

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 13, 2012
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Welcome New Commissioner – Mary Hapka
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 11, 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 Minutes of May 9, 2012
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. Review Friends of the Mississippi River Proposal for a Natural Resource Management Plan
 - C. Review Policy on Other Power Driven Mobility Devices
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Future of Our Parks Report – Park & Recreation System Plan
 - C. 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.

This document is available upon a 3 business day request in alternate formats such as Braille, large print, audio table, etc. Please contact Eric Carlson at 651.450.2587 or TDD/TTY 651.450.2501

**City of Inver Grove Heights Minutes of the Proceedings
Of The Park and Recreation Advisory Commission
Wednesday, May 9, 2012**

1. CALL TO ORDER:

Chair Eiden called the May 9, 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, Jim Huffman, Joe Boehmer, Stan Johnson, and Desta Meyer
Parks and Recreation Director Eric Carlson
Absent: Commissioner Willie Krech; Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

- A. You can find information regarding the City of Inver Grove Heights by visiting our Web Site at: www.invergroveheights.org
- B. Next Meeting: Wednesday, June 13, 2012. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of April 11, 2012 Minutes

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

Parks and Recreation Director Eric Carlson would like to add item "D" to the agenda regarding To Approve Stairs for the Rock Island Swing Bridge Overlook.

Aye: 8
Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

- A. Review Park Dedication Requirements for – Shaw Construction Inc. Case No. 12-12CZA

Director Carlson stated you are being asked to review Park Dedication requirements for Shaw Construction on behalf of Catco, which is proposing to have a lot split of property located on Clark Road. The development is a 7.31 acre site. The developer is required to provide cash dedication as a form of park dedication for the proposed development. The rate is Zoned "I" at \$5,500 per acre (7.31 acres x \$5,500 = \$40,205). There are neither trails nor sidewalks in the area to consider. We would ask that the tree preservation ordinance be followed, and that they do not plant any Ash trees due to the Emerald Ash Borer epidemic.

Motion by Commissioner Silvi to accept this as presented by Staff with cash dedication. Seconded by Commissioner Johnson.

Aye: 8
Nay: 0 Motion carried.

B. Review Skyview Park Rectangular Field Project

Director Carlson stated we have been working on converting the former baseball/softball area at Skyview Park into a rectangular field area that would be appropriate for soccer, football, or lacrosse. The plans include irrigating that area. The other part of the project would be to replace the playground equipment as well as making handicapped accessible improvements in the park. We received a grant from the MN DNR in the amount of \$86,000. We also have commitments from the Youth Football and Youth Soccer Associations in the amount of \$20,000. The City would then pick up the balance of approximately \$86,000. We are asking you to approve the rectangular portion of the project, including tapping the water main, at \$7,300, having irrigation installed at \$41,544, and having Fine Grade Town and Country Landscaping for \$6,000, as well as miscellaneous items at a cost provided by the City at \$15,000. All of this would be covered by a 50/50 ratio by the grant. We believe we can complete this project within our \$192,000 budget.

Commissioner Solberg asked if this was the final phase of the project.

Director Carlson responded for the rectangular field yes, hopefully kids will be playing on it sometime next year.

Commissioner Meyer asked when the playground equipment will be installed? Is that in this budget or a separate budget?

Director Carlson responded the playground equipment is being replaced out of this allotment. The playground manufacturers are looking at it and submitting proposals for equipment there. We will be meeting here regarding this in June, it goes to the City Council in late June and then hopefully installed in July or August.

Motion by Commissioner Silvi to accept the proposal as set up by City Staff. Seconded by Commissioner Meyer.

Aye: 8
Nay: 0 Motion carried.

C. Review 2012 Trail Projects

Director Carlson stated in the 2012/2016 Capital Improvements Plan we set aside \$80,000 out of Fund 444 for trail reconstruction. We have been working on the 52 Trail and have received two bids. The lower of two bids is in the amount of \$59,565 from Pine Bend Paving. We are recommending that you approve that and it be forwarded on to the City Council for their review and consideration.

Commissioner Huffman stated he has seen that portion of the trail and it needs to be resurfaced. He recommends we approve.

Motion by Commissioner Huffman to approve the proposal. Seconded by Commissioner Johnson .

Aye: 8

Nay: 0 Motion carried.

D. Approve Stairs for the Rock Island Swing Bridge Overlook

Director Carlson stated this item is to approve a set of stairs to be constructed to access the overlook that was constructed over by the Rock Island Swing Bridge. The trail that is on the old railroad bed is being constructed. There is a rather steep embankment that has been popular despite the fact that the trail hasn't been installed yet. We are wishing to install a set of stairs to make it easier for people to do that. We want to work with the Tree Trust Organization for at-risk youth; they are proposing the cost of \$18,568. We are asking that this not exceed the amount of \$19,000. This amount does not include railings. We will have different contractors look at the cost of the railings. We are hoping to get the same type as the bridge has. The stairs need to be constructed first to make sure the railings fit.

Commissioner Solberg asked if we are looking to get this done before the reconstruction of 66th Street?

Director Carlson stated the construction would start in the next week or two.

Commissioner Johnson stated right now people are clambering up or down the hill?

Commissioner Huffman stated he goes there every day with his dog. People are going up and down there and he can't stand it. When they do the trail, the stairs can coincide with everything. The trail will go to the steps. He suggests we leave the stairs sit until next year, but put temporary railings for safety down there, instead of waiting for the galvanized stuff. He feels it's a good time to do this right now. To see these folks going up and down that hill, there are a lot of people there and we need these steps here.

Motion by Commissioner Huffman to approve as presented. Seconded by Commissioner Johnson.

Vice Chair Schueller asked if the stairs would be used before the railings get there?

Director Carlson responded yes. The stairs are going to be built into the ground. It will take some time to get those railings in. If there are problems we can always block that off.

Commissioner Boehmer agreed there should be stairs and the railings.

Aye: 8

Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Future of our Parks Report – Park & Recreation System Plan

Director Carlson stated we have sent out an RFP (Request for Proposal) to ten different firms for them to review and then consider submitting proposals that answers the request we sent out. Those are due back to us on May 24th. We will review them between May 29th and June 19th. The Subcommittee that consists of Chair Eiden, and Commissioners Solberg and Meyer would review those proposals along with City Staff. We will interview two or three consultants on June 18th and then we would have a recommendation for this Commission to

consider on July 11th. It then goes before the City Council on July 23rd. We resume the process in August with the consultant. He has had phone calls from a few consultants regarding the RFP. He expects to get between five and seven proposals turned in.

B. Heritage Village Park/Rock Island Swing Bridge Update

Director Carlson stated the contractor has begun the actual work down on 66th Street. They removed the rail and railroad ties from the old railroad bed. They will be starting some road and utility work in the next week or two. They will be digging out the pond and hauling away the contaminated soil that is on the site and then reconstruct the pond and then bring the parking lot area up to the proper grade. This needs to be completed by June 30th due to the grant we received. We should be on schedule for that to happen. If you have a chance, stop by the area, but know that there may be some road detours set up for some parts of the project.

C. Department Happenings

i. Park & Recreation Annual Report

Director Carlson pointed out that the annual report is in a new format. We have typically done a numbers report, but this report is a new format and we wanted it to be more interesting along with pictures. Staff did this and it is available online as well as a hard copy at the Community Center.

Commissioner Solberg stated they did an excellent job on the annual report. It's very impressive.

Vice Chair Schueller commented about the golf course and their statistics for March. For March of last year we didn't have any rounds played, but this year we have 2,626 rounds played. We are really off to a great start due to the weather. When things don't go well over there it's usually due to weather going bad. A lot of High School teams are playing there. It's a very busy place. If the Commissioner's have some time from between 2:30 to 6:00 p.m., you should stop by and see all the activity there. There are surrounding Communities schools using the course quite frequently. Inver Wood has been very accommodating to the teams. This is a great place to visit this time of year.

Commissioner Solberg asked Vice Chair Schueller how the course held up with all the rain we had last week?

Vice Chair Schueller responded they did have a lot of damage. They were holding back carts one afternoon. With the damage we had to change some of the rules for the meet we had there last weekend. Some of the sand traps were washed out. We had a situation where it was safe to play, but there was some damage. They had a lot of crew out there on Monday. They got a lot fixed up in a hurry. You can't let it be like that for a long period of time as you need to get that course ready to play. By Tuesday they were ready for regular golf.

Commissioner Huffman asked Director Carlson if the stairs were going before the City Council on Monday?

Director Carlson responded yes.

10. COMMISSION COMMENTS:

Vice Chair Schueller stated a citizen told him how impressed they were with the tunnels that were painted. His wife was very impressed with how they looked. It's nice that we have that instead of bare walls or graffiti. The job that was done was done very well.

Director Carlson stated the student's name is Catherine Link. She is a Girl Scout and a student at the Middle School. The tunnel is in the Arbor Point subdivision under College Trail.

Commissioner Boehmer had no comment.

Commissioner Huffman wanted to thank the Commissioner's for doing right with the stairs down by the Rock Island Swing Bridge.

Commissioner Silvi had no comment.

Commissioner Solberg stated we have a wonderful parks system out there. He challenged everyone to get out and see Harmon Park. Go and explore it, you may be impressed with what is in your backyard.

Commissioner Meyer had no comment.

Commissioner Johnson had no comment.

Chair Eiden commented it is really nice when you hear citizens talk about good things in this town. Then you know they are using our amenities and that they are enjoying themselves. Summer is upon us, please find out what is going on and participate. There are some deals at the Veterans Center for this summer. Please take advantage. Have a Happy Mother's Day and a good month.

11. ADJOURN

Motion by Commissioner Johnson, seconded by Commissioner Solberg, to adjourn the meeting at 7:27 p.m.

Aye: 8

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

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

Meeting Date: June 13, 2012
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.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Friends of the Mississippi River Proposal for a Natural Resource Management Plan

Meeting Date: June 13, 2012
Item Type: Regular Agenda
Contact: Mark Borgwardt – 651.450.2581
Prepared by: Mark Borgwardt
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 to City Council hire Friends of Mississippi River for \$3,900, to conduct a Natural Resource Management Plan (NRMP) of 17.28 acre Rock Island Swing Bridge property with funding from Park Dedication Fund 402.

SUMMARY

Friends of Mississippi River is a non-profit charitable citizens based organization whose mission is to protect, restore and enhance the Mississippi River and its watershed in the Twin Cities region. The city hired FMR to conduct a NRMP for Heritage Village Park in 2002. A Natural Resources Management Plan is the first required step in making the city eligible for federal and state grants such as the Outdoor Heritage Fund. FMR is interested in working with the city to enhance and restore the natural areas at this historic site which will make it even more attractive for visitors. Recommend hiring FMR to develop NRMP for 17.28 acre site by RISB with \$3,891.00 cost from Park Dedication Fund 402.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Policy on Other Power Driven Mobility Devices

Meeting Date: June 13, 2012
Item Type: Regular Agenda
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Tracy Petersen
Mark Borgwardt
Al McMurchie/Bethany Adams

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

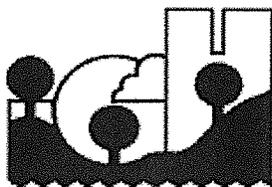
Recommend the attached policy to the City Council concerning Other Power Driven Mobility Devices (OPDMD).

SUMMARY

The 2010 ADA standards – formally known as Revisions to Title II and III of the Americans with Disabilities Act – took effect March 25, 2011 with compliance required by March 15, 2012. Based on feedback received by the Department of Justice there have been some extensions granted on some issues.

One of the items that the City must establish a policy on is in regards to Other Power Driven Mobility Devices or OPDMD's. The City of Inver Grove Heights welcomes people of all abilities to access the programs, services, and facilities provided by the City and will allow appropriate OPDMD's in City facilities, parks and trails to assist persons with mobility disabilities to more fully enjoy programs, services, and facilities.

The attached policy has been created to provide for safe and enjoyable use by all who choose to use our programs, services, and facilities.



American with Disabilities Act Policy & Procedure	
Department	Administration
Specific Policy	Other Power Driven Mobility Devices (OPDMD's)
Approved by Council	TBD
Date Revised by Council	

Purpose

The purpose of these policies is to implement the Department of Justice (DOJ) regulations regarding the use of motorized wheelchairs, mobility scooters and other power driven mobility devices (OPDMD's) in Inver Grove Heights as set forth in the Ordinances.

The City of Inver Grove Heights welcomes people of all abilities to access the programs, services, and facilities provided by the City and will allow appropriate OPDMD's in City facilities, parks and trails to assist persons with mobility disabilities to more fully enjoy programs, services, and facilities. The City has created this policy to provide for safe and enjoyable use by all who choose to use our programs, services, and facilities.

Wheelchair Definition and Use:

The City of Inver Grove Heights allows individuals with mobility disabilities to use manually-operated or power-driven devices such as wheelchairs, walkers, crutches, canes, braces, or other similar devices in all City administered areas open to pedestrian use. The DOJ defines wheelchair as a device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

Other power-driven mobility device (OPDMD):

Means any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by an individual with mobility disabilities – that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as a Segway PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section.

Disability:

Means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Objectives

The City of Inver Grove Heights will allow appropriate OPDMDs in city programs, services, and facilities to assist persons with mobility disabilities to more fully enjoy our services. In order to provide credible assurance of their need for an OPDMD, users are asked to display or carry a state-issued disability parking placard or card, OR a Inver Grove Heights OPDMD tab which is available at no charge. In lieu of

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these items, the City shall accept as a credible assurance a verbal representation, not contradicted by observable fact, that the OPDMD is being used for mobility disability. The City will not ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability.

In accordance with the DOJ, the following assessment factors have been used to determine whether a particular OPDMD can be allowed within a specific facility as a reasonable accommodation:

- Size, width, dimensions, and speed of the device
- The facility's volume of pedestrian traffic
- The facilities design and operational characteristics
- Whether legitimate safety requirements can be established to permit the safe operation of the OPDMD at the facility
- The potential for serious harm to environmental, natural and cultural resources

Operators of all mobility devices must adhere to City ordinances and mobility devices must be electric powered only for their safety, the safety of other park users and for the protection and preservation of property and facilities. For more information please contact the ADA Coordinator.

Mobility devices must be electric powered only. The expulsion of gas-powered devices as compared to electric powered devices is due to several factors:

- City Ordinance prohibits any motorized vehicles in the park system
- The noise of gas-powered devices produces a significant zone of disturbance
- The noise and excessive fumes of gas-powered devices negatively impacts the experience of other park visitors
- For the safety of all users, the following applies to all mobility device users:
- Mobility devices are not permitted in areas of the City that are closed, designated as "staff only" or identified as protected
- The use of mobility devices must not damage natural and/or cultural resources
- Operators of mobility devices, and the devices themselves, must have the capacity to safely negotiate features and obstructions
- The City does not accept responsibility for storage of mobility devices
- The City does not accept liability for damage to mobility devices, stuck vehicles, or injury to operator whether caused by the operator, or another visitor, or the conditions
- The City reserves the right to suspend use of facilities or sites by the operator if doing so is in the best interests of the City.
- The City reserves the right to change, modify, or amend this policy at any time.

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Procedure

Buildings:

- Picnic Shelters
- City Hall/Public Safety
- Park/Recreation Buildings
- Veterans Memorial Community Center
- Public Works Building
- Water Treatment Plant
- Inver Wood Golf Course Clubhouse

DOJ Assessment Factors:

- Size, width, dimensions, and speed of the device
- The facility's volume of pedestrian traffic
- The facilities design and operational characteristics

OPDMDs Allowed/Restrictions:

- OPDMDs allowed within buildings including Segways or similar vehicles, no wider than 36 inches.
- Must be operated in a manner that does not compromise the safety of the user, pedestrians, the building occupants, or the facility infrastructure.

Paved Trails:

- Trails are designed for a variety of pedestrians, bicycles, and other non-motorized trail devices. The trail surface is paved. These trails accommodate two-way traffic and are generally 8-10 feet wide with a 2-3 foot wide non-paved shoulder. The City currently has 26 miles of paved trails which can be heavily used depending on the location of the trail, day of the week and time of the day. Pets on a leash are allowed on all paved trails.

DOJ Assessment Factors:

- Size, width, dimensions, and speed of the device
- The facility's volume of pedestrian traffic
- The facilities design and operational characteristics

OPDMDs Allowed/Restrictions:

- No wider than 48 inches to allow for safe passing of other OPDMDs, bicycles, dogs on leash, and pedestrians.
- Length restriction: Must allow for safe passing and turning on trails.
- Speed – City ordinance for speed of vehicles is 15 mph

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Natural Trails:

- The City has a variety of other seasonal use trails where pedestrians access is granted that may also be suitable for use with an OPDMD. Trail tread width varies depending on trail type, but generally, these trails have irregular tread widths and do not often include trail shoulders. The intent of these trails is to provide an intimate experience in nature; therefore, trees or other natural obstacles may be located close to the trail corridor, and trails could be eroded or muddy. There may be trail boardwalks or bridges that make traversing with an OPDMD more challenging or impassable at times. Pets on a leash are allowed on these trails.

DOJ Assessment Factors:

- Size, width, dimensions, and speed of the device
- The facilities design and operational characteristics
- The potential for serious harm to environmental, natural and cultural resources

OPDMDs Allowed/Restrictions:

- On all single track trails, the width of the vehicle should be similar to a two-wheeled bicycle to allow for a safe navigation of the trail as well as passing of other OPDMDs, pedestrians, and mountain bikes on wider sections.
- Weight restriction: Vehicles must not be heavy enough to leave rut marks or have the power to spin wheels due to the high likelihood that trail rutting and erosion would occur from their use.
- Length restriction: Must allow for safe passing and turning on trails.
- Speed – City ordinance for speed of vehicles is 15 mph

Recreation Areas and Facilities:

- The City has a variety of recreation areas and facilities where pedestrian access is granted that may also be suitable for use with an appropriate OPDMD. Examples of areas and facilities include picnic areas, athletic fields, disc golf, and open areas.

DOJ Assessment Factors:

- Size, width, dimensions, and speed of the device
- The facilities design and operational characteristics
- The potential for serious harm to environmental, natural and cultural resources

OPDMDs Allowed/Restrictions:

- No wider than 32 inches to allow for safe passing of other OPDMDs and pedestrians.
- Length short enough and width narrow enough to allow for safe passing of other OPDMDs and pedestrians
- Vehicle with and OPDMD tire design must not damage trail or turf area.
- Speed restriction: No faster than a pedestrian, generally 7 mph or less.

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Inver Wood Golf Course:

- The City operates a 27-hole golf course and driving range that provides for a variety of skill levels. Golf course turf is maintained at a high level to provide a quality golfing experience. Course includes steep slopes, bunkers and greens.

DOJ Assessment Factors:

- Size, width, dimensions, and speed of the device
- The facility's volume of pedestrian traffic
- The potential for serious harm to environmental, natural and cultural resources

OPDMDs Allowed/Restrictions:

- Due to the potential damage that may be caused by the weight of the vehicle and the tire tread as well as the need for a vehicle design that can safely navigate varied terrain, bunkers and greens, OPDMDs on Inver Wood is limited to vehicles that are designed specifically for use on golf courses by persons with mobility impairments. Specific questions regarding course terrain, features, and conditions and the suitability of the proposed OPDMD should be directed to the Golf Course Manger in advance of your visit to Inver Wood.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 13, 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 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.

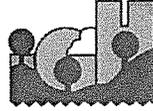
SUMMARY

Items included:

- Department Happenings Report
- Miscellaneous



Parks & Recreation Department Department Happenings



Parks

Community Garden at Salem Hills Park

Park crews prepared the Salem Hills Community Garden by tilling soil, hauling away rock, adding fertilizer, placing rain garden and compost bin. Some of the perimeter fencing was repaired and water to fountain and spigot was turned on for the season.

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

Using \$25,000 MN DNR Community Forest Bonding Grant money secured by Parks Forester Brian Swoboda, the city removed approximately 50 ash trees in 8 park and city property areas per the city Emerald Ash Borer Plan. This grant money is available for another 50 ash tree replacement in 2013 also. The ash trees are being replaced with a more diverse tree species.

Heritage Village Park and Swing Bridge Park

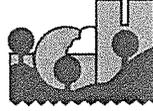
Work continues on placing utilities and preparation for paving trails and 66th Street in Swing Bridge Park. Tree Trust is scheduled to start stairs construction from overlook deck in early July. After burning this spring the prairie in northern half of Heritage Village Park is starting to look better. We are working with Gertens to get new dead trees in Heritage Village Park replaced under warranty.

Skyview Soccer Project

Work continues on Skyview soccer project. Hentges will be back on site June 11 to complete grading of site. Parks hauled approximately 500 cubic yards on pulverized black dirt to bring to grade. Water main was tapped for irrigation project and water meter and backflow installed. An irrigation box for controls was measured and ordered. Hope to have irrigation installed early July.



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

Junior League Begins June 13th

This year's Junior League begins on June 13th. Both on-line and in-person registration continues until league day. Currently, 63 junior golfers have registered for the first session to be played on the executive course Wednesday mornings through July 25th.

Registration also continues for the late summer league beginning August 8th with weekly play running for a four week season ending August 29th. Currently, 19 junior golfers are signed up for that session. Junior League play occurs on the Executive Course on Wednesday mornings.

Free Instruction Clinics

Free Instruction Clinics continue for the 2012 season. Upcoming Women's Clinics on Saturday mornings include June 2nd for short game, June 16th for full swing, and June 30th for short game. All women's clinics begin at 9 AM and run through 10:30 AM.

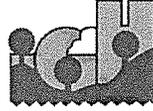
Weekly Free Junior Clinics begin Friday June 15th and run through July 27th for six total clinics. All junior clinics begin at 9:00 AM and end at 11:00 AM.

Front Nine Golf Car Paths

Path installation on the front nine of the Championship Course is now complete with final sodding and seeding of all new path edges completed on June 8th. Phase Three of the path replacement program will occur in late September completing bituminous installation for the Executive Course.



Parks & Recreation Department Department Happenings



Recreation

1st Annual National Trails Day a Success!

Our first annual National Trails Day event at Harmon Park Reserve was a great success. About 30 participants were led on a guided trail walk on the mountain bike trails. Participants received a good bag of items and so refreshing after-walk snacks.

Youth Volunteer Opportunities

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.

Free Events at South Valley

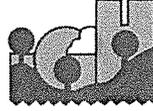
Over the summer the Recreation Division provides free story time days and kid's music days at South Valley Park. These free activities for preschoolers have proven to be very popular for our residents.

Team Tennis Popular with Youth

Our team tennis program for youth ages 10-16 has proven to be popular. The program has grown from one team to three teams. Youth enjoy this program as it involves both instruction and league play with other communities.



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Teen Fitness

The Community Center will be busy this summer with active teens! Our fitness staff has put together a variety of fitness classes for youth ages 10 & Up that include the Teen Passport to Fitness, My MMM and IMSOFIT. All classes begin in June.

Summer Pool Special Events

The pools will be filled with summer fun this year with our pool special events. Events include School's Out Beach Party, Olympic Day, Pirate Day, Poolside Bingo and Itty Bitty Beach Party.

National Guard Use of Facility

The National Guard will be utilizing many areas of the Community Center for training June 8-23. This has required staff to creatively move around programs, events, rentals and senior activities for these few weeks.



MEMORANDUM

Date: May 1, 2012
To: Eric Carlson, Parks & Recreation Director
From: Al McMurchie, Golf Course Manager
SUBJECT: MONTHLY STATISTICS - APRIL

NUMBER OF REVENUE ROUNDS

	<i>APR 2011</i>	<i>APR 2012</i>	<i>YTD 2011</i>	<i>YTD 2012</i>
Championship 18-Hole	245	783	245	1,231
Championship 9-Hole	152	422	152	588
Executive	189	723	189	1,027
Patron 18-Hole	73	192	73	318
Patron 9-Hole	44	180	44	366
Patron Executive	16	81	16	103
Sr./Jr. 18	212	754	212	1,099
Sr./Jr. 9	85	339	85	517
Sr./Jr. Exec.	390	970	390	1,363
Twilight	45	93	45	118
Patron Twilight	13	21	13	34
Sr./Jr. Twilight	7	22	7	31
Family Adult Executive	-	-	-	-
Family Senior Executive	-	-	-	-
High School Teams	532	1,050	532	1,461
TOTAL	2,003	5,630	2,003	8,256

PATRON CARD SALES

	<i>APR 2011</i>	<i>APR 2012</i>	<i>YTD 2011</i>	<i>YTD 2012</i>
Resident	58	27	65	96
Non-Resident	53	28	59	87
TOTAL	111	55	124	183

COMPLIMENTARY ROUNDS

	<i>APR 2011</i>	<i>APR 2012</i>	<i>YTD 2011</i>	<i>YTD 2012</i>
Promotional	0	0	0	0
Professional	0	24	0	26
TOTAL	0	24	0	26

WEATHER DAYS

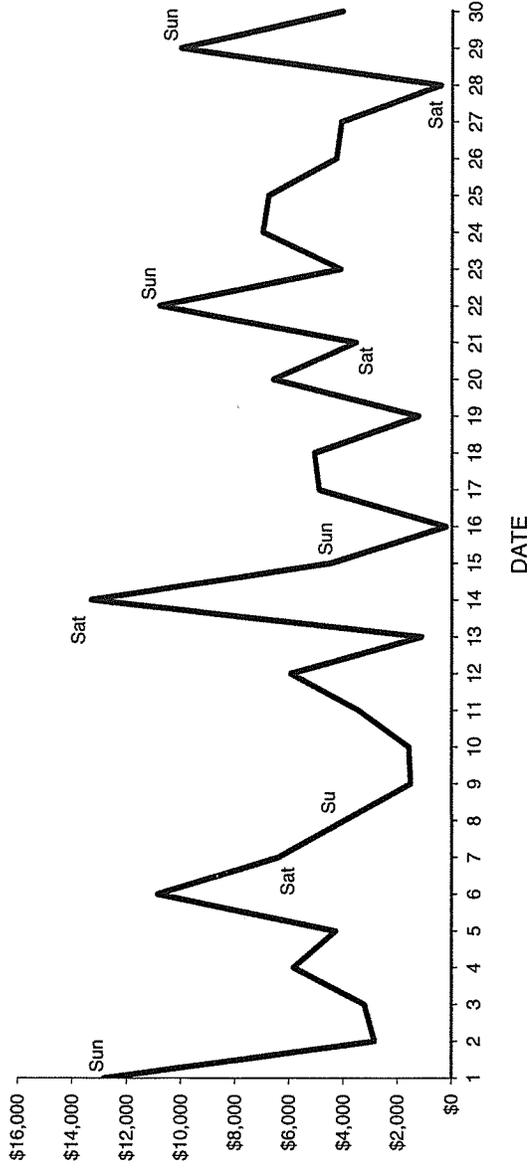
	<i>APR 2011</i>	<i>APR 2012</i>	<i>YTD 2011</i>	<i>YTD 2012</i>
TOTAL	4	21	4	34

INVER WOOD GOLF COURSE

APRIL 2012			
DAY	DATE	REVENUE	WEATHER
Sun	1	\$ 12,818	Clear
Mon	2	2,838	Clear
Tues	3	3,218	Clear
Wed	4	5,833	Clear
Thur	5	4,282	Clear
Fri	6	10,869	Clear
Sat	7	6,409	Rain
Sun	8	3,982	Clear
Mon	9	1,527	Cold
Tues	10	1,600	Cold
Wed	11	3,445	Cold
Thur	12	5,964	Clear
Fri	13	1,127	Cold Rain
Sat	14	13,343	Clear
Sun	15	4,488	Cloudy
Mon	16	230	Cold
Tues	17	4,925	Clear
Wed	18	5,106	Clear
Thur	19	1,260	Cold
Fri	20	6,630	Clear
Sat	21	3,576	Rain
Sun	22	10,861	Cloudy
Mon	23	4,152	Cloudy
Tues	24	7,021	Clear
Wed	25	6,819	Clear
Thur	26	4,313	Clear
Fri	27	4,127	Clear
Sat	28	444	Cold Rain
Sun	29	10,086	Cloudy
Mon	30	4,096	Clear

GROSS	155,389
Tax Factor	1.07125
NET	145,054

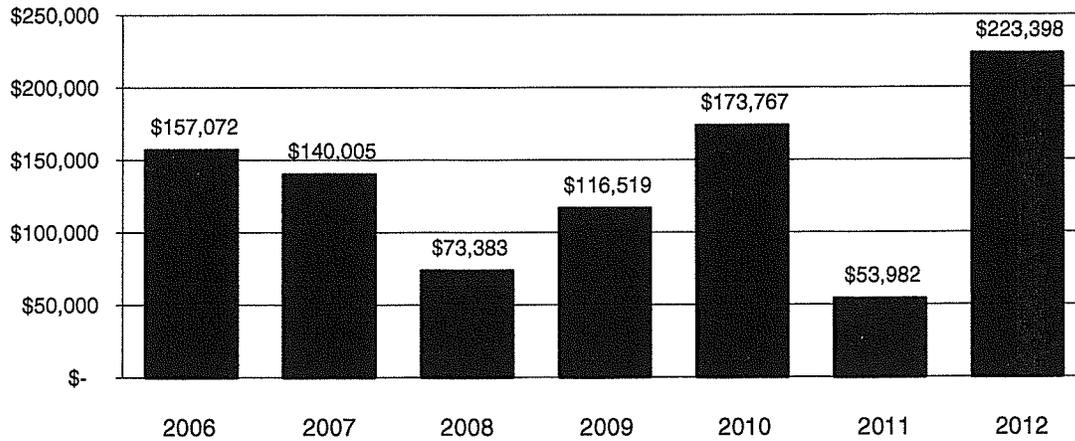
APRIL 2012 GROSS REVENUE



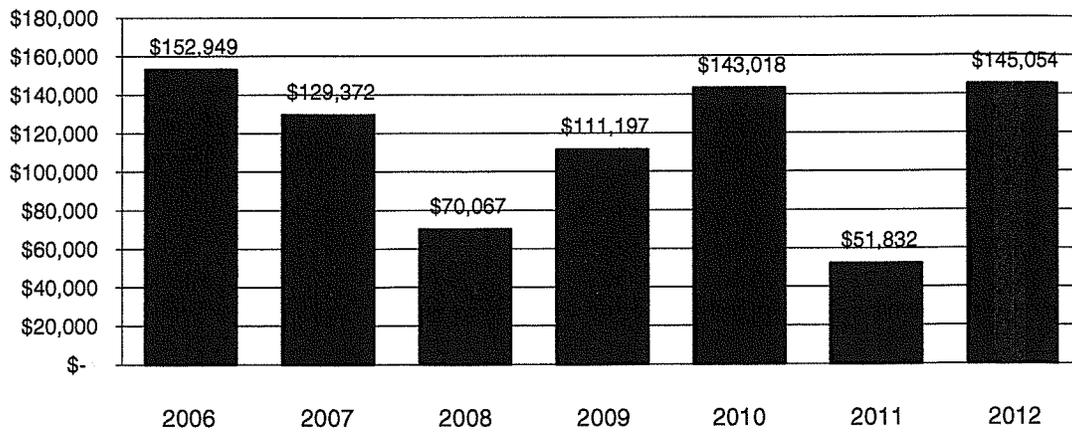
	APRIL
2006	152,949
2007	129,372
2008	70,067
2009	111,197
2010	143,018
2011	51,832

INVER WOOD GOLF COURSE

REVENUE - YEAR TO DATE THROUGH APRIL 30th



REVENUE - APRIL





MEMORANDUM

Date: June 1, 2012
To: Eric Carlson, Parks & Recreation Director
From: Al McMurchie, Golf Course Manager
SUBJECT: MONTHLY STATISTICS - MAY

NUMBER OF REVENUE ROUNDS

	MAY 2011	MAY 2012	YTD 2011	YTD 2012
Championship 18-Hole	1,238	1,240	1,483	2,471
Championship 9-Hole	1,036	1,071	1,188	1,659
Executive	1,019	1,082	1,208	2,109
Patron 18-Hole	249	225	322	543
Patron 9-Hole	410	220	454	586
Patron Executive	55	154	71	257
Sr./Jr. 18	1,055	1,317	1,267	2,416
Sr./Jr. 9	326	359	411	876
Sr./Jr. Exec.	1,448	1,584	1,838	2,947
Twilight	110	69	155	187
Patron Twilight	41	15	54	49
Sr./Jr. Twilight	19	13	26	44
Family Adult Executive	-	-	-	-
Family Senior Executive	-	-	-	-
High School Teams	931	978	1,463	2,439
TOTAL	7,937	8,327	9,940	16,583

PATRON CARD SALES

	MAY 2011	MAY 2012	YTD 2011	YTD 2012
Resident	27	14	92	110
Non-Resident	29	11	88	98
TOTAL	56	25	180	208

COMPLIMENTARY ROUNDS

	MAY 2011	MAY 2012	YTD 2011	YTD 2012
Promotional	5	28	5	28
Professional	5	0	5	26
TOTAL	10	28	10	54

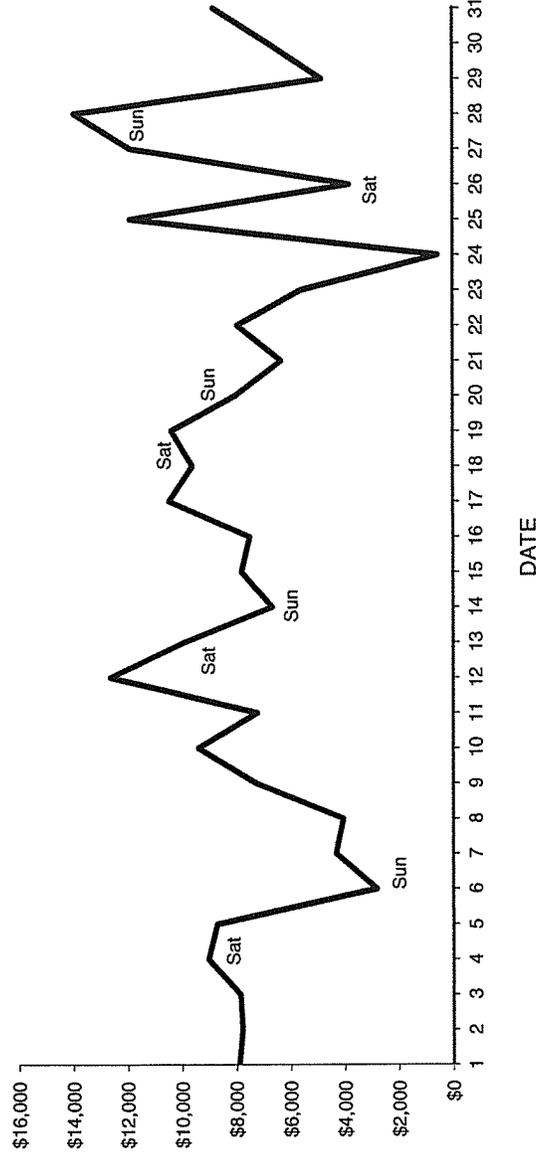
WEATHER DAYS

	MAY 2011	MAY 2012	YTD 2011	YTD 2012
TOTAL	26	25	30	59

INVER WOOD GOLF COURSE

MAY 2012			
DAY	DATE	REVENUE	WEATHER
Tues	1	\$ 7,900	Clear
Wed	2	7,788	Clear
Thur	3	7,856	Clear
Fri	4	9,035	Clear
Sat	5	8,714	Rain
Sun	6	2,831	Rain
Mon	7	4,398	Clear
Tues	8	4,065	Rain
Wed	9	7,279	Clear
Thur	10	9,416	Clear
Fri	11	7,240	Clouds
Sat	12	12,664	Clear
Sun	13	9,925	Clear
Mon	14	6,700	Clear
Tues	15	7,819	Clear
Wed	16	7,520	Clear
Thur	17	10,501	Clouds
Fri	18	9,638	Hot
Sat	19	10,428	Clear
Sun	20	8,058	Rain
Mon	21	6,362	Clear
Tues	22	7,983	Clear
Wed	23	5,651	Wind
Thur	24	579	Rain
Fri	25	11,942	Clear
Sat	26	3,847	Rain
Sun	27	11,935	Hot
Mon	28	14,008	Clear
Tues	29	4,872	Clouds
Wed	30	6,832	Clear
Thur	31	8,872	Clouds
		GROSS	242,598
		Tax Factor	1.07125
		NET	226,463

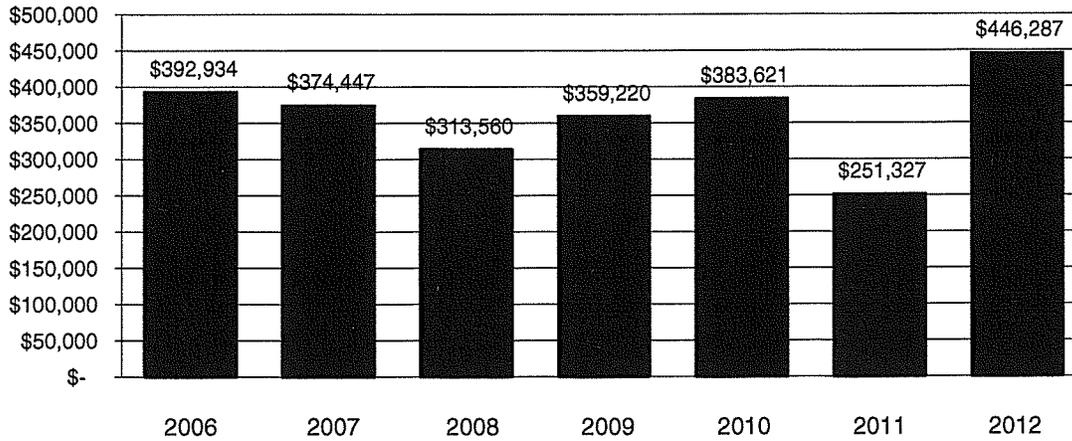
MAY 2012 - GROSS REVENUE



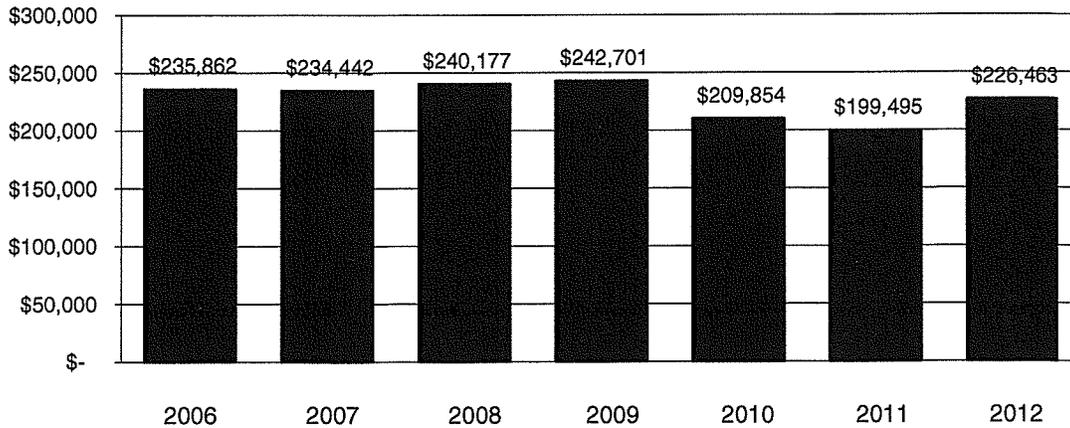
	MAY
2006	\$ 235,862
2007	234,442
2008	240,177
2009	242,701
2010	209,854
2011	199,495

INVER WOOD GOLF COURSE

REVENUE - YEAR TO DATE THROUGH MAY 31st



REVENUE - MAY



INVER WOOD GOLF COURSE
CITY OF INVER GROVE HEIGHTS

**FINANCIAL STATEMENTS
AND
COMPILATION REPORTS**

FOR THE PERIOD ENDING

APRIL 30, 2012

**INVER WOOD GOLF COURSE
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING APRIL 30, 2012**

	CURRENT PERIOD THIS YEAR	%	CURRENT PERIOD LAST YEAR	%	YEAR TO DATE THIS YEAR	%	YEAR TO DATE LAST YEAR	%
DEPARTMENTAL REVENUE								
GOLF OPERATIONS	\$ 84,112.32	59%	34,418.88	66%	132,173.37	60%	34,418.88	66%
GOLF CARS	24,302.43	17%	6,047.12	12%	35,492.63	16%	6,047.12	12%
GOLF SHOP	4,215.68	3%	2,859.36	6%	6,311.71	3%	2,859.36	6%
PRACTICE CENTER	20,324.62	14%	6,068.10	12%	30,787.24	14%	6,068.10	12%
FOOD & BEVERAGE	10,191.50	7%	2,439.03	5%	15,059.37	7%	2,439.03	5%
TOTAL DEPARTMENTAL REVENUE	143,146.55		51,832.49		219,824.32		51,832.49	
PERSONNEL EXPENSE								
GOLF OPERATIONS	32,724.16	23%	27,708.34	53%	57,720.53	26%	49,393.19	95%
GOLF CARS	1,149.44	1%	254.44	0%	1,149.44	1%	454.44	1%
PRACTICE CENTER	2,366.74	2%	1,829.57	4%	2,605.11	1%	2,229.57	4%
FOOD & BEVERAGE	6,629.14	5%	5,236.36	10%	7,827.62	4%	5,736.36	11%
MAINTENANCE	33,727.25	24%	36,599.99	71%	114,377.39	52%	120,389.09	232%
COMMON	18,338.59	13%	19,558.09	38%	53,596.80	24%	52,923.37	102%
TOTAL PERSONNEL EXPENSE	94,935.32	66%	91,186.79	176%	237,276.89	108%	231,126.02	446%
OTHER EXPENSE								
GOLF OPERATIONS	322.45	0%	132.33	0%	7,279.41	3%	9,195.54	18%
GOLF CARS	28.30	0%	1,935.03	4%	5,504.61	3%	31,572.62	61%
GOLF SHOP	11,912.24	8%	1,355.23	3%	36,850.49	17%	40,327.30	78%
PRACTICE CENTER	3,249.53	2%	3,719.60	7%	3,936.81	2%	13,913.09	27%
FOOD & BEVERAGE	6,358.11	4%	9,027.46	17%	13,634.45	6%	10,506.96	20%
MAINTENANCE	19,032.35	13%	15,757.68	30%	44,984.00	20%	43,317.95	84%
COMMON	19,610.29	14%	8,552.50	17%	35,786.36	16%	22,186.39	43%
ALLOCATIONS	-	0%	6,608.33	13%	-	0%	26,433.32	51%
TOTAL OTHER EXPENSE	60,513.27	42%	47,088.16	91%	147,976.13	67%	197,453.17	381%
TOTAL OPERATING EXPENSE	155,448.59	109%	138,274.95	267%	385,253.02	175%	428,579.19	827%
NET OPERATING INCOME	(12,302.04)	-9%	(86,442.46)	-167%	(165,428.70)	-75%	(376,746.70)	-727%
NON-OPERATING REVENUE								
INVESTMENT EARNINGS	-		-		1,449.47		-	
OTHER REVENUE	-		-		-		11,408.82	
TOTAL NON-OPERATING REVENUE	-		-		1,449.47		11,408.82	
NON-OPERATING EXPENSE								
EQUIPMENT REPLACEMENT	-		470.00		894.00		47,588.05	
PROPERTY IMPROVEMENT	-		18,605.08		-		21,670.50	
OTHER EXPENSE	-		8,245.13		16,511.18		8,245.13	
TOTAL NON-OPERATING EXPENSE	-		27,320.21		17,405.18		77,503.68	
DEBT SERVICE								
TOTAL NON-OP EXPENSE & DEBT	-		27,320.21		17,405.18		77,503.68	
NET INCOME	(12,302.04)		(113,762.67)		(181,384.41)		(442,841.56)	

SUPPLEMENTAL INFORMATION

INVER WOOD GOLF COURSE
GOLF OPERATIONS
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF OPERATIONS REVENUE								
PATRON CARDS	\$ 1,675.64	2%	5,530.92	16%	5,488.93	4%	5,530.92	16%
GREEN FEES	80,680.03	96%	26,703.24	78%	123,053.42	93%	26,703.24	78%
HANDICAP SERVICES	1,380.00	2%	2,061.50	6%	3,084.00	2%	2,061.50	6%
CLUB RENTALS	376.65	0%	123.22	0%	547.02	0%	123.22	0%
OTHER REVENUE	-	0%	-	0%	-	0%	-	0%
TOTAL OPERATIONS REVENUE	84,112.32	100%	34,418.88	100%	132,173.37	100%	34,418.88	100%
PERSONNEL EXPENSE								
SALARIES	10,486.70	32%	7,287.82	26%	24,552.44	43%	21,123.22	43%
WAGES - SEASONAL	3,688.07	11%	5,039.81	18%	3,912.85	7%	5,559.50	11%
PAYROLL TAXES - BENEFITS	18,549.39	57%	15,380.71	56%	29,255.24	51%	22,710.47	46%
TOTAL PERSONNEL EXPENSE	32,724.16	100%	27,708.34	100%	57,720.53	100%	49,393.19	100%
OTHER EXPENSE								
HANDICAPS	-	0%	-	0%	-	0%	-	0%
PRINTING	-	0%	-	0%	5,205.90	72%	5,932.10	65%
RENTAL CLUBS	-	0%	-	0%	645.00	9%	1,234.55	13%
SUPPLIES - OFFICE	197.69	61%	-	0%	197.69	3%	-	0%
SUPPLIES - OTHER	185.05	57%	95.00	72%	413.54	6%	242.50	3%
UNIFORMS	-	0%	-	0%	977.53	13%	1,749.08	19%
CASH OVER/SHORT	(60.29)	-19%	37.33	28%	(160.25)	-2%	37.31	0%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	322.45	100%	132.33	100%	7,279.41	100%	9,195.54	100%
TOTAL OPERATIONS EXPENSE	33,046.61	39%	27,840.67	81%	64,999.94	49%	58,588.73	170%
NET INCOME (LOSS)	51,065.71	61%	6,578.21	19%	67,173.43	51%	(24,169.85)	-70%

INVER WOOD GOLF COURSE
GOLF CARS
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF CAR REVENUE								
CAR RENTALS	\$ 24,302.43	100%	6,047.12	100%	35,492.63	100%	6,047.12	100%
TOTAL GOLF CAR REVENUE	24,302.43	100%	6,047.12	100%	35,492.63	100%	6,047.12	100%
PERSONNEL EXPENSE								
WAGES - SEASONAL	1,067.76	93%	228.00	90%	1,067.76	93%	228.00	50%
PAYROLL TAXES - BENEFITS	81.68	7%	26.44	10%	81.68	7%	226.44	50%
TOTAL PERSONNEL EXPENSE	1,149.44	100%	254.44	100%	1,149.44	100%	454.44	100%
OTHER EXPENSE								
FUELS & LUBRICANTS	-	0%	1,819.57	94%	-	0%	1,819.57	6%
LEASE PAYMENTS	-	0%	-	0%	5,476.31	99%	29,511.22	93%
OTHER RENTALS	-	0%	-	0%	-	0%	-	0%
REPAIRS & MAINTENANCE	28.30	100%	115.46	6%	28.30	1%	241.83	1%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	28.30	100%	1,935.03	100%	5,504.61	100%	31,572.62	100%
TOTAL GOLF CAR EXPENSE	1,177.74	5%	2,189.47	36%	6,654.05	19%	32,027.06	530%
NET INCOME (LOSS)	23,124.69	95%	3,857.65	64%	28,838.58	81%	(25,979.94)	-430%

INVER WOOD GOLF COURSE
GOLF SHOP
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF SHOP SALES								
APPAREL	\$ 1,814.35	43%	822.40	29%	2,817.75	45%	822.40	29%
CLUBS	223.00	5%	-	0%	223.00	4%	-	0%
BALLS	1,283.61	30%	321.23	11%	1,738.76	28%	321.23	11%
GLOVES	523.80	12%	334.40	12%	909.80	14%	334.40	12%
BAGS	-	0%	301.00	11%	-	0%	301.00	11%
ACCESSORIES	370.92	9%	1,080.33	38%	622.40	10%	1,080.33	38%
TOTAL GOLF SHOP SALES	4,215.68	100%	2,859.36	100%	6,311.71	100%	2,859.36	100%
COST OF SALES								
APPAREL	2,314.17	128%	494.20	60%	21,376.69	759%	24,472.77	2976%
CLUBS	1,500.71	673%	861.03	#DIV/0!	3,498.49	1569%	4,024.39	#DIV/0!
BALLS	4,639.22	361%	-	0%	4,826.27	278%	4,435.45	1381%
GLOVES	2,846.87	544%	-	0%	4,658.57	512%	4,480.22	1340%
BAGS	598.86	#DIV/0!	-	0%	1,837.75	#DIV/0!	2,398.40	797%
ACCESSORIES	-	0%	-	0%	640.31	103%	516.07	48%
TOTAL COST OF SALES	11,899.83	282%	1,355.23	47%	36,838.08	584%	40,327.30	1410%
OTHER EXPENSE								
GOLF SHOP FIXTURES	-	0%	-	0%	-	0%	-	0%
SUPPLIES - PRICING	12.41	0%	-	0%	12.41	0%	-	0%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	12.41	0%	-	0%	12.41	0%	-	0%
TOTAL GOLF SHOP EXPENSE	11,912.24	283%	1,355.23	47%	36,850.49	584%	40,327.30	1410%
NET INCOME (LOSS)	(7,696.56)	-183%	1,504.13	53%	(30,538.78)	-484%	(37,467.94)	-1310%

INVER WOOD GOLF COURSE
PRACTICE CENTER
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
PRACTICE CENTER REVENUE								
RANGE BALLS	\$ 18,180.62	89%	5,023.10	83%	28,319.24	92%	5,023.10	83%
INSTRUCTIONAL INCOME	2,144.00	11%	1,045.00	17%	2,468.00	8%	1,045.00	17%
MISC. SALES	-	0%	-	0%	-	0%	-	0%
TOTAL PRACTICE CENTER REVENUE	20,324.62	100%	6,068.10	100%	30,787.24	100%	6,068.10	100%
PERSONNEL EXPENSE								
SALARIES - GOLF PROFESSIONAL	-	0%	-	0%	-	0%	-	0%
WAGES - SEASONAL	2,135.70	11%	805.48	13%	2,346.83	8%	805.48	13%
PAYROLL TAXES - BENEFITS	231.04	1%	1,024.09	17%	258.28	1%	1,424.09	23%
TOTAL PERSONNEL EXPENSE	2,366.74	12%	1,829.57	30%	2,605.11	8%	2,229.57	37%
OTHER EXPENSE								
GOLF BALLS - RANGE	2,407.43	12%	-	0%	2,407.43	8%	5,232.60	86%
REPAIRS & MAINT - BUILDING	90.00	0%	-	0%	90.00	0%	-	0%
REPAIRS & MAINT - EQUIPMENT	282.22	1%	338.05	6%	282.22	1%	338.05	6%
REPAIRS & MAINT - FENCE	138.88	1%	3,312.72	55%	138.88	0%	3,312.72	55%
SIGNAGE	-	0%	-	0%	-	0%	118.54	2%
SUPPLIES - EQUIPMENT	-	0%	-	0%	45.28	0%	-	0%
SUPPLIES - GOLF COURSE	-	0%	807.83	13%	-	0%	5,250.18	87%
UNIFORMS	-	0%	-	0%	300.00	1%	400.00	7%
CASH OVER/SHORT	331.00	2%	(739.00)	-12%	673.00	2%	(739.00)	-12%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	3,249.53	16%	3,719.60	61%	3,936.81	13%	13,913.09	229%
TOTAL PRACTICE CENTER EXPENSE	5,616.27	28%	5,549.17	91%	6,541.92	21%	16,142.66	266%
NET INCOME (LOSS)	14,708.35	72%	518.93	9%	24,245.32	79%	(10,074.56)	-166%

INVER WOOD GOLF COURSE
FOOD AND BEVERAGE
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
FOOD & BEVERAGE SALES								
FOOD SALES - CLUBHOUSE	\$ 3,885.78	38%	1,062.30	44%	5,702.35	38%	1,062.30	44%
FOOD SALES - HW HOUSE	-	0%	-	0%	-	0%	-	0%
BEVERAGE SALES - CLUBHOUSE	2,362.18	23%	595.86	24%	3,668.81	24%	595.86	24%
BEVERAGE SALES - HW HOUSE	-	0%	-	0%	-	0%	-	0%
BEER	3,806.32	37%	780.87	32%	5,550.99	37%	780.87	32%
VENDING MACHINES	137.22	1%	-	0%	137.22	1%	-	0%
TOTAL FOOD & BEVERAGE SALES	10,191.50	100%	2,439.03	100%	15,059.37	100%	2,439.03	100%
COST OF SALES								
FOOD	3,123.06	31%	2,339.14	96%	6,885.82	46%	2,339.14	96%
BEVERAGE	1,153.59	11%	1,381.00	57%	1,642.04	11%	1,381.00	57%
BEER	447.20	4%	1,579.30	65%	1,434.70	10%	1,579.30	65%
TOTAL COST OF SALES	4,723.85	46%	5,299.44	217%	9,962.56	66%	5,299.44	217%
PERSONNEL EXPENSE								
WAGES - SEASONAL	3,315.81	33%	506.83	21%	3,425.89	23%	506.83	21%
PAYROLL TAXES - BENEFITS	3,313.33	33%	4,729.53	194%	4,401.73	29%	5,229.53	214%
TOTAL PERSONNEL EXPENSE	6,629.14	65%	5,236.36	215%	7,827.62	52%	5,736.36	235%
OTHER EXPENSE								
SMALLWARE	-	0%	-	0%	-	0%	-	0%
LICENSES	-	0%	-	0%	579.50	4%	979.50	40%
REPAIRS & MAINTENANCE	550.46	5%	1,910.06	78%	890.29	6%	1,910.06	78%
SUPPLIES	1,017.15	10%	1,838.84	75%	1,855.60	12%	1,838.84	75%
UNIFORMS	-	0%	-	0%	206.40	1%	500.00	20%
CASH OVER/SHORT	66.65	1%	(20.88)	-1%	140.10	1%	(20.88)	-1%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	1,634.26	16%	3,728.02	153%	3,671.89	24%	5,207.52	214%
TOTAL FOOD & BEVERAGE EXPENSE	12,987.25	127%	14,263.82	585%	21,462.07	143%	16,243.32	666%
NET INCOME (LOSS)	(2,795.75)	-27%	(11,824.79)	-485%	(6,402.70)	-43%	(13,804.29)	-566%

INVER WOOD GOLF COURSE
GOLF MAINTENANCE
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
PERSONNEL EXPENSE				
SALARIES	18,675.20	21,920.89	74,873.57	78,538.17
WAGES - SEASONAL	4,000.15	3,936.97	5,319.15	4,721.25
WAGES - OVERTIME	-	-	-	-
PAYROLL TAXES - BENEFITS	11,051.90	10,742.13	34,184.67	37,129.67
TOTAL PERSONNEL EXPENSE	33,727.25	36,599.99	114,377.39	120,389.09
OTHER EXPENSE				
CONFERENCES & SEMINARS	-	-	93.00	263.00
DUES, LICENSES & SUBSCRIPTIONS	-	-	1,149.00	1,469.00
FERTILIZER	3,210.47	-	14,428.07	-
FUELS	20.43	-	20.43	-
GOLF COURSE ACCESSORIES	731.32	970.47	731.32	2,934.02
LUBRICANTS	123.46	-	864.98	590.97
OTHER RENTALS	-	-	-	-
OUTSIDE LABOR	-	-	364.80	367.20
PESTICIDE	8,579.64	2,569.16	8,579.64	4,922.10
REFUSE REMOVAL	-	-	-	72.55
RENTAL EQUIPMENT	-	-	-	-
REPAIRS & MAINT - BUILDING	31.83	15.04	163.70	800.58
REPAIRS & MAINT - EQUIPMENT	4,627.21	2,214.01	10,039.58	15,184.58
REPAIRS & MAINT - FENCE	-	-	-	-
SMALL TOOLS	33.43	-	33.43	634.16
SUPPLIES - CLEANING	-	68.08	-	68.08
SUPPLIES - GOLF COURSE	542.12	2,515.08	1,113.75	2,522.54
SUPPLIES - IRRIGATION	-	3,396.21	-	3,396.21
SUPPLIES - OFFICE	-	-	-	-
SUPPLIES - OTHER	-	271.89	722.63	810.46
SUPPLIES - SAFETY	-	94.12	-	94.12
SUPPLIES - SHOP	-	6.93	53.87	675.67
SUPPLIES - TIRES	-	292.03	-	887.68
SUPPLIES - TRAINING	-	-	-	-
TRAVEL, MEALS, LODGING	-	-	-	8.10
UNIFORMS	415.24	969.09	3,332.75	2,557.23
UTILITIES - ELECTRIC	499.09	2,155.03	1,858.82	3,050.35
UTILITIES - GAS	218.11	220.54	1,009.23	1,684.35
UTILITIES - SEWER	-	-	425.00	325.00
TOTAL OTHER EXPENSE	19,032.35	15,757.68	44,984.00	43,317.95
TOTAL GOLF MAINT EXPENSE	52,759.60	52,357.67	159,361.39	163,707.04
NET INCOME (LOSS)	(52,759.60)	(52,357.67)	(159,361.39)	(163,707.04)

INVER WOOD GOLF COURSE
COMMON
STATEMENT OF OPERATIONS
APRIL 2012

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
PERSONNEL EXPENSE				
SALARIES	10,794.70	9,210.77	34,275.75	29,864.63
WAGES - PART TIME	-	3,665.60	-	6,965.58
PAYROLL TAXES - BENEFITS	7,543.89	6,681.72	19,321.05	16,093.16
TOTAL PERSONNEL EXPENSE	18,338.59	19,558.09	53,596.80	52,923.37
OTHER EXPENSE				
ADVERTISING	7,790.03	4,812.96	16,690.47	6,710.18
ALARM SERVICES	-	340.00	600.00	1,206.66
BANK/ CREDIT CARD CHARGES	-	74.03	75.02	224.83
CONFERENCES & SEMINARS	-	-	-	-
DUES & SUBSCRIPTIONS	-	-	610.00	610.00
INSURANCE - LIQUOR LIABILITY	-	-	-	-
MISC. EQUIPMENT	4,075.18	-	4,075.18	300.00
POSTAGE	-	16.15	-	16.15
PRINTING	-	-	1,000.00	263.73
PROF/TECHNICAL SERVICES	-	-	-	-
REFUSE REMOVAL	-	-	-	-
REPAIRS & MAINT - BUILDING	5,529.13	278.96	8,606.70	1,161.19
SUPPLIES - OFFICE	-	651.05	-	1,001.00
SUPPLIES - OTHER	402.50	1,245.01	402.50	5,416.92
TELEPHONE	1,031.79	267.96	2,048.22	2,598.20
TRAVEL, MEALS, LODGING	84.95	-	84.95	-
UTILITIES - ELECTRIC	594.23	767.02	1,153.34	2,003.90
UTILITIES - GAS	93.70	90.75	408.21	642.54
UTILITIES - SEWER	-	-	-	-
UTILITIES - WATER	8.78	8.61	31.77	31.09
MISC. EXPENSE	-	-	-	-
TOTAL OTHER EXPENSE	19,610.29	8,552.50	35,786.36	22,186.39
TOTAL COMMON EXPENSE	37,948.88	28,110.59	89,383.16	75,109.76
ALLOCATIONS				
INSURANCE - ALLOCATION	-	5,775.00	-	23,100.00
MIS - ALLOCATION	-	833.33	-	3,333.32
TOTAL ALLOCATION EXPENSE	-	6,608.33	-	26,433.32
NET INCOME (LOSS)	(37,948.88)	(34,718.92)	(89,383.16)	(101,543.08)

INVER WOOD GOLF COURSE
 STATEMENT OF NET OPERATIONS
 DEPARTMENTAL
 APRIL 2012

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
DEPARTMENTAL ACTIVITIES				
NET GOLF OPERATIONS	51,065.71	6,578.21	67,173.43	(24,169.85)
NET GOLF CARS	23,124.69	3,857.65	28,838.58	(25,979.94)
NET GOLF SHOP	(7,696.56)	1,504.13	(30,538.78)	(37,467.94)
NET PRACTICE CENTER	14,708.35	518.93	24,245.32	(10,074.56)
NET FOOD & BEVERAGE	(2,795.75)	(11,824.79)	(6,402.70)	(13,804.29)
NET GOLF MAINTENANCE	(52,759.60)	(52,357.67)	(159,361.39)	(163,707.04)
NET COMMON	(37,948.88)	(28,110.59)	(89,383.16)	(75,109.76)
NET ALLOCATIONS	-	(6,608.33)	-	(26,433.32)
DEPARTMENTAL ACTIVITIES	(12,302.04)	(86,442.46)	(165,428.70)	(376,746.70)
NET INCOME (LOSS)				

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: June 13, 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.

We received a total of three responses to the RFP as follows:

- Hosington Koegler Group Inc.
- Brauer and Associates
- TKDA

The subcommittee reviewed the proposals prior to our meeting and the Commission will be updated at the meeting. The tentative schedule is as follows:

June 13 th	Review proposals
Week of June 18 th	Interview 2-3 consultants
Wednesday, July 11 th	PRAC recommends consultant
Monday, July 23 rd	City Council approves consultant

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner's Handbook

Meeting Date: June 13, 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 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 Dennis Schueller
Commissioner Joe Boehmer

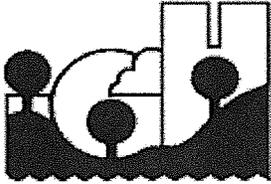
We would like to extend a special welcome to newly appointed Commissioner:

Commissioner Mary Hapka

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 Marty Silvi for his years of service. The City Council will be recognizing Commissioner Silvi's service at an upcoming City Council meeting.



June 2012

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.

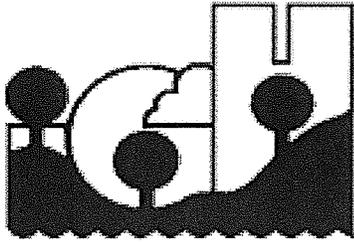
To help provide an overview of the Parks and Recreation Department and to place Parks and Recreation in the broader context of City operations, a Commission Manual has been prepared for you. You will find sections on the organization of the department, budget, major policy documents, and other pertinent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

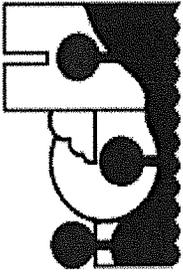
A handwritten signature in black ink, appearing to read "Eric Carlson". The signature is written in a cursive, flowing style.

Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights



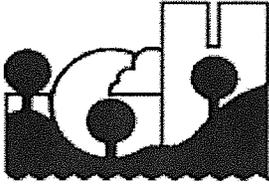
2012 Roster
Inver Grove Heights
Parks & Recreation Commission

<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 2015</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 2015</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>Mary Hapka 9330 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.2564 Work: 651.270.7606 Email: hapkam@comcast.net Term Began: June 2012 Term Expires: May 2015</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>



2012
Inver Grove Heights
Parks & Recreation Fact Sheet

<p><u>Park Facts</u></p> <p>27 City Parks 884 acres of City parkland 26 miles of paved trails 4 warming houses \ recreation buildings 20 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>31.5 full-time (FTE's) 41.8 seasonal (FTE's)</p> <p><u>Inver Wood Golf Course</u></p> <p>18-hole Championship Course 9-hole Executive Course Clubhouse, Pro Shop, & Maintenance Facility</p>
<p><u>Operating Budget(s)</u></p> <p>\$1,625,200 (Parks) \$753,800 (Recreation) \$258,600 (Recreation Program Revenue) \$2,240,800 (Inver Wood Golf Course) \$2,240,800 (Inver Wood Revenue) \$3,027,500 (VMCC/Grove) \$2,130,600 (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>	



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

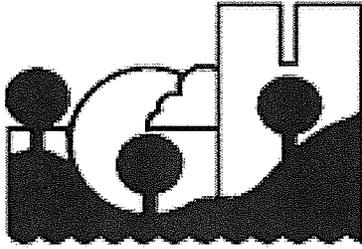
To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality,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



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.

Inver Grove Heights Parks & Recreation Department

Mission Statement

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.

Values

ACCOUNTABILITY

Responsive to the community we serve by building public trust and confidence.

SAFETY

We owe every one of our customers and employees a safe environment in which to play and work. An emphasis on safety is a cornerstone of both excellent customer service and effective business management.

POSITIVE ATTITUDE

Talk positively about yourself, co-workers, the City; look at how things can be done, not why they can't be.

TEAMWORK

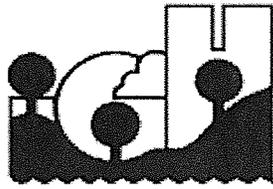
The ability to all work together toward a common vision or goal.

CUSTOMER SERVICE

Personable, direct attention that delivers customer satisfaction

EXCELLENCE

Passion to do our best in each moment.



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

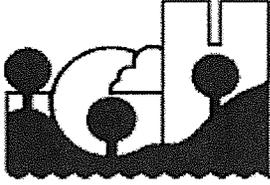
1. From a staff perspective, sometimes staff gets caught in the middle. Obviously, the Director of the Department works for the City Administrator and the Commission is advisory to the City Council. At times there may be different recommendations(s) coming from the Commission or staff. From staff's perspective, 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 | Don't |
|--|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |



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?**

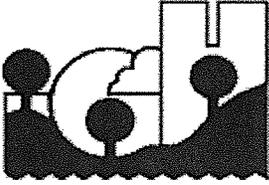
Please notify the Parks & Recreation Director. You may call (651) 450.2587.

- **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.



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

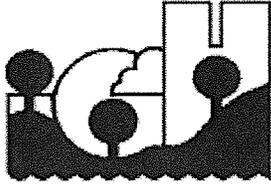
1. The Officers shall consist of a Chair and a Vice Chair, who shall be members of the Commission, and who shall be elected at the June meeting. The Parks & Recreation Director is an ex officio member of the Commission.
2. The Chair shall preside at all meetings of the Commission. The Chair represents 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.



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.

New Business	<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.
Commission Presentations	Commission may make general comments, ask questions, and request an item be placed on the next agenda.
Administrative Presentations	Staff may make general comments, ask questions, and review happenings of the department.
Adjournment	The Chair entertains a motion to adjourn the meeting. A second is required, no debate and the motion is then voted upon.

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.

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...						

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 13, 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.