36	29%	780.87	32%	3,659.28	29%
VENDING MACHINES	0.00	0%	366.86	3%	0.00	0%	366.86	3%
TOTAL FOOD & BEVERAGE SALES	2,439.03	100%	11,699.90	100%	2,439.03	100%	12,690.18	100%
COST OF SALES								
FOOD	2,339.14	96%	4,078.32	35%	2,339.14	96%	5,853.60	46%
BEVERAGE	1,381.00	57%	2,153.86	18%	1,381.00	57%	3,834.81	30%
BEER	1,579.30	65%	1,519.90	13%	1,579.30	65%	2,283.90	18%
TOTAL COST OF SALES	5,299.44	217%	7,752.08	66%	5,299.44	217%	11,972.31	94%
GROSS MARGIN	(2,860.41)	(117)%	3,947.82	34%	(2,860.41)	(117)%	717.87	6%
FOOD & BEVERAGE DEPARTMENTAL EXPENSES								
PAYROLL & RELATED EXPENSES								
SALARIES AND WAGES	506.83	21%	3,344.89	29%	506.83	21%	3,344.89	26%
PAYROLL TAXES-BENEFITS	4,729.53	194%	470.80	4%	5,229.53	214%	970.80	8%
TOTAL PAYROLL EXPENSES	5,236.36	215%	3,815.69	33%	5,736.36	235%	4,315.69	34%
OTHER EXPENSES								
SMALLWARE	0.00	0%	0.00	0%	0.00	0%	0.00	0%
LAUNDRY	0.00	0%	0.00	0%	0.00	0%	0.00	0%
LICENSES	0.00	0%	0.00	0%	979.50	40%	1,351.50	11%
REPAIRS & MAINTENANCE	1,910.06	78%	110.00	1%	1,910.06	78%	1,516.57	12%
SUPPLIES	1,838.84	75%	1,937.76	17%	1,838.84	75%	3,885.62	31%
UNIFORMS	0.00	0%	0.00	0%	500.00	21%	476.10	8%
CASH OVER/SHORT	(20.88)	(2)%	23.91	1%	(20.88)	(2)%	22.31	1%
MISC.	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL OTHER EXPENSE	3,728.02	153%	2,071.67	18%	5,207.52	214%	7,252.10	57%
TOTAL FOOD & BEV EXPENSE	14,263.82	585%	13,639.44	117%	16,243.32	666%	23,540.10	185%
NET INCOME (LOSS)	(11,824.79)	(485)%	(1,939.54)	(17)%	(13,804.29)	(566)%	(10,849.92)	(85)%

INVER WOOD GOLF COURSE
GOLF MAINTENANCE
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
PAYROLL & RELATED EXPENSES				
SALARIES-FULL TIME	21,920.89	18,050.94	78,538.17	71,925.59
WAGES-PART TIME	0.00	0.00	0.00	0.00
WAGES-TEMPORARY	3,936.97	5,857.06	4,721.25	5,857.06
WAGES-OVERTIME	0.00	0.00	0.00	0.00
PAYROLL TAXES-BENEFITS	10,742.13	7,127.26	37,129.67	31,086.18
TOTAL PAYROLL EXPENSES	36,599.99	31,035.26	120,389.09	108,868.83
OTHER EXPENSES				
CONFERENCES & SEMINARS	0.00	0.00	263.00	336.00
DUES, LICENSES & SUBSCRIPTIONS	0.00	480.00	1,469.00	1,664.00
FERTILIZER	0.00	4,284.24	0.00	17,085.20
FUELS	0.00	0.00	0.00	2,675.97
GOLF COURSE ACCESSORIES	970.47	0.00	2,934.02	1,079.24
LUBRICANTS	0.00	0.00	590.97	460.02
OTHER RENTALS	0.00	101.44	0.00	101.44
OUTSIDE LABOR	0.00	0.00	367.20	322.20
PESTICIDES	2,569.16	7,861.78	4,922.10	7,983.62
REFUSE DISPOSAL	0.00	30.00	72.55	80.00
RENTAL EQUIPMENT	0.00	0.00	0.00	0.00
REPAIRS & MAINT-BUILDING	15.04	3.83	800.58	71.02
REPAIRS & MAINT-EQUIPMENT	2,214.01	4,181.99	15,184.58	15,190.17
REPAIRS & MAINT-FENCE	0.00	0.00	0.00	0.00
SMALL TOOLS	0.00	127.11	634.16	314.43
SUPPLIES-CLEANING	68.08	0.00	68.08	0.00
SUPPLIES-GOLF COURSE	2,515.08	58.93	2,522.54	1,007.03
SUPPLIES-IRRIGATION	3,396.21	0.00	3,396.21	0.00
SUPPLIES-OFFICE	0.00	0.00	0.00	145.17
SUPPLIES-OTHER	271.89	319.98	810.46	775.75
SUPPLIES-SAFETY	94.12	0.00	94.12	0.00
SUPPLIES-SHOP	6.93	0.00	675.67	140.96
SUPPLIES-TIRES	292.03	0.00	887.68	0.00
SUPPLIES-TRAINING	0.00	0.00	0.00	0.00
TRAVEL/MEALS & LODGING	0.00	11.00	8.10	130.00
UNIFORMS & CLOTHING	969.09	302.76	2,557.23	1,815.99
UTILITIES-ELECTRIC	2,155.03	400.03	3,050.35	2,631.25
UTILITIES-GAS	220.54	0.00	1,684.35	922.72
UTILITIES-SEWER	0.00	200.00	325.00	200.00
TOTAL OTHER EXPENSE	15,757.68	18,363.09	43,317.95	55,132.18
TOTAL GOLF MAINT. EXPENSE	52,357.67	49,398.35	163,707.04	164,001.01
NET INCOME (LOSS)	(52,357.67)	(49,398.35)	(163,707.04)	(164,001.01)

INVER WOOD GOLF COURSE
COMMON
STATEMENT OF OPERATIONS
APRIL 2011

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
COMMON DEPARTMENTAL EXPENSES				
PAYROLL & RELATED EXPENSES				
SALARIES-FULL TIME	9,210.77	6,884.62	29,864.63	27,538.48
WAGES-PART TIME	3,665.60	3,762.05	6,965.58	6,457.25
PAYROLL TAXES-BENEFITS	6,681.72	3,405.46	16,093.16	12,021.96
TOTAL PAYROLL EXPENSES	19,558.09	14,052.13	52,923.37	46,017.69
OTHER EXPENSES				
ADVERTISING/PUBLISHED NOTICES	4,812.96	715.90	6,710.18	2,147.38
ALARM SERVICES	340.00	0.00	1,206.66	641.25
BANK CHARGES & VISA	74.03	107.34	224.83	170.13
CONFERENCES AND SCHOOLS	0.00	0.00	0.00	50.00
DUES AND SUBSCRIPTIONS	0.00	0.00	610.00	540.00
INSURANCE-GENERAL LIABILITY	5,775.00	5,775.00	23,100.00	23,100.00
INSURANCE-LIQUOR LIABILITY	0.00	0.00	0.00	0.00
MIS ALLOCATION	833.33	833.33	3,333.32	3,333.32
MISC. EQUIPMENT	0.00	336.78	300.00	1,672.72
POSTAGE	16.15	0.00	16.15	0.00
PRINTING	0.00	0.00	263.73	256.50
PROF/TECHNICAL SERVICES	0.00	0.00	0.00	0.00
REFUSE DISPOSAL	0.00	0.00	0.00	0.00
REPAIRS & MAINT-BUILDING	278.96	1,122.19	1,161.19	3,163.33
SUPPLIES-OFFICE	651.05	166.44	1,001.00	820.58
SUPPLIES-OTHER	1,245.01	111.45	5,416.92	379.42
TELEPHONE	267.96	350.24	2,598.20	1,591.66
TRAVEL	0.00	0.00	0.00	0.00
UTILITIES-WATER	8.61	8.44	31.09	30.44
UTILITIES-GAS	90.75	0.00	642.54	1,194.07
UTILITIES-SEWER	0.00	0.00	0.00	0.00
UTILITIES-ELECTRIC	767.02	0.00	2,003.90	1,138.49
MISC. EXPENSE	0.00	2,536.71	0.00	2,536.71
TOTAL OTHER EXPENSE	15,160.83	12,063.82	48,619.71	42,766.00
TOTAL COMMON EXPENSE	34,718.92	26,115.95	101,543.08	88,783.69
NET INCOME (LOSS)	(34,718.92)	(26,115.95)	(101,543.08)	(88,783.69)

INVER WOOD GOLF COURSE
STATEMENT OF NET OPERATIONS
DEPARTMENTAL
APRIL 2011

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
DEPARTMENTAL ACTIVITIES				
NET GOLF OPERATIONS	6,578.21	68,598.25	(24,169.85)	61,389.04
NET GOLF CARS	3,857.65	15,593.97	(25,979.94)	16,530.42
NET GOLF SHOP	1,504.13	(1,068.25)	(37,467.94)	(33,924.65)
NET PRACTICE CENTER	518.93	15,195.77	(10,074.56)	14,126.17
NET FOOD AND BEVERAGE	(11,824.79)	(1,939.54)	(13,804.29)	(10,849.92)
NET GOLF MAINTENANCE	(52,357.67)	(49,398.35)	(163,707.04)	(164,001.01)
NET COMMON	(34,718.92)	(26,115.95)	(101,543.08)	(88,783.69)
DEPARTMENTAL ACTIVITIES	(86,442.46)	20,865.90	(376,746.70)	(205,513.64)
NET INCOME (LOSS)				



MEMORANDUM

Date: May 2, 2011
 To: Eric Carlson, Parks & Recreation Director
 From: Al McMurchie, Golf Course Manager 
 SUBJECT: MONTHLY STATISTICS - APRIL

NUMBER OF REVENUE ROUNDS

	<i>APRIL 2010</i>	<i>APRIL 2011</i>	<i>YTD 2010</i>	<i>YTD 2011</i>
Championship 18-Hole	747	245	853	245
Championship 9-Hole	529	152	629	152
Executive	630	189	745	189
Patron 18-Hole	278	73	312	73
Patron 9-Hole	175	44	208	44
Patron Executive	56	16	64	16
Sr./Jr. 18	377	212	437	212
Sr./Jr. 9	144	85	238	85
Sr./Jr. Exec.	1,483	390	1,756	390
Twilight	-	45	-	45
Patron Twilight	-	13	-	13
Sr./Jr. Twilight	-	7	-	7
Family Adult Executive	50	-	61	-
Family Senior Executive	2	-	3	-
High School Teams	978	532	986	532
TOTAL	5,449	2,003	6,292	2,003

PATRON CARD SALES

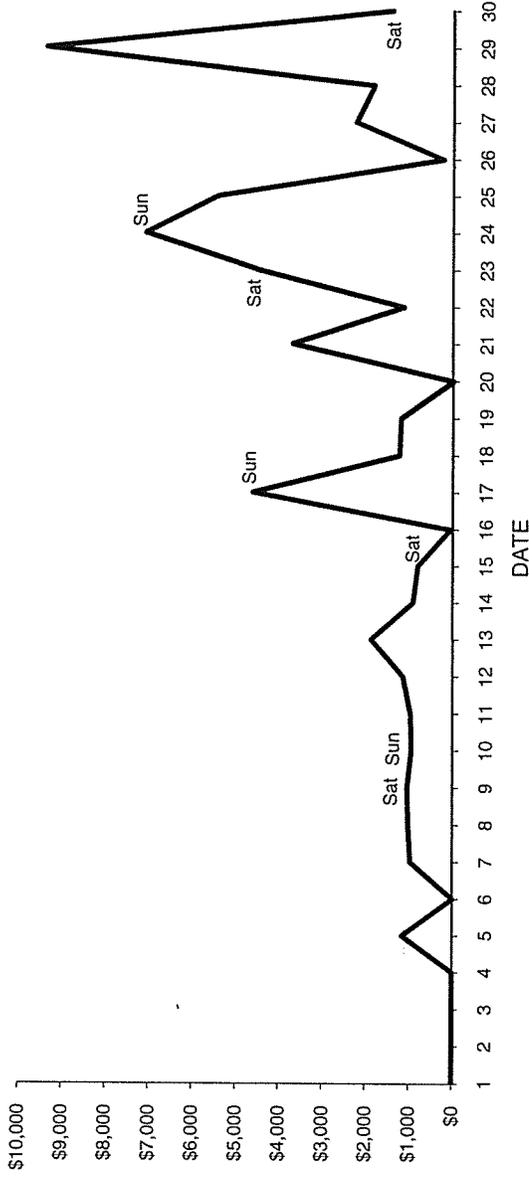
	<i>APRIL 2010</i>	<i>APRIL 2011</i>	<i>YTD 2010</i>	<i>YTD 2011</i>
Resident	64	58	111	65
Non-Resident	67	53	109	59
TOTAL	131	111	220	124
			0	

COMPLIMENTARY ROUNDS

	<i>APRIL 2010</i>	<i>APRIL 2011</i>	<i>YTD 2010</i>	<i>YTD 2011</i>
Promotional	0	0	1	0
Professional	2	0	3	0
TOTAL	2	0	4	0

INVER WOOD GOLF COURSE

APRIL 2011 GROSS REVENUE



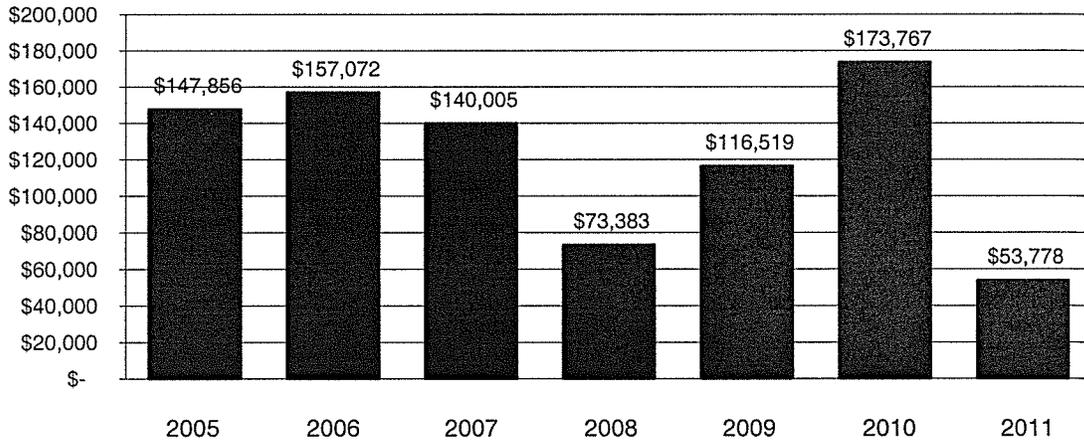
Year	APRIL
2005	141,944
2006	152,949
2007	129,372
2008	70,067
2009	111,197
2010	143,018

APRIL 2011			
DAY	DATE	REVENUE	WEATHER
Fri	1	\$ -	
Sat	2	-	
Sun	3	-	
Mon	4	-	
Tues	5	1,161	
Wed	6	-	
Thur	7	976	
Fri	8	1,031	
Sat	9	1,048	
Sun	10	956	
Mon	11	979	
Tues	12	1,150	
Wed	13	1,889	
Thur	14	924	
Fri	15	815	
Sat	16	65	
Sun	17	4,633	
Mon	18	1,250	
Tues	19	1,207	
Wed	20	-	
Thur	21	3,727	
Fri	22	1,151	
Sat	23	4,518	
Sun	24	7,120	
Mon	25	5,461	
Tues	26	253	
Wed	27	2,273	
Thur	28	1,855	
Fri	29	9,423	
Sat	30	1,441	

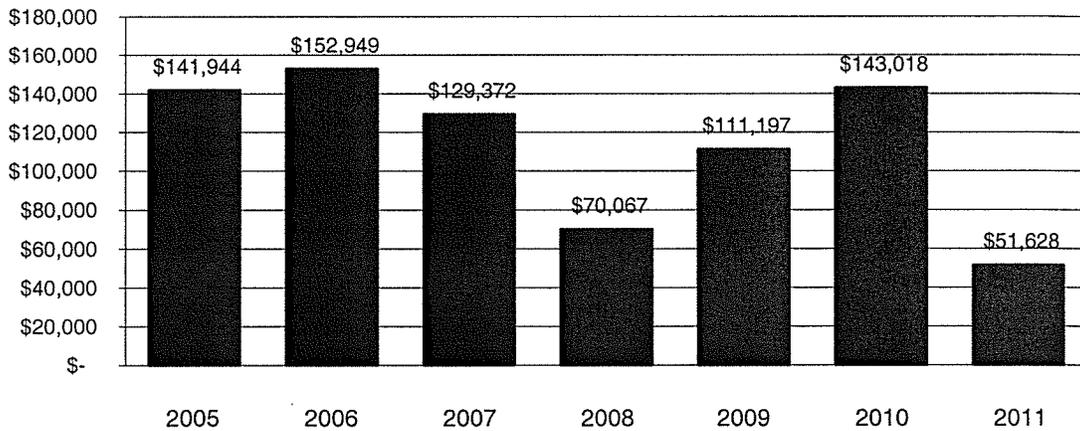
GROSS	55,306
Tax Factor	1,07125
NET	51,628

INVER WOOD GOLF COURSE

REVENUE - YEAR TO DATE THROUGH APRIL 30th



REVENUE - APRIL





Recipients of 'I Can Grow' Youth Garden Award Announced *Youth Gardens Grow Nationwide with Help from Burpee Home Gardens®*

It's official — the Year of the Vegetable is well under way as **Burpee Home Gardens®** reveals the 2011 I Can Grow Youth Garden Award winners. Selected from more than 220 applications from community and urban school gardens across the United States, this year's winners are:

- **City of Inver Grove Heights Parks & Recreation** (Inver Grove Heights, Minn.)
- **Kid Power, Inc.** (Washington, D.C.)
- **Robles Elementary School** (Tampa, Fla.)
- **Waterford School District** (Waterford, Mich.)
- **West End IB World School** (Nashville, Tenn.)

"We received an overwhelming number of quality applications for the second annual 'I Can Grow' program, and it was difficult to select just five deserving winners," said George Ball, chairman and CEO of the W. Atlee Burpee Company. "The growing popularity of the program demonstrates the increasing value and interest in vegetable gardening among younger and novice gardeners."

Winners will receive up to 500 vegetable and herb plants, \$2,500 toward garden supplies, 5 gallons of Daniels® organic-based plant food, one hose-end sprayer, on-site layout and installation assistance from Burpee Home Gardens experts, and a Flip™ camera to document the garden's success.

The 2011 "I Can Grow" Youth Garden Award assists school and community gardens demonstrating well-developed and staffed plans for youth-centered educational programs that emphasize nutrition and food production, environmental awareness, social responsibility and scholastic integration. Garden installations for the following winners will be completed in spring 2011.

City of Inver Grove Heights Parks and Recreation

The Salem Hills Community Garden Plots, managed by the Inver Grove Heights Parks and Recreation and Salem Elementary School, provide 140 community youth with a service learning opportunity to engage in gardening and the environment. Established in May 2010, several plots are designated multigenerational gardens where grandparents, parents and grandchildren garden together, sharing the tradition of gardening. Youth gardeners are taught by Dakota County master gardeners and donate 20 percent of harvested food to local food banks.

Kid Power, Inc.

Washington D.C.'s Kid Power is expanding its VeggieTime program with the addition of eight vegetable garden beds at Amidon Elementary School to better support its 275 students in underserved communities. This well-developed environmental science and nutrition program allows youth to participate in the local farmers markets, service learning projects, cooking classes, field trips and guest lectures.

Robles Elementary School

For many students at Robles Elementary School, discovering food growing on a plant is a new experience. To help students at this urban, high-poverty school learn about new foods and understand the value of healthy eating, this school located near Tampa, Fla., participates in the Fresh Fruits and Vegetables Program to provide 630 students with an assortment of fresh produce weekly. In partnership with Southwest Florida Water Management, Robles Elementary School will use its new garden as a tool for teaching science and conservation.

Waterford School District

Impacted by the economic downturn due to the automotive industry reorganization, Detroit-area Waterford School District has experienced a growing need for food assistance. This start-up garden will be located at the Waterford Alternative High School and will benefit 219 students. Working side by side with school and administrative staff, along with members of the Waterford Senior Center, students will maintain and harvest the garden, providing vegetables to the Open Door Outreach Center and Forgotten Harvest food banks for families in need.

West End IB World School

Students at West End IB World School started down the garden path in 2008 with the introduction of a rain garden. Benefitting 431 students through integrated lessons across the curriculum, the garden grew in 2010 to include native plants. The addition of a vegetable garden in 2011 will allow West End IB World School to complete its outdoor classroom, serve freshly harvested vegetables in the school cafeteria and donate the surplus to local food banks.

To see how these school and community gardens are flourishing throughout the year, visit the Burpee Home Gardens blog and Facebook page at www.facebook.com/BurpeeHomeGardens.

For advice, tips and ideas about how to get your own school or community garden started, check out the "I Can Grow" portion of our website.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner's Handbook

Meeting Date: June 8, 2011
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:	
<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Review the Commissioner Handbook which outlines the role and responsibility Commissioners have while serving as Park and Recreation Commissioners. We also welcome re-appointed Commissioners:

Commissioner Al Eiden
Commissioner Stan Johnson

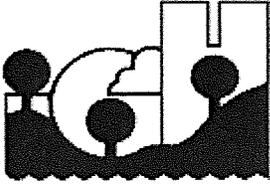
We would like to extend a special welcome to newly appointed Commissioner:

Commissioner Desta Meyer

SUMMARY

In 2007, a Park and Recreation Commissioners Handbook was created to help give guidance to Commissioners on their role and responsibility as Commissioners. The Handbook has useful information about being a Commissioner and has information specific to the Parks and Recreation Department. Commissioners are encouraged to review the information and ask questions.

Finally, the Commission should thank Commissioner Keith Joyce for his years of service. The City Council will be recognizing Commissioner Joyce's service at an upcoming City Council meeting.



June 8, 2011

To Inver Grove Heights Park & Recreation Commissioner:

First, thanks for your support and participation as a member of the Inver Grove Heights Parks and Recreation Commission. On behalf of the Parks and Recreation staff, it is a pleasure having you serve in guiding the planning and leadership for a balanced program of recreation and leisure services and facilities to the residents of Inver Grove Heights.

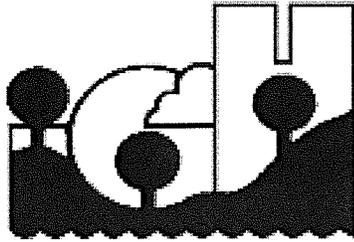
To help provide an overview of the Parks and Recreation Department and to place Parks and Recreation in the broader context of City operations, a Commission Manual has been prepared for you. You will find sections on the organization of the department, budget, major policy documents, and other pertinent information.

I hope this manual will be a useful tool as you carry out your responsibilities. If you need more information or have questions, please don't hesitate to let me know. I look forward to working with you.

Sincerely,

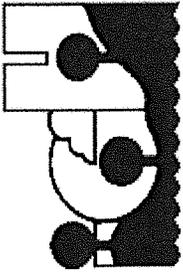
A handwritten signature in black ink, appearing to read 'Eric Carlson'. The signature is written in a cursive, flowing style.

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights



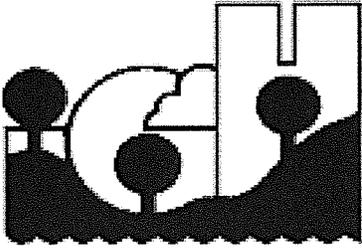
**2011 Roster
Inver Grove Heights
Parks & Recreation Commission**

<p>Stan Johnson 2040 100th St E Inver Grove Heights MN 55077 651.457.0962 Email: Johnson-Miller@msn.com Term Began: May 2005 Term Expires: May 2014</p>	<p>Desta Meyer 8432 Copperfield Way Inver Grove Heights MN 55076 Work: 952.912.5612 Home: 651.734.8900 Email: destajmeyer@gmail.com Term Began: May 2011 Term Expires: May 2014</p>
<p>Joseph Boehmer 9320 Barnes Ave E Inver Grove Heights MN 55076 Home: 651.450.0167 Work: 651.451.1384 Email: monjoeb@aol.com Term Began: May 2000 Term Expires: May 2012</p>	<p>Albert Eiden 7810 Boyd Ave Inver Grove Heights MN 55076 Home: 651.451.0436 Work 651.355.5179 Cell: 651.324.5010 Email: aeiden@CHSInc.com Term Began: June 1993 Term Expires: May 2014</p>
<p>Wilfred Krech 9574 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.6861 Work: 651.451.1384 Email: Term Began: June 1992 Term Expires: May 2013</p>	<p>Dennis Schueller 8081 Carmen Ave E Inver Grove Heights MN 55076 Home: 651.455.2614 Work: 651.303.5763 Email: dkschueller@comcast.net Term Began: May 2006 Term Expires: May 2012</p>
<p>James Huffman 4237 Denton Way Inver Grove Heights MN 55076 Home: 651.552.7082 Work Cell Email: Term Began: June 2008 Term Expires: May 2013</p>	<p>Chris Solberg 7275 Bond Way Inver Grove Heights MN 55076 Home: 651.455.4567 Work: Email: cosolberg@comcast.net Term Began: June 2010 Term Expires: May 2013</p>
<p>Martin Silvi 1820 60th St E Inver Grove Heights MN 55077 Home: 651.455.4086 Email: msilvi@comcast.net Term Began: February 2003 Term Expires: May 2012</p>	<p>Eric Carlson (staff) 8055 Barbara Avenue Inver Grove Heights MN 55077 Work: 651.450.2587 Cell: 763.350.8850 Email: ecarlson@ci.inver-grove-heights.mn.us Employment Began: January 2007</p>



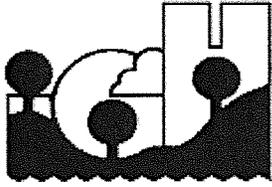
**2011
Inver Grove Heights
Parks & Recreation Fact Sheet**

<p><u>Park Facts</u></p> <p>27 City Parks 884 acres of City parkland 22 miles of paved trails 4 warming houses \ recreation buildings 22 baseball \ softball fields 4 lighted 4 soccer \ football fields 0 lighted 5 basketball courts 4 picnic shelters 14 playground sets 8 outdoor hockey rinks 4 outdoor skating rinks 11 tennis courts 4 lighted 2 sand-volleyball courts</p> <p><u>VMCC/Grove Facts</u></p> <p>2 NHL sheet of ice (200 x 85) Fitness Center Aquatic Center Gymnasium Senior Center Meeting Rooms Park & Recreation Administrative Office</p>	<p><u>Park Dedication</u></p> <p><u>Residential</u> Developers are required to pay \$4,011 per unit as a cash equivalent for single family and \$3,950 for multi-family. Or up to 30% land dedication</p> <p><u>Commercial/Industrial</u> Developers are required to provide 5% - 30% of land or \$5,500 - \$7,000 per acre as a cash equivalent.</p>	<p><u>Recreation Facts</u></p> <p>200+ programs annually 10,000 – 15,000+ participants annually</p> <p><u>Employee Facts</u> <i>Parks and Recreation Department (Parks, Recreation, Inver Wood Golf Course, Veterans Memorial Community Center)</i></p> <p>32.5 full-time (FTE's) 41.8 seasonal (FTE's)</p> <p><u>Inver Wood Golf Course</u> 18-hole Championship Course 9-hole Executive Course Clubhouse, Pro Shop, & Maintenance Facility</p>
	<p><u>Operating Budget(s)</u></p> <p>\$1,585,000 (Parks) \$742,300 (Recreation) \$247,800 (Recreation Program Revenue) \$2,325,800 (Inver Wood Golf Course) \$2,325,800 (Inver Wood Revenue) \$2,107,300 (VMCC/Grove) \$3,149,400 (VMCC/Grove Revenue)</p>	<p><u>Miscellaneous Facts</u></p> <p>City is 28.7 square miles Water area covers 1.5 square miles Population is 34,000 (Year 2010) City Web Sites: www.invergroveheights.org Inver Wood Web Site: www.inverwood.org VMCC Web Site: www.funatthegrove.com</p>



Parks and Recreation Commission Mission Statement

The Inver Grove Heights Park and Recreation Commission is an advisory body consisting of nine members appointed by the Mayor and City Council to serve three-year terms. The Inver Grove Heights Park and Recreation Commission will improve the quality of life in Inver Grove Heights by offering a diverse system of park facilities, programs, and services.



CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Date: June 2010

POSITION CLASSIFICATION:	Park & Recreation Commissioner
DEPARTMENT:	Parks and Recreation
ACCOUNTABLE TO:	City Council City Administrator Parks & Recreation Director Park & Recreation Commission Community
POSITION STATUS:	Community Volunteer (non-paid)

JOB SUMMARY

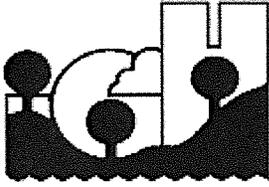
To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality, cost effective park and recreation system.

DUTIES & RESPONSIBILITIES

1. Participate actively at meetings and attend regularly.
2. Serve on committees.
3. Seek input from community contacts and report to the Parks and Recreation Commission.
4. Participate in workshops, conferences and seminars.
5. Work to meet objectives of the Parks and Recreation Commission.
6. Participate in planning Parks and Recreation programs.
7. Review budget allocations.
8. Become informed about Parks and Recreation programs and issues.
9. Participate in Parks and Recreation programs.
10. Become informed about projects in other communities.
11. Maintain atmosphere conducive to honest and free discussion at meetings.
12. Promote Parks and Recreation to the community.

QUALIFICATIONS

1. Resident of the City of Inver Grove Heights.
2. Willing to make appropriate time commitment.
3. Interested in the development and maintenance of Parks and Recreation programs and facilities.
4. Willing to work on projects and committees.
5. Willing to seek input from neighborhoods, organizations and individuals.



Operating Procedures

Purpose

Serve in an advisory capacity to the City Council, City Administrator, Parks & Recreation Director, Park & Recreation Commission, and Community.

Terms

Appointed for three (3) year staggered terms and may be reappointed to additional three (3) year terms at the pleasure of the City Council.

Calendar

June – May

Meetings

1. Meetings of the Commission are held on the 2nd Wednesday of each month.
2. The meetings are normally held at Inver Grove Heights City Hall unless otherwise specified.
3. Meeting times are normally at 7:00pm unless otherwise specified.
4. The Chair or the Parks & Recreation Director may call Special Meetings whenever deemed necessary. In calling for Special Meeting, the subject matters for consideration must be specified in the notice.
5. 50% or more of the current Commission roster constitutes a quorum at any meeting.
6. The Parks & Recreation Director sends written notice of all meetings to each Commissioner through the mail or by messenger.

Officers

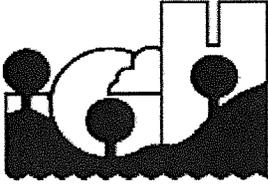
1. The Officers shall consist of a Chair and a Vice Chair, who shall be members of the Commission, and who shall be elected at the June meeting. The Parks & Recreation Director is an ex officio member of the Commission.
2. The Chair shall preside at all meetings of the Commission. The Chair represents the Commission at Council Meetings, Council Work Sessions and other public functions as necessary.
3. In the absence of the Chair, the Vice Chair performs the duties of the Chair.

Committees

Committees may be appointed by the Chair at any time, subject to the approval or direction of the Commission.

Meeting Procedures

Although generally informal, Roberts Rules of Order are used to guide Commission meetings.



Some Common Commission Questions

What Do I Do If...

- **I want to get an item on the Commission's agenda?**

If this is something you wish to discuss at a meeting and are aware of it beforehand, it is preferable to have the item listed on the Commission agenda. This way other members can be prepared, staff can have information available and action may be taken. To place an item on the agenda, notify the Parks & Recreation Director. The Director will select the appropriate time to schedule the item.

- **I want to discuss a matter with the Director or other Commission members?**

Discussion with the Director and fellow Commissioners is always encouraged. However, it is helpful to have items on the agenda so they can be discussed in a more formal setting. You may find that all Commissioners are interested in joining in the discussion, and would welcome the opportunity to do so together.

- **I need to discuss a matter in the Commission meeting?**

Again, in order for action to be taken, the item needs to be on the agenda. There is, however, scheduled time during each meeting for Commissioner's comments, when you would be able to mention an item of interest to you and to check with other Commissioners to see if they would like to have it added to a future agenda for discussion.

- **I will not be able to make a Commission meeting, or will be late?**

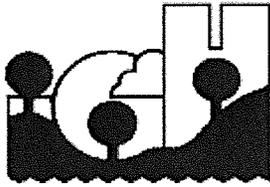
Please notify the Parks & Recreation Director. You may call (651) 450.2587.

- **I need to talk to City staff?**

Feel free to talk to City staff for information or clarification. However, if action needs to be taken, please take that matter up with the Director. The Commission is advisory to the City Council in matters pertaining to Parks and Recreation. The Commission does not have authority to direct the staff to take any action related to a program, activity or event, except in the form of recommendation to the City Council.

- **A citizen approaches me with a question or problem?**

Again, Commissioners are encouraged to have contact with and gather information from the community. However, you may wish to notify the Director when approached regarding a more complex or long range questions or problem. When issues arise, the best forum may well be the Commission meeting, where they can be discussed and handled as agenda items. Operational issues raised by citizens are best dealt with by talking directly to the Director. In your response, however, you will need to make it very clear whether you are responding from a personal point of view or on behalf of the Commission. One should not speak on the Commission's behalf unless the Commission grants that authority by past action(s) or policy direction.



Commission Role and Responsibilities

Introduction

Certainly it is expected that each “new” Parks and Recreation Commission, as well as individual Commissioners, gives thought as to the role and responsibilities of the Commission as a whole, as well as individual members of the Commission. It has always seemed to staff that this type of thought is valuable in reflecting on the advisory nature of your responsibilities. In approaching this discussion, staff believes it is also important to really appreciate the fact that effectiveness as a Commission, or as Commission members, is an evolving process of planning, strategy development, problem solving and creative thinking.

Initial Thoughts on Commission’s Purpose

The following are some general thoughts as to purpose to help focus initial impressions of the Commission:

1. Assists the City Council in achieving its goals for the City.
2. Helps meld goals and objectives of individuals and groups.
3. Upholds the City’s integrity. Gives the Council the courage to take the policy route rather than the contingency or expectation route.
4. Asks all the questions that need to be asked.
5. Becomes a buffer, filter and detective to undercover matters prior to City Council review. Helps the Council to anticipate those issues that need to be uncovered including "pre-warning" matters and presenting alternatives and recommendations.
6. Pays attention to the City budget (specifically as relating to Parks and Recreation), Reviews Capital Projects as well as Operating Budgets.

Advisory Role of Commission

To “advise” is indeed a broad area. Staff’s interpretation of this advisory challenge is an overview responsibility of matters pertaining to Parks and Recreation in Inver Grove Heights. The Commission might view itself as a generator of public trust to enable the City Council to:

1. Establish and operate broad and diversified services;
2. Provide resources for leisure use that “sparkle” – accessible to all those we seek to serve;
3. Budget properly and oversee the expenditure of tax monies and other incomes in a cost-effective way; and
4. Offer assistance to organizations and volunteers to facilitate the development of services.

Some Specific Goals of the Commission

1. To oversee and promote the advancement of parks and recreation in Inver Grove Heights through development of individual and citizen participation.
2. To become acquainted with and offer oversight recommendations as to parks and recreation programs, activities and operational practices.
3. To promote the education of citizens and citizens' groups as to the needs, opportunities and potentials of recreation and park services throughout the City.
4. To work for proper recognition and financial support of parks and recreation services.
5. To advise in the establishment of policies and general guidelines in operational and special project matters.

What a Commissioner or Commission Needs and Should Expect from the City

1. Occasional opportunities to discuss matters with the City Council, either individually or collectively. Typically, these types of discussions have occurred in a joint meeting format with the Council.
2. Commissioners Manual that includes various policy matters, fee and pricing schedules, organizational structure and other reference materials.
3. Opportunity to meet City staff in an effort to help share ideas and concerns while also developing and understanding as to the scope of services and effectiveness of service delivery.

Some "Pitfalls" that May Occur

1. From a staff perspective, sometimes staff gets caught in the middle. Obviously, the Director of the Department works for the City Administrator and the Commission is advisory to the City Council. At times there may be different recommendations(s) coming from the Commission or staff. From staff's perspective, there is absolutely nothing wrong with this. The key ingredient is to represent all positions to the City Council. Obviously, these situations occur in varying ways, but mainly through Commission minutes of meetings and action or informational reports.
2. Commissioners getting "caught". Sometimes citizens may allege that staff either mishandled a situation or the service provided was less than desirable. Hopefully, a Commissioner in these situations would gather the facts and hold comments until all sides or issues unfold. Occasionally, a Commissioner may want to talk about an action(s) of a staff matter. These matters should be dealt directly and confidentially with the Director. If the matter involves the Director, certainly it would be appropriate that they inquiry and/or discussion be made directly to the City Administrator.

3. Meeting discussions. Sometimes meeting discussions may drift and simply not appear to be getting anywhere. It is crucial in these situations for the Commission to get a motion on the table. The discussion can get focused as to the issues.
4. Differing Commission information needs. Often times, Commission members have different informational needs. I submit the key in this regard is for the Commission to establish its own "ground rules" so that all Commissioners and staff are in unison as to informational expectations.

Concluding Remarks

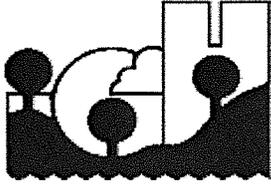
The following remarks are intended to provide thoughts for your discussion only. It is beneficial to regularly pause and take stock in an organization's planning, strategy development, and simply creative thinking.

Do

- Accept responsibility
- Learn job duties
- Learn role of Commission
- Participate at meetings
- Associate with other Commissions
- Become familiar with the entire Parks and Recreation program
- Visit facilities and programs
- Voice opinions
- Be fair, firm and factual
- Be an active representative
- Be enthusiastic about your civic responsibility

Don't

- Try to run the show
- Do staff's job
- Make decisions with political motivation
- Make promises you can't keep
- Break the chain of command
- Try to always get your own way at meetings
- Become a one-interest Commissioner



Commission Meeting Procedure

Call to Order	The Chairperson says. "The meeting will please come to order"
Roll Call	Absences noted. Commission must vote whether the absence is to be excused or unexcused, based on established policy. The policy says, in effect, that the only absences to be excused are those involving a Commissioner on Commission business or a medical/family emergency.
Approval of Agenda	Commission or staff may request changes to the agenda. Ultimately the agenda is approved.
Approval of Minutes	Commission may request changes and/or vote to approve the minutes.
Announcements	Chair reads prepared announcements
Open Forum	Members of the Public may address the Commission on any matter not on the agenda. Staff will research the question if necessary and provide a report at the next scheduled meeting. The Commission cannot take any action.
Special Presentations	Section on agenda for members of the public or community groups to provide information to the Commission that does not require action.
Unfinished Business	Section on agenda for items that have been previously discussed that have not yet been resolved. Commission discusses and votes on agenda item.

<p>New Business</p>	<p>Section on agenda for new items to be introduced. Commission discusses and votes on agenda item.</p> <ul style="list-style-type: none"> • Chair calls for staff report • Staff gives brief report, and outlines action/decision needed. • Commission may ask questions of Staff regarding the report for clarification. It is not an opportunity for debate or opinion. • Chair opens the item for public comment. Each person may testify. Commissioners may ask questions of the individual testifying. • Chair closes the public comment and opens discussion up for Commission comments. • Chair calls for a motion which is made and seconded and then debate may continue if necessary. Generally the person making the motion is allowed to speak first, followed by the person who seconded the motion. • Amendments may be suggested and require a second. If an amendment is made and seconded, then debate occurs on the amendment, not the main motion. After any discussion, the Chair calls for a vote by repeating the motion. Alternatively, a member of the Commission may “call the question” to end debate. It requires a second and is immediately voted upon. If 2/3 majority agree, it goes to a vote on the motion, but no debate is allowed. • After all debate, the Chair calls the question and the Commission vote is taken.
<p>Commission Presentations</p>	<p>Commission may make general comments, ask questions, and request an item be placed on the next agenda.</p>
<p>Administrative Presentations</p>	<p>Staff may make general comments, ask questions, and review happenings of the department.</p>
<p>Adjournment</p>	<p>The Chair entertains a motion to adjourn the meeting. A second is required, no debate and the motion is then voted upon.</p>

Parliamentary Procedure – At A Glance

To Do This	You Say This	Can you interrupt the speaker?	Do you need a second?	Is it Debatable?	Can it be amended?	What votes is needed?	Can it be reconsidered?
Adjourn meeting	I move that we adjourn	No	Yes	No	No	Majority	No
Call an intermission	I move that we recess for	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc...	I rise to a question of privilege	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	I move to table the motion	No	Yes	No	No	Majority	No
End debate and amendments	I move the previous question	No	Yes	No	No	Two-Thirds	No
Postpone discussion for a certain time	I move to postpone the discussion until	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	I move to refer the matter to committee						
Amend a motion	I move to amend the motion by...						
Introduce business	I move that...						

Call to Order For Meeting

- 1) Call to Order the Inver Grove Heights Park and Recreation Commission meeting for *date*
- 2) Roll Call: Starting from my right and the viewers left.
- 3) Approval of the Agenda:
 - a) Is there any additions or deletions?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "Yes or I".
 - e) All against, say "No or Nay"
 - f) Motion "Passes" or "Fails"/ or "The Agenda is Approved"
- 4) Approval of the minutes of the last Meeting of "State date of last meeting".
 - a) Is there any corrections?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All in favor signify by saying "I".
 - e) All against, say "No"
 - f) Motion "Passes" or "Fails" / or the minutes are approved.
- 5) Open Forum: Open the "Open Forum"
 - a) Read Purpose statement below: The purpose of the "open forum" is to give the resident the opportunity to bring forward any issues or concerns they may have regarding the Inver Grove Heights parks or recreation programs. Presentations should remain short. Although the Park and Recreation Commission will not take formal action tonight, city staff will research the issue or concern and report back to the commission at a future regularly scheduled meeting.
 - b) Note: If the issues/concern is on this agenda tonight, will be talked about when in the sequence of the approved agenda.
 - c) If no one is present, close the open forum.
- 6) Presentations from staff:
 - a) Item number 1 (etc.)
 - b) Staff will present.
 - c) Open to the public comment if present. (If a person speaks: Come to podium, state name & address for the record)
 - d) Open to Commission members for comment / questions.
 - e) Ask for Motion.
 - f) Ask for second to motion.
 - g) Ask for further discussion.
 - h) Call for Vote: Motion passes or fails
- 7) Adjournment: If there is no objection, this meeting is adjourned.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 8, 2011
Item Type: Commission Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

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

SUMMARY

None.