

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, April 11, 2012
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Presentation on Aquatic Programs
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; May 9, 2012 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 March 14, 2012 Minutes
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. Review Request for Proposal for Park and Recreation System Plan
 - B. Review Update for Heritage Village Park Master Plan
 - C. Consider 2012 Tree Replacement Fund Budget
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Future of our Parks Report
 - B. Inver Wood Golf Annual Pass Discussion
 - C. Department Happenings
10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
11. ADJOURN

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the Commission on each agenda item in advance from Staff; decisions are based on this information and past experiences. In addition, some items may have been discussed preliminarily at Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated.

This document is available upon a 72-hour request in alternate formats such as Braille, large print, audio table, etc. Please contact Eric Carlson at 651.450.2587 or TDD/TTY 651.450.2501

**City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Wednesday, March 14, 2012**

1. CALL TO ORDER:

Chair Eiden called the March 14, 2012 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Al Eiden; Vice Chair Dennis Schueller; Commissioners: Chris Solberg, Marty Silvi, Joe Boehmer, Stan Johnson, Desta Meyer, and Willie Krech

Absent: Jim Huffman

Parks and Recreation Director Eric Carlson

Absent: Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Presentation on Summer Recreation Programs

Recreation Coordinator Jen Graham gave an update on the following Summer Recreation Programs:

- The Egg Hunt will take place on April 7th. This is a free event for ages 3 to 10. Pre-registration required.

- Held our first Summer Snapshot, which is a summer preview of all the summer programs. Free demonstrations and classes were given for several camps and clinics coming up this summer. We received 35 registrations even before the brochures hit the homes. Brochures did go out and should be received soon.

- We have a variety of camps, such as disc golf, lacrosse, skateboard, horse camp, volleyball, both sand and indoor, basketball, science, and many more.

- Free Events in the Parks. Tuesday's we will have Groovin' In The Parks at South Valley Park. During this time we will have story time or concerts. We received some funding from River Heights Arts Alliance for this.

- Movies in The Park has been expanded to include Southern Lakes Park. The Muppets will be showing at Southern Lakes on July 26th. We will be showing the movie Goonies on August 16th at South Valley Park.

- June 2nd is National Trails Day. This is a free event. Receive a free gift and snack for joining in on the fun.

- Farmer's Market will be back on Thursday's beginning on June 21st from 3:00 to 6:30 p.m. at the VMCC Parking lot.

- Random Acts of Fitness will continue again this summer. We will be driving our Park and Recreation van throughout the Community looking for people doing random acts of fitness.

- Garden Plots will be back at Salem Hills Park. There are still plots available for \$25.00 a plot.

- Night to Unite will take place on Tuesday, August 7th.

Chair Eiden reminded everyone to check out the website at: www.invergroveheights.org and find all those events.

B. Response Regarding Season Pass at Inver Wood Golf Course

Parks and Recreation Director Eric Carlson stated this is regarding an item that was brought up at the last meeting by a gentleman that is in the audience here again regarding a season pass at Inver Wood Golf Course.

The short response back is that it is something we will review as part of the 2013 budget process. We will look at it and analyze it around August.

Vice Chair Schueller stated at the last meeting he mentioned that he did not have the assessment with him and could not remember exactly what it said about memberships. He said he would come back with an answer. He found out that the membership option at Inver Wood was looked at by the Advisors. They mentioned that golf participation was down and that there is a challenge for every golf course to convert the occasional golfer to a core golfer. They want to get people to come there on a regular basis versus once or twice a year. Core golfers create more rounds and revenue over a period of time. Customer loyalty and retention is something they want to build. They believe that Inver Wood should offer a prepaid green fee package immediately. This report was done in 2009 and that has not been done. This is a proposal by Golf Advisors that has not been put into action. Other competitors in our area state it is a common practice to have memberships. Memberships give you a certain amount of money up front to start your season out. There are all different types of means to develop these types of memberships. You can have husband/wife, spouse, weekdays only, seniors, etc. According to the assessment the average members within our immediate competitors have about 135 members. At 135 members the average membership payment is \$1,150. If we could get that average amount of members, that would generate \$209,250 to start the season. This has been done by other courses. He thinks Inver Wood should be doing it and they have not done it. We do not have a committee, subcommittee, oversight committee, etc. to make change just like we did with the ride along policy. One person brought along change. This could too. He feels this is a good idea and that the Commission should take a look at the two pages from the assessment that pertains to memberships.

Commissioner Krech was concerned about any drawbacks?

Vice Chair Schueller didn't know why we don't have this. There could be drawbacks. People that play now could be playing more if there were a member. He didn't think they needed to wait until next season. Maybe we could even start it halfway through the season. The Advisors suggested starting it right away. It has been a few years now since that assessment has been done.

Commissioner Johnson asked if a person would golf about 43 times throughout the golf season?

Vice Chair Schueller stated that was possible. With a membership, even if there is rain, you still have the money. Those that pay may bring friends, eat the food, rent the carts. It's a positive to have people on the golf course and this could do it.

Commissioner Silvi stated Mr. McMurchie has been running the golf course over the last 27 years. If he thought they were able to make more money by offering a yearly membership, he would have done it a long time ago. There may be more to it than the bottom line number. Over 80% of the people playing at the course are not from this area. Will we be taking tee times away from members of our Community that want to play golf? He doesn't think this is necessarily a plus in the use of the tee times at the golf course. Peak times are pretty much full at this point.

Commissioner Solberg asked what other benefits the annual membership may have? Are there priority tee times?

Vice Chair Schueller responded from what he sees at other courses, they have an opportunity to make tee times. They would pay full fee if they make a tournament at that course. There are different levels you can pay for. You can go with a more restricted one or non-restricted ones. In response to Commissioner Silvi's comment, we had a golf course that has the least revenue it has ever had. There will be spots open and we need to put people on that course. We hired Advisors to do this assessment and now we are not doing it. He's not saying we have to do what they say, but why do an assessment and not take a look at what they suggest to be done?

Commissioner Meyer commented that single, married, weekday only, etc, those options seem like they would have to have pretty hefty administration to determine when they can come. Like Director Carlson pointed out, she felt it was too late to put something like this in place this year. Doing so would make a change in marketing that has probably already been done. She felt this should be tabled until August.

Vice Chair Schueller stated this type of membership would have a membership card. You present that at the desk and they determine what your privileges are. He has no problem with waiting until next year. He just wants to make sure they can get this done.

Andrew Turoni, Woodbury Minnesota, appreciated Vice Chair Schueller's work on this. He is an avid golfer and golf's at Inver Wood all of the time. He thinks there are a couple of things that would come into play to make this beneficial. If other courses are doing it and having success he doesn't see the harm. One challenge you would face is the green fees are too low. 43 rounds of golf is a lot. But if you look at today with weather like we have had, some are already golfing in March.

Chair Eiden asked if 135 golfers was a good number?

Mr. Turoni felt that was a reasonable number. He plays golf there because it is midway between work and home. \$1500 is about it. You can have all of that and all of your rounds, or half it and half the rounds. The advantage is having all of it played here. Out-City players now have about 3 – 5 days to get through in terms of tee times. In-City players, have about two days. You could have out-city members have a higher fee, and discount In-City members. You could tell in one season if this is a good idea or not. He thought the half season was a good idea. There is a missed opportunity here.

Commissioner Solberg asked Mr. Turoni how many times he golfed at Inver Wood last year?

Mr. Turoni responded about two or three times a week through the season. Probably about 50 times total.

Commissioner Solberg stated you golfed here about 50 times, and probably didn't golf alone. How many people did you bring with you?

Mr. Turoni responded there are two or three of them that play. If he has paid a membership he is going to bring other players to play here instead of going elsewhere. This is a nice course.

Commissioner Silvi felt we should have some sort of committee working on this now to form something. It's a bit harder to put something new in place, as sometimes once it is in place; it is never going to go away.

Commissioner Krech felt if other courses have it and it is working, why not.

Mr. Turoni stated the fact that you don't have this right now is what caused him to come in and ask about it.

Chair Eiden agreed with all. There is a lot more to consider than just revenue. One of his biggest concerns is that once we do something, it will be hard to retract. He is unsure how fast we can move. He proposes that this Commission go back and take a look at this assessment between this meeting and the next. At the next meeting we make a decision as to what action we are going to take.

Commissioner Krech agreed that was a good idea.

Vice Chair Schueller stated we are just going to be doing what the assessment has already done.

Chair Eiden stated we see what the document says, but we need to re-read it so we know what we are talking about and then take action.

Director Carlson stated everyone should have received a copy of the report. If they didn't, let him know and he will email a copy of it.

Commissioner Krech asked if we should put a small group together so we have an idea how to set it up.

Vice Chair Schueller stated this has already been done by other courses. We can see what they did, and then sit down with Mr. McMurchie and work something out.

Commissioner Solberg stated since the course is opening this week, can we come up with some sort of a sign-up sheet asking if members are interested?

Director Carlson felt that could be dangerous. If they decide not to go forward, that expectation would not be filled. We need to have all the facts in front of us. Just because there is an interest doesn't mean it is a good idea. We were just told the rates were too low. Before the assessment people complained the rates were too high. We have lost more money in the two years since we lowered the rates.

Commissioner Krech asked if it wouldn't be beneficial to find out ahead of time whether they are interested or not.

Commissioner Meyer wanted to wait until next meeting so they have time to read the assessment.

Commissioner Silvi stated one thing you should keep in mind when comparing courses, was that some courses didn't have to buy their land. When you look at Inver Wood we have done pretty good considering what we have done from the start.

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: Wednesday, April 11, 2012. Regular Meeting 7:00 p.m.**

5. CONSENT AGENDA:

- A. Approval of Agenda**
- B. Approval of February 8, 2012 Minutes**

Motion by Commissioner Meyer, seconded by Vice Chair Schueller, to approve the Consent Agenda as presented.

Ayes: 8

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Review Revised Architectural Concept Plans for the Future Buildings at Heritage Village Park

Director Carlson stated the Commission reviewed the concept plans for the buildings to be located at Heritage Village Park. We are doing this along with Dakota County who is building a Trailhead bathroom facility as part of the Regional Trail within the park. The County Board reviewed the plans and gave feedback. They did not approve it. We are waiting for them to review revised plans. The County Board made a number of comments and they revised the architectural look a little bit. They are trying to build more of a signature to the look and feel of the facilities. In the original concept there was a small overhang. The revised plan has a larger overhang which would include displays and maps. The look and feel of the building remains relatively the same. In the second concept plan, you see basically the same facility, but instead of wood siding, it is more of a stone look on the exterior. These have been shown to the County Board again and they are comfortable with them. Once the Commission and the City Council approves of the concepts, the County will have to hire an architect to develop the plans more specifically.

Commissioner Solberg liked the stone look. It is very natural and will last longer than wood. The limestone is the same material the bridge stones are made of.

Commissioner Krech commented having the stone could have an issue with graffiti. You have to stand blast it off. He felt they should stick with the cement board like the first part showed. If you paint something on it, you just paint it over. He liked the idea of the limestone around the columns.

Commissioner Meyer liked the limestone, but agrees with Commissioner Krech regarding the graffiti. She felt in general it has changed from the depot look to more of a mission-style type architecture. It has a lot different look than it did before.

Director Carlson stated this is just a concept. The colors you see are just for show and can be changed.

Commissioner Boehmer liked the limestone too, but agreed that vandalism on it would be difficult to remove.

Commissioner Krech asked if there was some type of sealer that can be put on it to seal it better?

Director Carlson stated if you went with more of a paintable exterior, and graffiti does happen, it is going to be easier to clean and cover up. We are going to want whatever this exterior be like to be similar to other buildings put in there. Stone is more expensive than siding exterior. Maybe we can pull limestone into the exterior, like around the columns, etc. Maybe a couple feet off the ground could be limestone and up above it be the siding.

Commissioner Johnson was concerned with costs, but likes the limestone because of the look.

Vice Chair Schueller stated graffiti is going to happen. The monument in front of the bridge has been damaged a bit already. He felt you needed something that can be cleaned up easily. The siding would be better.

Chair Eiden agreed with the majority in the siding.

Director Carlson also wanted to speak about the site plan for the Trailhead facility. We indicated that this would be a good location for a Trailhead facility on the south side of 66th Street. Dakota County had a slightly different vision. They want it to be an experience when you drive up to it. They have developed a revised concept, which he thinks is better than what we developed. The parking lot is smaller so that it can accommodate more things on the site, such as the picnic area and the building. The parking lot changed. Instead of being rectangular in shape, there will be some curves into it. It has one entrance. There are still connections to the bridge and overlook. He felt this was a better site plan than what we had proposed.

Commissioner Krech felt it was a great idea if you didn't need an in and out of the parking lot.

Commissioner Meyer felt the plan looked great.

Commissioner Silvi didn't think we could ever have enough parking. He suggested putting in as many parking places as you can.

Vice Chair Schueller asked where people would park if the lot was full?

Director Carlson responded on street parking would be a possibility. There are 24 spots shown here. The County did research on what would be adequate for a building like this and this is what they came up with.

Commissioner Boehmer felt it looked good. One entrance is a good idea if there is vandalism there. There is no other way to get out. He thinks the plan looks good.

Commissioner Johnson liked the plan.

Commissioner Solberg asked if there would be additional parking north of 66th Street, or will this be all the parking we would have for the entire park?

Commissioner Krech responded the whole park concept will have other parking and other buildings. There will be a lot of other parking at some time. This is just for this building.

Director Carlson stated he passed along a document that has three concepts on it. You were invited to a meeting in early January that had to do with the Concord neighborhood redevelopment plan. These three concepts were shown to those in attendance, which included residents, businesses, etc. The City has been going through a process to develop a plan for that area including the bridge. We included the Allied Waste Property as part of that plan. We have not been able to get anywhere with having that business be part of the park. They are not interested in selling. As part of the neighborhood redevelopment plan, this suggests that the Allied Waste Property gets developed into housing and retail. There would be a greenway between the two developments that would tie the rock island swing bridge into Heritage Village Park. This suggests that Allied Waste area would eventually be developed into residential and retail. This would add tax dollars into the Community and the park would be pulled back to north of 65th Street. We will need to update the master plan for Heritage Village Park once again to reflect this change. We would have to develop an entrance to the park off of 65th Street and how we would lay out the park in that regard. There would be some non-park development between the park and the bridge. Concept 2 seems to be getting the most favorable reviews thus far.

Commissioner Meyer asked if there was a cost difference into developing it residential versus retail?

Director Carlson responded for them it was possibly about the finances of it. They would see more return if it were developed into housing and retail than if it were developed into a park.

Commissioner Meyer asked about the other amenities they wanted to place in the park, such as the amphitheater and the meeting building. Is there space without that area to still allow this to take place?

Director Carlson felt there was. There was in the original plan. It needs to be re-oriented into newer areas. We do have less acreage to deal with. He thinks the biggest challenge is creating a nice front door to the park.

Commissioner Solberg stated it seems like plans are on hold due to what Allied Waste wants to do and when.

Director Carlson stated there are a lot of issues and factors that will determine when and how things will proceed. It appears to be safe to say that we should refocus our efforts and energies on the park being north of

65th Street and plan from there. The biggest reason being we have received a million dollars from the State for a bonding grant. Some of that money will go toward the improvements we are making south of 66th Street. That money needs to be utilized by 2015. While that does seem along ways away, it isn't that far away. We need to develop a revised plan for the park to be north of 65th Street before those funds are not available to us anymore.

Director Carlson is hearing that the Commission is comfortable with the revised concepts, noting that they would like to pull the rock theme into parts of the buildings, but not necessarily the entire exterior of the building. They want to retain the depot look and feel of the building.

Commissioner Krech commented north of Allied Waste, would we be able to do the Bandshell and look at doing some of those things that we do not have in town. Can we spend that money on that?

Director Carlson responded yes they could. North of 65th Street there are four properties we do not have yet. There are still challenges north of 65th Street yet. We may be able to get those items in, but that is where the Master Plan would be helpful. We will probably have to entertain the services of Brauer and Associates again to help us out with it.

9. ADMINISTRATIVE PRESENTATIONS:

A. Future of our Parks Report

Chair Eiden stated as you recall we started up a subcommittee back in November. Over this period of time, we held seven meetings and did a lot of planning and discussion. It culminated in a recommendation that we prepared. A copy should be included in your packets. Monday evening we had a work session with the City Council, presented where we are at with this, and what we would like to do. The Council has now directed us to proceed and complete a request for proposal. He was very pleased with how this was handled. He felt the work has been done it and we can go forward now. Part of the concern is when you look at the current investment that we have outside of these main faculties. That has to be sustained or given up. He believed they are very concerned about being challenged economically in the next several years. They want a plan to help make decisions.

Commissioner Solberg stated that is the overriding factor in why we need a consultant to help us out. We do not have the experience to put this together. We did intend to meet with the Community and find out what they want. One of the most important factors is we need to do this right. One wrong decision could cost us a great deal of money. Getting a consultant could help us with that into the future.

Chair Eiden thinks the objective would be to have a draft for this Commission to review in April.

Commissioner Krech felt whoever did the power point together did a great job. He can see the problem. If we have someone research the City and help us prioritize that would be successful. Nice job done by the Committee.

Vice Chair Schueller asked when the assessment is done, who will make the decisions on what is to be done with the suggestions made by the assessment? Do we have an oversight committee? Is it put back into the hands of the Staff? There is no piece of follow up in there right now.

Chair Eiden felt that determination would probably be by us. This should be a living document this Commission refers to constantly.

Commissioner Silvi stated the assessment we had by Global Advisors was a good indication of how these things go sometimes. Maybe half of the things they suggested were actually implemented. We spend a lot of money on something that didn't really make a lot of difference. We have spent thousands of dollars on people telling us

how to spend our money and then we don't do it. He is not a big fan of this type of thing. Staff should be able to figure out these problems. He doesn't see why we have to spend all this money to do relatively simple things we have done before.

Chair Eiden believes it is more complex than it appears at the outset. We don't have people on Staff who have the time or expertise to do those things. We have people coming all the time asking for things they want, but may not necessarily seem great for the overall City. Council Member Krech brought up a good point in that the demographics in this City are changing. We are actually having fewer young people and more senior citizens, and their hopes and needs are changing along with it. This would help us to know where to take money and serve this Community where it is needed. When we did the SPOT analysis, we found that some strength's can also be a weakness. We don't have the resources to have the Staff to maintain those trails the way the citizens want them maintained. We need to look beyond just putting something in place. We use "consultants" in many other areas of our life because they have the subject matter, expertise, and the vision, because that is what they do for a living. He thinks there's a lot of merit there. While he does agree with Commissioner Silvi, in that when we are told to spend thousands of dollars on something, and then we don't do it, that's not their faults. If we take this information, then it is up to us to do something with it.

Vice Chair Schueller also agreed with Commissioner Silvi.

B. Department Happenings

Director Carlson stated there is nothing new to highlight, but will stand by for questions.

Vice Chair Schueller thought he should mention that Inver Wood Golf Course is opening earlier than they expected. The high school team will be there Monday for their tryouts. Opening this early is good for revenue and for golfers.

10. COMMISSION COMMENTS:

Vice Chair Schueller commented if you do not have a copy of the assessment by Global Golf Advisors, the City can get a copy for you. It is about 200 pages long.

The rate system at Inver Wood, in looking through the document, Global Golf Advisors suggested a Yield System to have different prices at different times of the day, looking at different ages, and things like that. This is similar to what other courses do. The fixed system designed by the Staff is now in the process of change. They are looking at things they have to change to get the price more reasonable. It is a work in progress and the rate system will work. The Global Advisors did not come up with the current system, the golf course did.

Commissioner Boehmer had no comment.

Commissioner Silvi had a question on where we are at with the dog park?

Director Carlson responded we are at the same place we were last year. The City is still working with MN DOT to acquire the property by Lion's Park. Then we would start talking about development of the dog park. We have made some progress on the property.

Commissioner Solberg thanked Mr. Turoni for speaking regarding our Golf Course.

Commissioner Meyer had no comment.

Commissioner Johnson had no comment.

Commissioner Krech had no comment.

Chair Eiden had no comment.

11. ADJOURN

Motion by Commissioner Solberg , seconded by Commissioner Meyer, to adjourn the meeting at 8:32 p.m.

Ayes: 8

Nays: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Request for Proposal for Park and Recreation System Plan

Meeting Date: April 11, 2012
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

Recommend the attached Request for Proposal (RFP) to the City Council for a comprehensive study of the City’s park and recreation system. The project would be funded from the Host Community Fund and the City Facilities Fund (80/20).

SUMMARY

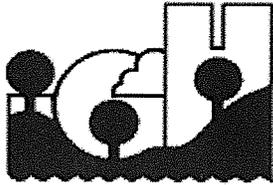
The Future of Our Parks subcommittee has been meeting since November 2011. The purpose of the subcommittee is to try to engage the community in developing a long term plan for the support of our park and recreation system.

At the joint meeting of the Council/Commission the only topic discussed was the Future of Our Parks. At the meeting the Commission informed the Council about its desire to hire a consultant that would assist the City in creating a 5-year plan and 10-15 year vision of the park system.

The attached RFP has been reviewed by the subcommittee and is recommended for approval. Highlights of the RFP include:

- Review of the park and recreation system (does not include Inver Wood or the VMCC/Grove)
- Establishes a 5-year plan and a 10-15 year vision of the system
- Engages the community to participate in the process and actively provide input
- Prioritizes improvements based on funding availability
- Creates park “champions” that can be mobilized to support park and recreation system initiatives

The Commission is encouraged to review the document and make appropriate comments.



Request for Proposal for Consulting Services Comprehensive Park Plan and Development Guide Update City of Inver Grove Heights

The City of Inver Grove Heights invites qualified park and recreation planning firms to submit a proposal, including a fee schedule, for consulting services to update our Comprehensive Park Plan and Development Guide (CPPDG). The new Park and Recreation Systems Plan (Plan) will be a practical tool to guide the park and recreation systems future development, redevelopment, and programming efforts. The plan will help the community prioritize programs and projects to assist the decision making process within limited resources.

Above all, the plan will reflect the uniqueness of Inver Grove Heights. The plan will incorporate community feedback that will shape the recreation and parks system. It should have built in flexibility and adaptability ensuring the support for the funding level required.

Organizational Structure:

The Parks & Recreation Department is comprised of Parks Development & Maintenance, Recreation Program Services, the Veterans Memorial Community Center, and Inver Wood Golf Course. For the purpose of this plan, the Veterans Memorial Community Center and Inver Wood Golf Course will not be reviewed/included.

Parks Development & Maintenance – is responsible for the planning and management of parks maintenance and development in the following areas:

- Forestry
- Park & Trail improvement project coordination
- Park & Trail maintenance
- Park & Trail planning & development

Recreation Program Services – is responsible for the planning and management of recreation programs and events in the following program activity areas:

- Adult and some Senior activities (Community Education also provides Senior programming services)
- Adult athletics
- Community group coordination (i.e. youth athletics, etc.)
- Community programs
- Summer Camps for Youth
- Teen Programs
- Veterans Memorial Community Center programs
- Youth and Family Recreation

City of Inver Grove Heights Parks & Recreation Departments Mission Statement

The following mission statement of the Parks and Recreation Department should serve as an overall guide for undertaking the park master plan update:

We dedicate ourselves to providing quality programs, services, and facilities. We take pride in consistently adding value to the community and creating a positive experience for those we serve.

Scope of Work

The consulting firm must provide the following services:

- Analyze existing City documents such as the 2030 Comprehensive Plan Update, 2009 Comprehensive Park Plan and Development Guide for integration of relevant information
- Establish a detailed implementation program for achieving the plan's vision including estimates of annual costs and funding sources
- Establish documented capital funding priorities for improvements and acquisitions to the Park System
- Establish documented programming priorities for the park and recreation systems
- Evaluate existing Park System features, amenities and services related to peer communities and accepted national standards to identify challenges and strengths
- Examine the need for and recommend policies and priorities for preserving natural features and amenities for the benefit of the community as a whole
- Facilitate input from staff, the Parks and Recreation Commission and City Council
- Identify the Park System characteristics including: setting, previous studies, population characteristics/demographics, natural features, historic sites, development controls, history of park system and demand for services (use levels)
- Identify the Park System needs, desires and interests of the community in the next 5-15 years from today based on anticipated demographic, economic and sociologic changes
- Incorporate individual park property maps illustrating existing features (e.g. land and water acreage, adjacent streets, park amenities, etc.), service areas and future development plans
- Prepare goals, objectives and implementation actions for the Park System for inclusion in the plan
- Prescribe and incorporate a process for adapting to changing needs and interests both proactively and reactively for the next 5-years and 10-15 year vision
- Provide a **strong** public input process involving residents and stakeholders (e.g. School District 199, Inver Grove Heights Youth Athletic Association(s), etc.) through a variety of tools including surveys, public forums, workshops and focus groups going to neighborhoods and meeting with residents to gain feedback



- The plan should help identify and develop “champions” of the park and recreation system who will advocate within the community supporting the park and recreation system
- Utilize City provided inventory and maps existing Park System features, amenities and services relative to peer communities and accepted national standards to identify significant issues, strengths, challenges, and opportunities
- Utilize existing city maps of planned future bicycle trails and hiking trails
- Verify definitions and standards for the City park system including: general terms, general standards, park classifications and park facilities
- Establish a clear 5-year plan and a 10-15 year vision for the Inver Grove Heights parks, recreation, open space, trail and bikeway systems developed to meet future community needs

Services Provided by City

The City of Inver Grove Heights will provide the following:

- 2009 Comprehensive Park Plan and Development Guide
- 2010 Community Wide Survey Results
- 2010 Trail Gap Study Information
- 2012 Older Adults Survey Results
- 2030 City Comprehensive Plan and Land Use Guide Plan Map
- ADA safety and accessibility reports from JQP Inc.
- Address lists and labels for mailings to Inver Grove Heights property owners
- GIS data for Park System
- Input and review as requested
- Inver Wood Golf Course Operational Assessment
- List of current program offerings
- Operations and Maintenance Trail System Annual Conditions Report
- Parks and Recreation Capital Improvement Plan
- Playground safety reports from JQP Inc.
- Staff liaison
- Technical assistance and information as requested
- Veterans Memorial Community Center Audit
- Zoning district maps

The City of Inver Grove Heights has several media outlets, including a web site, cable television and newsletter, among other methods that may be used to keep the public updated on the process. Because of publication deadlines, communications to the public will often need to be planned months in advance.



Project Budget

Proposers shall strive to provide the highest level of service at a reasonable cost. Fees for services including reimbursable expenses may not exceed \$75,000. While the \$75,000 figure was established as the not-to-exceed amount based on dollars allocated for the project by the Inver Grove Heights City Council, proposals may be less than \$75,000.

Project Schedule

The following is a general timeline that will be followed to hire a firm. Once a firm has been selected, the actual planning process schedule will be identified. Proposers shall provide a detailed work plan that addresses all major tasks and milestones to be accomplished throughout the Plan process.

| Task | Timeframe |
|---|---------------------------|
| Select consulting services firm | July 2012 |
| Undertake inventory to identify, quantify and evaluate existing parks and open space features, amenities and services | July – October 2012 |
| Solicit public input through surveys, public forums, | August – November 2012 |
| Identify the parks and recreation needs, desires and interests of the community | September – December 2012 |
| Create a vision for the system | December – March 2013 |
| Provide recommendations for planned park system acquisitions improvements and services | December – March 2013 |
| Present draft Park Master Plan Update to PRAC and City Council | April 2013 |
| Incorporate revisions as directed by City Council and present to City Council | May 2013 |
| Present Final Plan | June 2013 |

It is expected that the Consultant, upon contract award, will begin work immediately in a manner consistent with the final work plan developed in cooperation with, and approved by the City. The final work plan will include detailed methods and milestones, incorporating expectations delineated in the RFP and the Scope of Work. It is expected that the Consultant will regularly meet with City staff to ensure the project is progressing in a timely manner, to keep lines of communication open, and to determine if there is anything the Consultant needs from the City.



Submittals

Proposals need not include elaborate brochures, expensive bindings, etc.; legibility, clarity, conciseness, and completeness are essential. A maximum of 40 pages is desired.

Proposals must include, at a minimum:

- A principal member of the firm must sign the proposal.
- All submitted proposals must identify the name, title, business address, telephone number, and email address (if any) of the person who will represent the organization.
- Biographical data on all individuals who will work on the project including sub-consultants. List the individuals' roles on the project, their qualifications, Minnesota State Board of Professional License Numbers, and an indication of the persons' role in projects cited in the firm's demonstrated experience.
- Biographical data required in item above on all replacement personnel. The City of Inver Grove Heights reserves the right to approve any replacement personnel.
- Demonstrate an understanding of the Project and develop objectives. Outline why your firm should be selected.
- Discuss the key elements of your approach to the project with an emphasis on how the major tasks would be accomplished. This should include a proposed project schedule identifying how the firm would sequence identifiable elements of the project, specific milestones and meeting sequences with the citizen task force, community at large and City Council.
- Identify your firm's number years of experience and at least three other projects completed of a similar nature.
- List a minimum of three references that are familiar with the quality of services provided by each of the firms / individuals included for the proposed team, for this type of project. For each reference, list the person's name, address, and telephone numbers.
- Prepare a statement of understanding and agreement that the overall charges for this project shall not exceed the specified price quote amount. The maximum allowable amount for the overall charges shall be \$75,000. While the \$75,000 figure was established as the not-to-exceed amount based on dollars allocated for the project by the Inver Grove Heights City Council, proposals may be less than \$75,000.
- Submit a firm, "not-to-exceed" agreement on itemized total cost and fee structure based on the firm's approach to the project, which will be used with monthly billing estimates as a basis of payment with the Consultant submitting a detailed itemized invoice listing quantities chargeable for that period. A "Cost Estimate Chart" is included in the RFP.



- Submit a firm, “not-to-exceed” consultant fee for Principal, Engineer, Planner, Landscape Architect, Technician, and all other staff that will be used on the project with monthly billing estimates as a basis of payment with the Consultant submitting a detailed itemized invoice listing quantities chargeable for that period.
- Submit an anticipated reimbursable “not-to-exceed” charge for travel, materials, printing costs, etc. which will be used with monthly billing estimates as a basis of payment with the Consultant submitting a detailed itemized invoice listing quantities chargeable for that period.
- Submit hourly rates over and above the base price that will be used with monthly billing estimates as a basis of payment with the Consultant submitting a detailed itemized invoice listing quantities chargeable for that period.

Please submit a minimum of six (6) copies of the proposal (plus one single-sided unbound copy) to:

Eric Carlson, Director, Inver Grove Heights Recreation and Parks, 8055 Barbara Ave N, Inver Grove Heights, MN 55077. Proposal deadline is 4:00 P.M., CDT, Friday, May 25, 2012. Proposals received later than the deadline will not be accepted.

Consultant Selection Criteria

A selection committee will review all submissions. A selection committee established by the City will invite selected firms for an interview. Below are the criteria that will be used in screening, interviewing, and selection of consulting firm.

Demonstrated Related Experience (25% of Rating)

- At least one person with the firm shall be a duly registered Professional Engineer/Architect/Landscape Architect/Planner of the discipline required for the specific portion of service on the Project, licensed under the laws with the State of Minnesota as required for each portion of the required work, have a currently valid Registration / License Number(s), and if needed, be able to sign and seal documents.
- Demonstrated experience in coordination of project specifics with multiple entities.
- Demonstrated experience in leading/facilitating public meetings.
- Demonstrated experience to connect with the various ethnic populations similar to those residing within Inver Grove Heights.
- List three references that are familiar with your firm’s demonstrated experience with similar projects.
- Successful experience in meeting project timetables and project budgets.
- Successful experience in park master planning projects of a similar type, size and setting.
- Timely and cost effective experience in planning document preparation.



Proposed Project Approach (25% of Rating)

- Understanding the opportunities and desired outcomes in conducting a park master plan update.
- Understanding the needs of the City, businesses, residents and park users as it relates to the use of the City's park system and services.
- A statement of the general approach to be taken by the consultant in undertaking this project.
- A statement by the consultant regarding how a team approach can be developed and maintained by all parties involved in the project.

Consultant's Fees and Costs (50% of Rating)

- Demonstrated successful previous budget performance and experience in meeting project budgets.
- Description of approach to budgeting and bidding, and how to avoid the "over-budget" experience.
- Presentation of firm's best offer; firm "not to exceed" Consultant figure; hourly rate over and above base proposal for Principal, Planner, technician; and reimbursable expenses, etc.
- Financial information on ability of Consultant to provide trained and experienced staff to accomplish work in time allotted.

Deliverables

The Consultant is expected to deliver 24 copies of the draft master plan to the City by March/April 2013 for presentation to the PRAC and City Council. The Consultant will then incorporate revisions as directed and represent the final draft of the master plan to the City Council by May 2013. The document should then be prepared for final submission to the City. Approval from the City Council will serve as the "go-ahead" to prepare the final deliverables. The final deliverables shall include:

24 copies of the final park master plan should be formatted in the following manner.

Loose-leaf bound in three-ring binders

Printing to be double-sided (back to back)

8.5" x 11" paper except for maps, charts or diagrams that may be on folded 11" x 17" paper

Each section shall be marked by dividers

Color copies of pages including maps or photographs

Add one, single-sided copy unbound

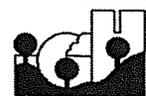
Two CD's of the final park master plan (electronic format). The park master plan should be available in MS Word format

Presentation materials (i.e. Power Point presentation, maps, minutes, graphics, etc.) used throughout the update process to become property of the City of Inver Grove Heights.



The final product will become the property of the City of Inver Grove Heights along with all-inclusive rights for reproduction and distribution.

DRAFT



Contract Terms and Conditions

The successful Consultant agrees that during the term of the Agreement entered into between the Consultant and the City:

Condition of Receipt of Proposals

The Request for Proposals does not obligate the City of Inver Grove Heights to award any specific project. The City of Inver Grove Heights reserves the right to cancel this solicitation or to change its scope if it is considered in the best interest of the City of Inver Grove Heights.

The City of Inver Grove Heights reserves the right to waive irregularities in proposal content or to request supplemental information from proposers.

Fees and Negotiations

The City of Inver Grove Heights will conduct fee and contract execution with the recommended firm based on the draft contract. However, in the event the City is unable to reach satisfactory agreement, the City will stop negotiations and commence negotiations with other qualified applicants. If you have questions regarding submission requirements, please contact: City of Inver Grove Heights – Eric Carlson 651.450.2587, ecarlson@invergroveheights.org.

No reimbursement will be made by the City of Inver Grove Heights for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

Monthly estimates will be used as method of payment with the Consultant submitting a detailed itemized invoice listing units and quantities of times, personnel, mileage, etc., chargeable for that period and applied to the unit cost of personnel, mileage, etc.

Miscellaneous

The successful Consultant agrees, as a condition of being awarded the Contract, to require each of its agents, officers and employees to abide by the City of Inver Grove Heights's policies prohibiting sexual harassment, firearms and smoking, as well as all other reasonable work rules, safety rules or policies regulating the conduct of persons on City property at all times while performing duties pursuant to this Contract. The Contractor agrees and understands that a violation of any of these policies or rules constitutes a breach of the Contract and sufficient grounds for immediate termination of the Contract by the City.

The successful Consultant further agrees that during the term of the Agreement entered into between the Consultant and the City:

The laws of the State of Minnesota shall govern consultant contract.

The Consultant will comply with all federal, state and local laws, ordinances, rules and regulations governing discrimination and will not discriminate against any applicant or



employee for employment because of race, creed, national origin, or ancestry, sex, sexual orientation, marital status, age, religion, or handicap.

Consultant also agrees that all subcontracts entered into for the performance hereof shall include a similar provision.

If a Consultant refuses or fails to furnish goods or services in accordance with the requirements of the contract and within the time limits contained in the contract, the City may purchase such goods or services from other sources, adjusting fees paid to Consultant accordingly.

Contract Length

The contract shall be effective upon the date of acceptance by the City and the Consultant and expire upon completion of the services covered by the contract. The contract may be canceled by the City or the Consultant upon thirty (30) days written notice of such cancellation. In the event of termination of the contract, there shall be no further obligation on the part of the City to the Consultant save and except for payment of sums due and owing for expenses and work incurred by the Consultant prior to the date of termination.

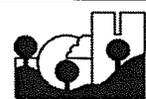
Rights of Use

The Consultant shall agree that the City will own and have the right to use, reproduce and apply as it desires, any data, reports, analyses and materials which are collected or developed by the Consultant or anyone acting on behalf of the Consultant as a result of the contract.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify the City, its officers, employees, agents, volunteers and others acting on the City's behalf, hold them harmless, and defend and protect them from and against any and all loss, damage, liability, claim, cost or expense (specifically including reasonable attorneys' fees and other costs and expenses of investigation and defense), of any sort, arising out of or otherwise in connection with the Consultant's performance, or the performance of any subcontractor or other person or entity for whose acts or omissions the Consultant is legally responsible, under the Contract. Notwithstanding the foregoing, the Consultant shall not be responsible for any loss, damage, liability, claim, cost or expense to the extent it is alleged and established that such loss, damage, liability, claim, cost or expense was occasioned by the negligence or willful misconduct of the City in connection with the performance of the Contract. The City shall have the right, at its own expense, to associate in the defense of any action defended by the Consultant pursuant to this provision.

The Consultant's obligations under this Indemnification provision shall survive the expiration or termination of the Contract.



Insurance

Commercial General Liability Insurance coverage for Bodily Injury, Property Damage, Personal Injury, Advertising Injury, Contractual Liability (applying to the Contract), Independent Contractors, and Products-Completed Operations liability coverage limits of at least \$2,000,000 Each Occurrence.

Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of ownership, maintenance, use of all owned, non-owned and hired automobiles and other motor vehicles utilized by the Consultant in connection with its performance under this Contract in the amount of at least \$2,000,000 per accident.

Workers' Compensation insurance in compliance with all applicable statutes. Such policy shall provide Employer's Liability coverage with limits of at least \$500,000 for each coverage provided thereunder.

Professional (or "Errors & Omissions") Liability Insurance in the amount of at least \$2,000,000 Each Claim, and, if applicable, Annual Aggregate, covering the Consultant's liability for negligent acts, errors or omissions in the performance of professional services under the Contract.

The Consultant's Commercial General Liability and Automobile Liability insurance policies shall include the City, its officers, employees, agents, and volunteers as Additional Insureds thereunder to the extent of liability arising out of the Consultant's acts or omissions or the acts or omissions of the Consultant's subcontractors or others acting on the Consultant's behalf.

Prior to commencing any performance under the Contract, the Consultant shall provide Certificates of Insurance to the City's Office of Loss Control with evidence that the insurance coverage required hereunder is in full force and effect. Such evidence of insurance shall be accompanied by copies of any Additional Insured endorsements or automatic Additional Insured policy provisions necessary to achieve compliance with the Additional Insured requirements of the Contract. All such evidence of insurance shall require that the insurer provide at least thirty (30) day written notice of cancellation.

The minimum liability insurance limits required hereunder may be satisfied by the limits afforded under the Consultant's primary liability insurance policy(ies) in combination with the limits afforded by an Umbrella or Excess Liability Policy (or policies).

Independent Consultant

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Consultant's as the agents, representatives or employees of the City for any purpose or in any manner whatsoever. The Consultant and its staff are to be and shall remain an independent Consultant with respect to all services performed under the



contract. The Consultant represents that it has, or will secure at its own expense, all personnel required in performing services under the contract. Any and all personnel of the Consultant or other persons, while engaged in the performance of any work or services required by the Consultant under the contract, shall not be considered employees of the City, and any and all claims that May arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Consultant, its officers, agents, Consultants or employees shall in no way be the responsibility of the City; and the Consultant shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, severance pay and PERA.

Non-Discrimination

During the performance of the contract, the Consultant will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. The Consultant will take affirmative action to insure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post in places that are available to employees and applicants for employment, notices that set forth the provisions of this nondiscrimination clause. The notices shall inform all persons that any complaints regarding Consultant compliance with the nondiscrimination clause May be reported to the Inver Grove Heights City Manager.

Human Rights

The Consultant agrees to comply with the Minnesota State Human Rights Act, Minnesota Statutes, Section 363.

Americans with Disabilities Act

The Consultant agrees to comply with the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities.

The Consultant agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees, and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Consultant.



Sublet/Assign

The contract shall not be assignable except at the written consent of the City.

Sub-Consultant Payment

The Consultant agrees that it must pay any sub-consultant within ten days of the prime Consultant's receipt of payment from the municipality for undisputed services provided by the sub-consultant. The Consultant agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the sub-consultant on any undisputed amount not paid on time to the sub-consultant. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime Consultant shall pay the actual penalty due to the sub-consultant. A sub-consultant who prevails in a civil action to collect interest penalties from a prime Consultant must be awarded its costs and disbursements, including attorney's fees, incurred in bringing this action.

Data Practices

The Consultant will comply with all applicable provisions of the Minnesota Government Data Practices Act, Chapter 13, of the Minnesota Statutes.

Audit

All books, records, documents, and accounting procedures of the Consultant, relevant to the contract, all subject to examination by the City and either the legislative or state auditor as appropriate, pursuant to Minnesota Statutes, Section 16C.05, subd. 5.

Laws

The Consultant will comply with all applicable local, state and Federal laws, rules and regulations in the performance of the duties of the contract. The Consultant will comply with and be governed by all laws of the State of Minnesota.

Mediation

The City and the Consultant agree to submit all claims, disputes and other matters in question between the parties arising out of or relating to the contract to mediation. The mediation shall be conducted through the Mediation Center, 1536 Hewitt Avenue, St. Paul, Minnesota. The parties hereto shall decide whether mediation shall be binding or non-binding. If the parties cannot reach agreement, the mediation shall be non-binding. In the event mediation is unsuccessful; either party May exercise its legal or equitable remedies and May commence such action prior to the expiration of the applicable statute of limitations.

Termination

The contract may be terminated for any reason upon giving thirty (30) days advanced written notice to the other party. The City reserves the right to cancel the contract at any time in the event of default or violation by the Consultant of any provision of the contract. The City may take whatever action at law or in equity that may appear necessary or



desirable to collect damages arising from a default or violation or to enforce performance of the contract.

Statement of Non-Collusion

The following statement shall be made as part of the Consultant proposal.

I affirm that I am the Consultant, a partner of the Consultant firm, or an officer or employee of the Consulting corporation with authority to sign on the Consultant's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this proposal have not been communicated by the Consultant or its agent to any person not an employee or agent of the City.

Signed

Print Name

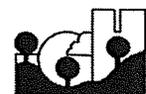
Title

Firm Name

Address

City/State/Zip Code

Telephone and Fax Numbers



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Update for Heritage Village Park Master Plan

Meeting Date: April 11, 2012
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

Approve a proposal submitted by Brauer & Associates to update the master plan for Heritage Village Park in an amount not to exceed \$6,300. Funding for the master plan update would come from the Park Acquisition and Development Fund (Fund 402).

SUMMARY

In September 2004 the City of Inver Grove Heights adopted the 1st master plan for Heritage Village Park (attached). This version of the plan envisioned the main entrance to the park at a newly created 64th St crossing of the rail road tracks. The railroad will not approve a crossing of the tracks at 64th St so a different plan must be created to provide access to the park.

In December 2011 the City adopted an updated master plan for Heritage Village Park (see attached) based on the fact that property currently owned by Allied Waste would become part of the park. Allied Waste does not appear to be interested in selling their property for park purposes so an updated plan is necessary.

The City has received a \$1,000,000 grant from the State of Minnesota that expires in June 2015. We will be using about \$300,000 of the grant on the 66th St. project leaving a balance of approximately \$700,000. The grant can be used to make capital improvements to the property but cannot be used to purchase property. The master plan should be updated and decisions made on how to utilize the remainder of the grant proceeds prior to 2015.

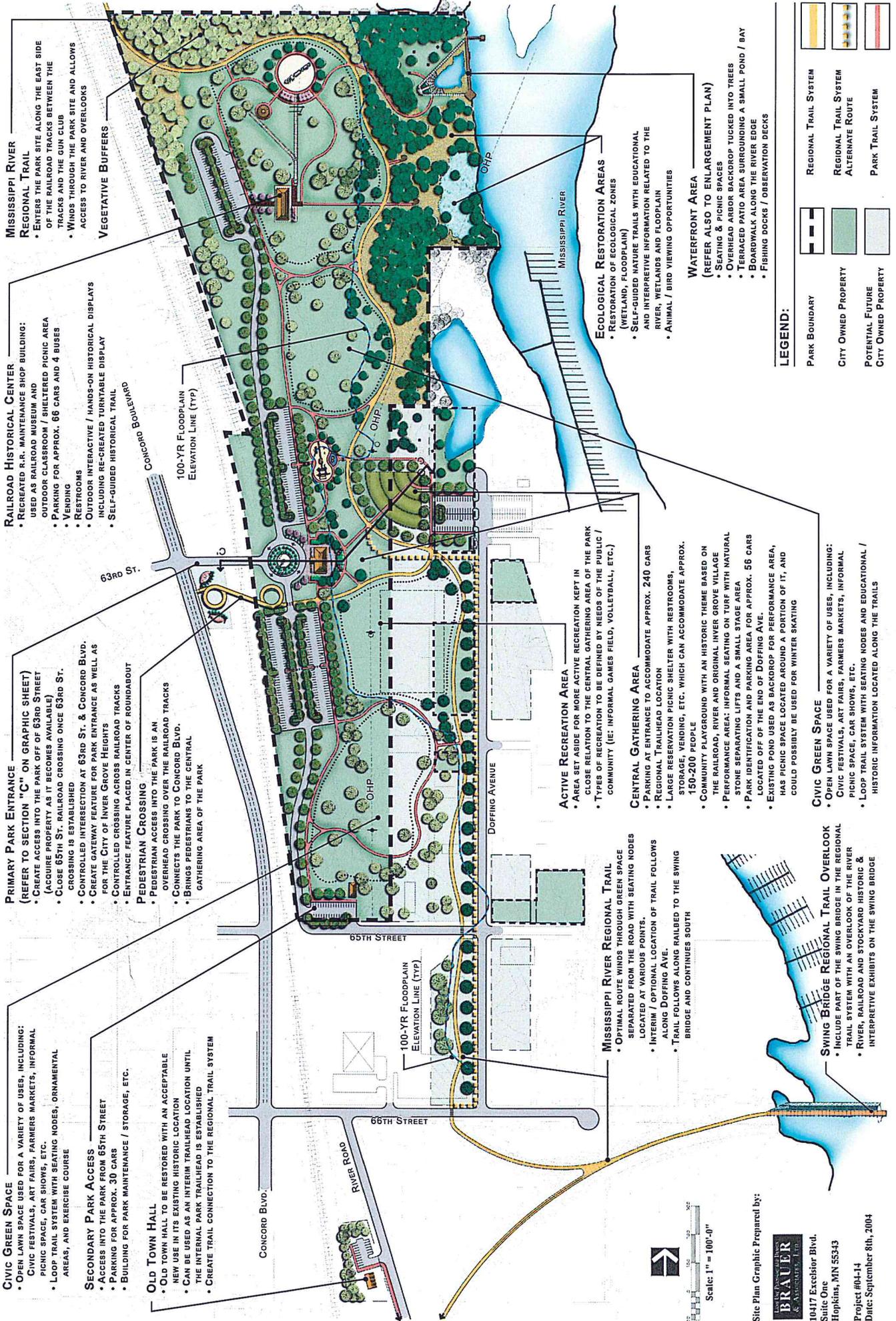
It is believed that given all of the public discussion surrounding Heritage Village Park this second plan update should be fairly small in scope. While involvement from the public will be sought, the scope of work and planned improvements is pretty well defined. It is planned that the process would be:

| | |
|-------------------------|--|
| Kick-off Meeting | Meeting with staff to understand the scope of work and intended outcomes. The proposed program and improvements would be reviewed during the meeting |
| Schematic Concept | Brauer would prepare up to two alternative schematic concepts to fit within the park area and include the outlined programs and improvements. These would be reviewed by the PRAC and staff |
| Preliminary Master Plan | <p>Brauer would prepare a preliminary master plan based on feedback received from the PRAC and staff on the schematic concepts</p> <p>Using the preliminary master plan an Open House would be conducted by staff to solicit public feedback. Staff would also meet individually with some of the key property owners in the HVP neighborhood.</p> <p>The PRAC and Council would review the preliminary master plan and provide comments as necessary.</p> |
| Final Master Plan | A final master plan would be developed based on comments received and ultimately approved by the Council. |

Brauer and Associates would not attend any of the public meetings in an effort to keep costs down. Should the Council desire Brauer's participation at a public meeting, Brauer would charge an additional \$500 per meeting.

HERITAGE VILLAGE PARK ON THE MISSISSIPPI MASTER PLAN

CITY OF INVER GROVE HEIGHTS PARKS & RECREATION



CIVIC GREEN SPACE
 • OPEN LAWN SPACE USED FOR A VARIETY OF USES, INCLUDING: CIVIC FESTIVALS, ART FAIRS, FARMERS MARKETS, INFORMAL PICNIC SPACE, CAR SHOWS, ETC.
 • LOOP TRAIL SYSTEM WITH SEATING NODES, ORNAMENTAL AREAS, AND EXERCISE COURSE

SECONDARY PARK ACCESS
 • ACCESS INTO THE PARK FROM 65TH STREET
 • PARKING FOR APPROX. 30 CARS
 • BUILDING FOR PARK MAINTENANCE / STORAGE, ETC.

OLD TOWN HALL
 • OLD TOWN HALL TO BE RESTORED WITH AN ACCEPTABLE NEW USE IN ITS EXISTING HISTORIC LOCATION
 • CAN BE USED AS AN INTERIM TRAILHEAD LOCATION UNTIL THE INTERNAL PARK TRAILHEAD IS ESTABLISHED
 • CREATE TRAIL CONNECTION TO THE REGIONAL TRAIL SYSTEM

PRIMARY PARK ENTRANCE
 (REFER TO SECTION "C" ON GRAPHIC SHEET)
 • CREATE ACCESS INTO THE PARK OFF OF 63RD STREET (ACQUIRE PROPERTY AS IT BECOMES AVAILABLE)
 • CLOSE 65TH ST. RAILROAD CROSSING ONCE 63RD ST. CROSSING IS ESTABLISHED
 • CONTROLLED INTERSECTION AT 63RD ST. & CONCORD BLVD.
 • CREATE GATEWAY FEATURE FOR PARK ENTRANCE AS WELL AS FOR THE CITY OF INVER GROVE HEIGHTS
 • CONTROLLED CROSSING ACROSS RAILROAD TRACKS
 • ENTRANCE FEATURE PLACED IN CENTER OF ROUNDABOUT

PEDESTRIAN CROSSING
 • PEDESTRIAN ACCESS INTO THE PARK IS AN OVERHEAD CROSSING OVER THE RAILROAD TRACKS
 • BRINGS PEDESTRIANS TO THE CENTRAL GATHERING AREA OF THE PARK

RAILROAD HISTORICAL CENTER
 • RECREATED R.R. MAINTENANCE SHOP BUILDING: USED AS RAILROAD MUSEUM AND OUTDOOR CLASSROOM / SHELTERED PICNIC AREA
 • PARKING FOR APPROX. 66 CARS AND 4 BUSES
 • VENDING
 • RESTROOMS
 • OUTDOOR INTERACTIVE / HANDS-ON HISTORICAL DISPLAYS INCLUDING RE-CREATED TURNTABLE DISPLAY
 • SELF-GUIDED HISTORICAL TRAIL

MISSISSIPPI RIVER REGIONAL TRAIL
 • ENTERS THE PARK SITE ALONG THE EAST SIDE OF THE RAILROAD TRACKS BETWEEN THE TRACKS AND THE GUN CLUB
 • WINDS THROUGH THE PARK SITE AND ALLOWS ACCESS TO RIVER AND OVERLOOKS
 • VEGETATIVE BUFFERS

ACTIVE RECREATION AREA
 • AREA SET ASIDE FOR MORE ACTIVE RECREATION KEPT IN CLOSE RELATION TO THE CENTRAL GATHERING AREA OF THE PARK
 • TYPES OF RECREATION TO BE DEFINED BY NEEDS OF THE PUBLIC / COMMUNITY (IE: INFORMAL GAMES FIELD, VOLLEYBALL, ETC.)

CENTRAL GATHERING AREA
 • PARKING AT ENTRANCE TO ACCOMMODATE APPROX. 240 CARS
 • REGIONAL TRAILHEAD LOCATION
 • LARGE RESERVATION PICNIC SHELTER WITH RESTROOMS, STORAGE, VENDING, ETC. WHICH CAN ACCOMMODATE APPROX. 150-200 PEOPLE
 • COMMUNITY PLAYGROUND WITH AN HISTORIC THEME BASED ON THE RAILROAD, RIVER AND ORIGINAL INVER GROVE VILLAGE
 • PERFORMANCE AREA: INFORMAL SEATING ON TURF WITH NATURAL STONE SEPARATING LIFTS AND A SMALL STAGE AREA
 • PARK IDENTIFICATION AND PARKING AREA FOR APPROX. 55 CARS LOCATED OFF OF THE END OF DOFFING AVE.
 • EXISTING POND USED AS BACKDROP FOR PERFORMANCE AREA, HAS PICNIC SPACE LOCATED AROUND A PORTION OF IT, AND COULD POSSIBLY BE USED FOR WINTER SKATING

MISSISSIPPI RIVER REGIONAL TRAIL
 • OPTIMAL ROUTE WINDS THROUGH GREEN SPACE SEPARATED FROM THE ROAD WITH SEATING NODES LOCATED AT VARIOUS POINTS.
 • INTERIM / OPTIONAL LOCATION OF TRAIL FOLLOWS TRAIL FOLLOWS ALONG DOFFING AVE.
 • TRAIL FOLLOWS ALONG RAILED TO THE SWING BRIDGE AND CONTINUES SOUTH

ECOLOGICAL RESTORATION AREAS (WETLAND, FLOODPLAIN)
 • RESTORATION OF ECOLOGICAL ZONES
 • SELF-GUIDED NATURE TRAILS WITH EDUCATIONAL AND INTERPRETIVE INFORMATION RELATED TO THE RIVER, WETLANDS AND FLOODPLAIN
 • ANIMAL / BIRD VIEWING OPPORTUNITIES

WATERFRONT AREA
 (REFER ALSO TO ENLARGEMENT PLAN)
 • SEATING & PICNIC SPACES
 • OVERHEAD ARBOR BACKDROP TUCKED INTO TREES
 • TERRACED PATIO AREA SURROUNDING A SMALL POND / BAY
 • BOARDWALK ALONG THE RIVER EDGE
 • FISHING DOCKS / OBSERVATION DECKS

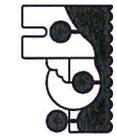
CIVIC GREEN SPACE
 • OPEN LAWN SPACE USED FOR A VARIETY OF USES, INCLUDING: CIVIC FESTIVALS, ART FAIRS, FARMERS MARKETS, INFORMAL PICNIC SPACE, CAR SHOWS, ETC.
 • LOOP TRAIL SYSTEM WITH SEATING NODES AND EDUCATIONAL / HISTORIC INFORMATION LOCATED ALONG THE TRAILS

SWING BRIDGE REGIONAL TRAIL OVERLOOK
 • INCLUDE PART OF THE SWING BRIDGE IN THE REGIONAL TRAIL SYSTEM WITH AN OVERLOOK OF THE RIVER
 • RIVER, RAILROAD AND STOCKTARD HISTORIC & INTERPRETIVE EXHIBITS ON THE SWING BRIDGE

LEGEND:

| | | | |
|--|--------------------------------------|--|---------------------------------------|
| | PARK BOUNDARY | | REGIONAL TRAIL SYSTEM |
| | CITY OWNED PROPERTY | | REGIONAL TRAIL SYSTEM ALTERNATE ROUTE |
| | POTENTIAL FUTURE CITY OWNED PROPERTY | | PARK TRAIL SYSTEM |

Site Plan Graphic Prepared by:
BRAUER & ASSOCIATES, LTD.
 10417 Excelsior Blvd.
 Suite One
 Hopkins, MN 55343
 Project #04-14
 Date: September 8th, 2004



Inver Grove Heights, MN Heritage Village Park

ON THE MISSISSIPPI RIVER

BRALER & ASSOCIATES, LTD.
LANDSCAPE ARCHITECTS
1100 W. PARKWAY
MINNEAPOLIS, MN 55425
TEL: 612.338.4311
FAX: 612.338.0693
Project # 10-07
Date: Dec. 1st, 2010



Infiltration Basin (typ)
Use of basins and rain gardens to collect and pretreat stormwater before entering another water body

Improved Roadway
Improve Doffing Ave. with designated turn lanes, adequate separation from adjacent businesses / residents, improved storm water collection, etc.

Historical Buildings
Town Hall and Schoolhouse buildings could be relocated to increase historical significance of the park - depending on final use and costs for relocation. Locations shall be based on use of buildings to fit with appropriate setting, but could be part of the Heritage Gardens

Asphalt Trails
Provides access to park amenities and creates internal loops

Community Space
Open lawn space for various community events, informal sports, etc.

Heritage Gardens
Ornamental gardens containing artifacts, sculptures and interpretive signage displaying the historical significance of the community intertwined with various seating areas and walkways

Event Seating
Small to medium sized park steps for various demonstrations, plays, movies and park events with adjacent tiered seating in the hillside

Community Space
Open lawn space for various community events, informal sports, etc.

River Access
Small trail leads down to the river with blocks or large stones creating large steps along the waters edge that can withstand flooding for seating and viewing the river

Rock Island Bridge
Bridge overlook with entrance patio area for gathering and displaying historical information

Deck Overlook
Small deck built on upper railroad track area overlooking the natural areas and river with a staircase leading down to the bridge overlook

History Mystery Node
Location for "cave" associated with a historical themed treasure hunt (typ)

Bridge Gateway
A pedestrian trail leading to the bridge overlook contains historical signage over the trail and a monument sign is placed at the end of the roadway, creating a significant gateway to the bridge location

Regional Trailhead
Parking lot for bridge and trailhead with adjacent bike racks, seating, information kiosk, and restroom facilities with city utility services

Park Building
Multi-purpose building provides main park focal point when entering. Building contains full restrooms, picnic space for approx. 200 people, storage, and a patio area with additional picnic space and custom grills overlooking the lawn

Trail Connections
Trail built on previous railroad line provides a neighborhood connection

Trail Stop
Trail stop with bike racks, information kiosk and maps with directions to Rock Island Bridge are provided along the trail intersection

Regional Trail
Connection to the South

Park Entry
Main park entry with dedicated turning lane, one-way roundabout entrance, park signage monument, drop off area, and parking lots.

Lawn Space
Lawn space designed to recall the roundhouse can be used for many recreational games common with picnics and gatherings, such as lawn volleyball, ladderball, bean bags, croquet, etc.

66th Street Gateway
66th Street access off of Concord becomes the main park entrance road with a gateway monument sign along Concord

Central Play Area
Community sized playground for all age groups and a small splash pad area surrounding an open air picnic shelter

65th Street Access
65th Street access off of Concord leads to a parking lot and would remain the alternate fire access

Master Plan-South

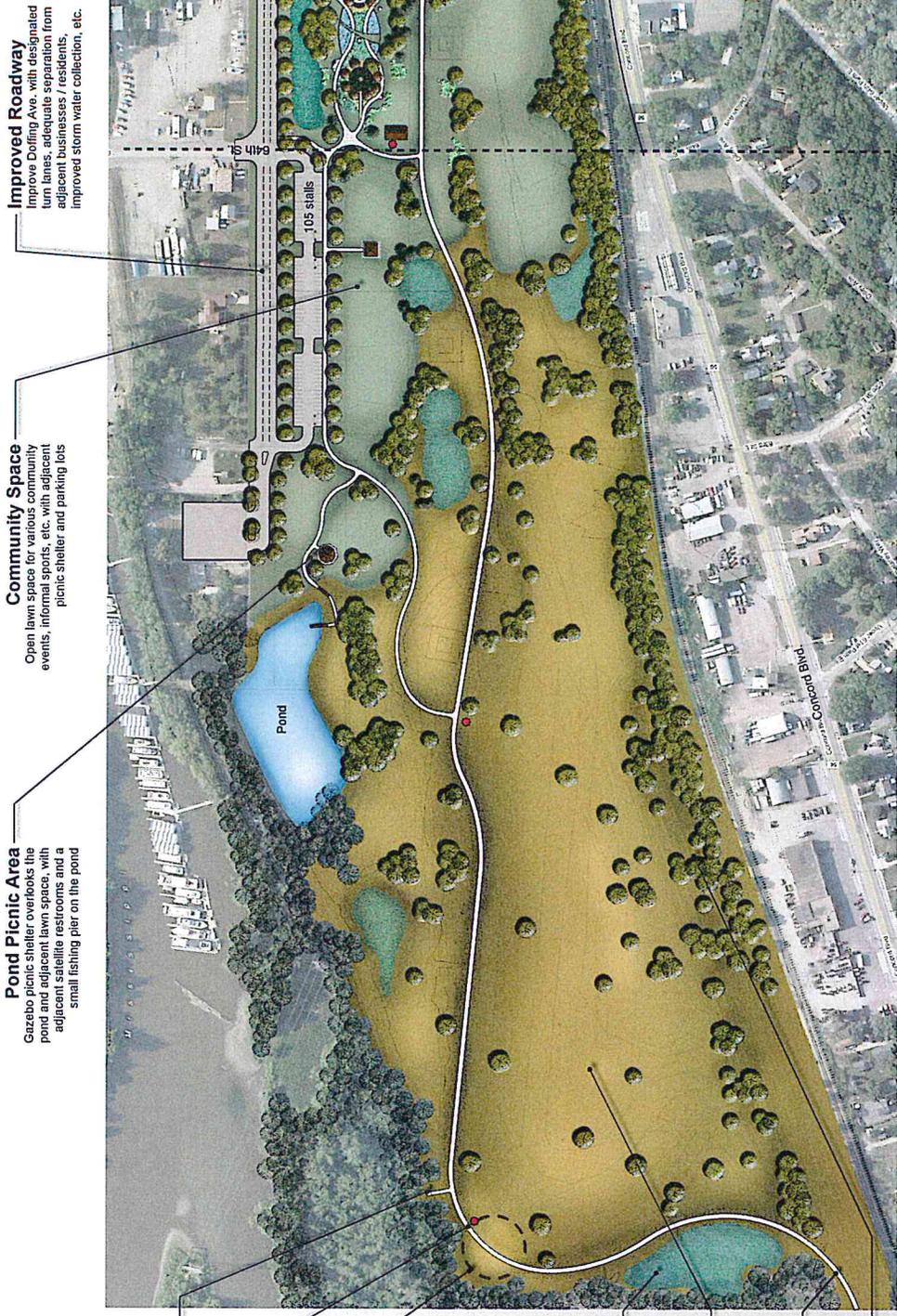


inver grove heights, mn

Heritage Village Park

ON THE MISSISSIPPI RIVER

BRALER & ASSOCIATES, LTD.
LANDSCAPE ARCHITECTS AND PLANNERS
1100 W. WASHINGTON ST., SUITE 100
MINNEAPOLIS, MN 55402
PH: 612-338-8011
FX: 612-338-8022
Project # 1047
Date: Dec. 1st, 2010



Pond Picnic Area
Gazebo picnic shelter overlooks the pond and adjacent lawn space, with adjacent satellite restrooms and a small fishing pier on the pond

Community Space
Open lawn space for various community events, informal sports, etc. with adjacent picnic shelter and parking lots

Improved Roadway
Improve Dooling Ave. with designated turn lanes, adequate separation from adjacent businesses / residents, improved storm water collection, etc.

Interpretive Overlooks
Small overlooks to be placed along the trail throughout the park to make use of scenic views, provide seating areas, and to illustrate historical interpretive information

History Mystery Node
Location for "club" associated with a historical themed treasure hunt (typ)

Roundhouse Location
Rustic stone benches are placed along the edge of the roundhouse location for historical significance

Infiltration Basin (typ)
Use of basins and rain gardens to collect and pretreat stormwater before entering another water body

Natural Area
Enhance and restore native prairie and savanna areas of the park with appropriate plant species

Regional Trail
Connection to the North

Vegetative Buffers
Create vegetative buffers along the berm for additional screening and naturalization. Plantings shall be appropriate for savannas or hardwood forests

Master Plan - North

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: April 11, 2012
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

The subcommittee will provide the full Commission with monthly updates regarding efforts to update our Comprehensive Park Plan and Development Guide.

SUMMARY

In November 2011 the Commission set up a sub-committee consisting of Chair Al Eiden, Commissioners Desta Meyer and Chris Solberg along with Park Superintendent Mark Borgwardt, Recreation Superintendent Tracy Petersen, and myself.

Feel free to ask appropriate questions regarding the sub-committees efforts.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Inver Wood golf Annual Pass Discussion

Meeting Date: April 11, 2012
Item Type: Administrative Presentations
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 type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED

Discuss the concept of an annual pass for Inver Wood Golf Course.

SUMMARY

In February a resident of Woodbury approached the Commission about instituting an annual pass for golf at Inver Wood. The Commission should have an open discussion concerning an annual pass. As with any issue there will be pros and cons and the issues must be investigated and information must be reviewed and understood before a final decision is made. At this point of the season, the earliest an annual pass could be implemented would be for the 2013 golf season if the conclusion is that an annual pass is a good idea for Inver Wood.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: April 11, 2012
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

Items included:

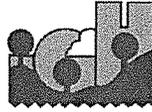
- Department Happenings Report
- Miscellaneous

Items to be discussed:

- Miscellaneous
- Commission Appreciation Event (April 19, 2012)



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

Golf Course Opening for 2012 Season

The Driving Range opened for business on Thursday March 15th with the golf course opening on March 16th. Greens are already being mowed regularly. The regular mowing schedule for all play surfaces will begin the first week of April. The turf condition of the golf courses is excellent at this early date.

2012 Tee Times

Tee time reservations will now be accepted 7 days in advance either in-person or by telephone and 28 days in advance at www.inverwood.org. We have increasingly heard input back from all golfers that tee times should be available on a much broader basis. With the addition of new technology, specifically on-line booking, this becomes much more manageable in terms of securing tee times. The idea is to be much more open in our access to tee times, eliminating any barriers to participation, rounds, and ultimately revenue.

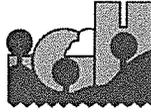
To compensate for this change, we lowered the price of the Resident Patron Card from \$40 the last two seasons to \$25 this year. With a \$7 savings on each eighteen hole round, the weekend resident player will recapture the purchase price of the card in just 4 rounds. The card will evolve to a discount card or frequent player card for green fees in the future.

Leagues

Organized leagues are in place for the league demand periods Monday through Thursday from 4:30 PM to 6:00 PM. A total of 44 tee times on each course are available in this four day period. For 2012, 36 league tee times will be required for the championship course equaling 82 percent of availability and 31 league tee times will be required for the executive course equaling 70 percent of availability.



Parks & Recreation Department Department Happenings



Recreation

May Day 5K

Staff will be assisting the School District #199 B.E.S.T. Foundation with the 14th Annual May Day 5K family run/walk on Saturday, May 5. Staff helps coordinates facilities, equipment, race route logistics and pre-event registration. In conjunction with this event, the Department will be hosting its Indoor Toy & Garage Sale from 8a.m.-1p.m. and our new Outdoor Expo from 9a.m.-noon.

An Early Spring!

With warm weather and no frost or snow in the ground, all of our athletic users want to be out on the fields early! We will be working with user groups to ensure that we do not get on certain areas too early and cause any damage.

Dakota County Simple Steps is Back!

The Dakota County walking program is back again this year! Residents in Dakota County can sign up online from March 15-June 15 at www.dakotacounty.us. Those that track miles are eligible to win prizes. The program is free. Inver Grove Heights had over 100 people participate in 2011.

Random Acts of Fitness Will Be Hitting the Streets!

Staff will be out in the streets beginning in May to catch our “cardio criminals.” We’ll be looking for residents-young and old, who are outside and being active. Those we find will be given a bag full of swag. We’ll also post our findings on the City website and Facebook.

Dakota County Local Bicycling Grant Received!

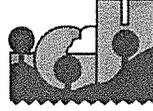
The Recreation Division recently received a grant from Dakota County for \$500 to support our new event, The Amazing Bike Adventure. The event will be held on Saturday, June 23 @ 10a.m. and it will take bikers on a tour of Inver Grove Heights searching for clues and showing them how they can navigate within the trail and sidewalk system.

Celebrate National Trails Day with Us!

On Saturday, June 2, we will be hosting a walking event at Harmon Park Reserve at 10a.m. to celebrate National Trails Day. Participants will walk the mountain bike trails and receive a free gift and snack. The event is free and open to the public. More information can be found at www.funatthegrove.com



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Check out our New Swimming Events

The aquatics staff has put together some new offerings for the summer. These include: a Super Safe Swimmer Night geared to educate the non-swimming community, a swim camp, intro to dive club class and an intro to swim club class. We've also been working this spring on speaking to the local elementary schools about our swim lesson programs.

Spring Ice Show: "Over the Rainbow"

The Learn to Skate program will be conducting their 5th Annual Ice Show on Friday, April 27 at 7 p.m. This is a great way for our skating participants to show off everything they have learned in class. The event is free for the public to watch and free for any Learn to Skate participant to take part in.

Safety & Activities Fair

The Community Center is once again hosting the School District #199 Safety & Activities Fair on April 19 from 5:30-7:30 p.m. The recreation department will also be participating in the event by having a booth to promote our upcoming summer programs and the facility. The event draws about 500 people each year.

New TRX Classes a Hit!

Our new TRX classes which focus on a functional training that builds strength, endurance, mobility and power, are proving to be a hit with members. Our new fitness space upstairs has allowed us to offer this great new program.

Summer Membership Special

Our summer membership is a great way to enjoy our amenities at a great price. Participants can join from May 1-June 15. The membership is good through September 2.

Teens Take to Fitness!

Our fitness Center has a wide variety of teen fitness programs this summer. These include: Zumbatomic, Karma Kids, My MMA, IMSOFIT and our Teen Passport to Fitness. These programs are geared to keeping our youth active and healthy during the summer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: April 11, 2012
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.