

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

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Minnesota Recreation and Park Association Award of Excellence
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; August 8, 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 June 13, 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. Review Playground Equipment Recommendations for Oakwood Park
 - B. Review Playground Equipment Recommendations for Skyview Park
 - C. Review Park and Recreation System Plan Consultant Recommendation
 - D. Review Cahill Trail Re-Construction
 - E. Review Skyview Soccer Fence
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
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, June 13, 2012**

1. CALL TO ORDER:

Chair Eiden called the June 13, 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, Jim Huffman, Joe Boehmer, Stan Johnson, Desta Meyer, and Mary Hapka

Parks and Recreation Director Eric Carlson

Absent: Commissioner Willie Krech; Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Welcome New Commissioner – Mary Hapka

Director Carlson wanted to take the time to introduce and welcome a new member, Mary Hapka, to our Commission. She was elected by the City Council in May. Mary will be taking the place of Marty Silvi, who decided not to renew as a Commissioner.

Commissioner Hapka was excited to be here. She looks forward to serving the City of Inver Grove Heights.

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, July 11, 2012. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of May 9, 2012 Minutes

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

Aye: 8

Nay: 0 Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Elect Chair and Vice Chair

Park and Recreation Director Eric Carlson stated each year at this time the Commission selects a Chair and Vice Chair to serve for the year. The Chair runs the meetings and the Vice Chair serves when the Chair is absent from the meeting. At this time you should nominate and elect a Chair and a Vice Chair. Chair Eiden has been Chair for the last 12 months, and Vice Chair Schueller has been Vice Chair for the last 12 months.

Commissioner Johnson nominated Chair Al Eiden and Vice Chair Dennis Schueller to continue serving. Chair Eiden has kept us on task and on point and his knowledge and experience has served us well. Vice Chair Schueller has stepped in well and is very involved in the Golf Course.

Commissioner Solberg nominated Vice Chair Schueller to be Chair this year.

Director Carlson stated we have two Chair nominations, and one Vice Chair nomination at this point.

Vice Chair Schueller appreciated the nomination for Chair but would decline. He would be more than happy to continue on as Vice Chair as so elected. He would like to see Chair Eiden continue as Chair.

Director Carlson stated that Chair Eiden serves as the Chair and Vice Chair Schueller serves as Vice Chair.

**Motion by Commissioner Solberg to keep Al Eiden as Chair and Dennis Schueller as Vice Chair.
Seconded by Commissioner Meyer.**

Aye: 7

Nay: 0 Motion carried.

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

Director Carlson stated this item is to hire Friends of the Mississippi River in an amount not to exceed \$3,900, to conduct a Natural Resource Management Plan of 17.28 acres of Rock Island Swing Bridge property with funding from Park Dedication Fund 402. The City hired Friends of the Mississippi River to do a similar study of the Heritage Village Park Parcel back in 2002. They will assist us in securing Grants from the State of Minnesota and other granting authorities to do natural resource restoration on the acres of property associated with the bridge. Some granting opportunities require us to have a Natural Resource Management Plan in place to apply for the grant. The money won't make actual improvements on the property, but it will help us make a plan to apply for grants for those projects.

Commissioner Solberg asked how this is different from the Comprehensive Plan that we recently developed?

Director Carlson said that plan is more conceptual and focused. This talks of natural resources, plants, and plant life, those types of issues on the property itself.

Commissioner Huffman asked if they are going to plant vegetation?

Director Carlson stated if we move forward with this plan, it will help us decide what type of plantings to put out there, and what to remove. It will help identify issues on the property and develop a plan on how to restore it. It will help us apply for Grants with the goals of the plans we have to put forward with the proposal.

Chair Eiden asked if this covers both water and land?

Director Carlson responded it is just the land.

Commissioner Boehmer asked why we can't have Parks Superintendent Mark Borgwardt go down there and determine what the buckthorn is and other things. We have Staff that can do this.

Director Carlson stated some of the Grants that we would apply for would require us to have a Natural Resource Management Plan in place to apply for some of those grants. Hopefully this will aid us in some of the Grant opportunities.

Motion by Commissioner Solberg to approve the \$3,800 disbursement. Seconded by Commissioner Huffman.

Aye: 8

Nay: 0 Motion carried.

C. Review Policy on Other Power Driven Mobility Devices

Director Carlson stated this is regarding the Other Power Driven Mobility Devices associated with the Americans with Disabilities Act. The 2010 standards took place on March 25, 2011, with compliance required by March 15, 2012. We have been working on gathering information with regards to the accessibility of our facilities and our policies and procedures. It will take quite some time to complete compliances due to ongoing policy changes. One of the items we must deal with has to do with other power driven mobility devices that people with mobility issues could use to access facilities within the City. Be it here at City Hall, Trails, or our Parks. When Commissioner Silvi was on this Commission he spoke about electric bikes. This covers that. We put together a draft policy to address what types of vehicles can be used in the park system. We tried to limit it so it doesn't get out of control. We want to make sure we protect some of our areas of the park system, and we also want to make sure those with disabilities can enjoy our parks system. There are limited questions we can ask someone with a disability. For example, if someone was using an electric golf cart we can ask them if they needed that for a mobility disability. We can ask them to show us a placard, if they had one, or we would have to take their word, unless we saw them get off their golf cart and walk across their field without much effort. That assumes they do not need the golf cart for a mobility issue. This policy deals with that and a number of different things.

He would like to make two changes. One on Page 1 of the policy. Take out on the bottom, under objectives, with the word starting "or" in Inver Grove Heights. What we would do is ask to see a Minnesota issued parking sticker, if they don't have that, we would take them at their word. We are not going to get into the issue of having to issue our own tabs.

The next change would be on the second page, last bullet. As it is shown right now, it makes it look like it has to do with gas powered devices and it doesn't. We would have the right to change or modify the policy based on circumstances.

Commissioner Huffman asked about powered bicycles, similar to what Commissioner Silvi brought up.

Director Carlson stated an electric bike would be allowed under this policy. An electric golf cart would be allowed under certain circumstances. For example, out at Rich Valley, we wouldn't allow someone to run an electric golf cart during a ball tournament. It would be a safety issue. We would allow them to use it down a trail. We wouldn't let them use an electric golf car to go down the same trail in a park. The Golf Course policy talks about that in that the Golf Course Staff will work with that individual to use the device that works well with them. If one of our Golf Cars worked for them, we would let them drive it onto the green if they could stand. An able party would not be able to drive one onto the green. There are other devices in the golfing community that can be driven. We don't have any on site, but if a person called and requested one, we could get one.

Commissioner Solberg asked what we were going to be doing for signage? How will we be explaining this?

Director Carlson doesn't see us putting up signage. We can use media to have people be aware of it. We will have a public meeting about this. We will try to get our message out to as many people that we can. To date it has not been an issue that we have seen. As the population grows, it may be something we need to work with. Almost 20% of the population has a legally defined disability.

Vice Chair Schueller asked if they would be allowed on dirt trails? He can't imagine the safety on some of those trails. Some of the hills and things at South Valley would be dangerous. He asked who is going to help make a decision to where it is safe and where it isn't with a power driven device?

Director Carlson stated the policy talks about the use of the devices on trails. It speaks of other trails with trail type. But generally some trails have various tread widths. There may be other obstacles in the way, or trails made be eroded or muddy. It talks about single track trails. This would be similar to a bicycle for safety navigation. We don't need to make all of our areas accessible for that type of device. It is up to the user to decide whether they can access that given area.

Commissioner Meyer stated it is the same thinking with someone that brings their bike out at Harmon Park. People have to decide whether it is a risk they want to take or not. It's personal responsibility.

Motion by Commissioner Meyer to approve the policy. Seconded by Commissioner Huffman.

Aye: 8

Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson will stand by and answer any questions regarding what is found in the Department Happenings report.

Vice Chair Schueller stated due to the weather, the Golf Course has had an outstanding start. There were a large number of high schoolers out there. This year has been a very good year. The high school team, which he is one of the coaches, appreciates the Staff's help with our school, and other schools.

Chair Eiden asked how the Community Gardens are doing?

Director Carlson responded they are doing well. It's been well received. People can contact the Park and Recreation Staff and are assigned a plot to them and they pay a fee to use the plot for the growing season.

Chair Eiden asked if there was another place around here that has a Community garden?

Director Carlson responded yes, the Church across of Highway 52 north of 80th Street has one. There is also one at Pine Bend Elementary School.

B. Future of Our Parks Report – Park & Recreation System Plan

Chair Eiden stated at this time we have received three requests for proposal. The subcommittee has had a chance to look through them. Our next step would be to interview all three companies. They will try to determine a preference and those interviews will take place the latter part of next week.

Commissioner Huffman asked if any of these three give a price?

Chair Eiden stated they are all approximately \$65,000. They are all within \$5,000 of that amount. One of them had some extras they could add. The subcommittee has a number of factors that we have when we are looking at them. By the next meeting we hope to have a decision and hopefully the Council will have a project team on site.

Director Carlson stated our goal is to interview the three firms. At our meeting in July we will make a recommendation to the Commission and then it goes to the City Council. Hopefully they will approve the firm and we can get started in August with the selected firm. The process could take more than a year.

C. Review Park and Recreation Commissioner's Handbook

Commissioner Huffman commented it is prepared well.

Director Carlson stated we should also re-welcome Commissioner's Schueller and Boehmer to the Commission for another three year stint.

Chair Eiden stated under the Commissioner Questions, the second bullet point, where some wish to discuss the matter with the Commissioner and the Director. Discussion is always encouraged. He thinks they need to put something in there to indicate that they can be reached outside of the meeting if you have questions. He is just looking for a bit more clarification. The last item there, if you are approached on the Street, sometimes people want an answer from you. He wouldn't want you to make them feel like you have to respond, but if there is an issue it should be forwarded to the Director or Staff so you get the clarification you need. He also thinks as a matter of respect they deserve an answer, whether it is one they like or not. He has a quirk about people asking questions and not hearing answers. If people stop and ask you, it is a courtesy to give them an answer.

Vice Chair Schueller commented on the concluding remarks where it says facilities and programs. What is the procedure if a person on this Commission wants to visit a facility? Would they need to make an appointment or can they just go into that facility and observe how it works? Maybe it would be someone's office, or the green keepers building back there?

Director Carlson asked if it would be a public place or a staff only place? If you come to visit him, you will stop at the front desk and ask to see me. If you are at the golf course, and you want to see the the golf range, anyone can walk up and see that. If you want to see what is going on at the Turf Maintenance Facility, you should probably ask Staff if you can take a look at something.

10. COMMISSION COMMENTS:

Vice Chair Schueller commented a few people have asked him about the fountains at Simley Pond that have not been operating in a normal fashion. Is anything being done?

Director Carlson responded he knows of one that is not working. It was an electrical issue. He is unsure of why it is taking so long but will check into that.

Commissioner Boehmer welcomed the new Commissioners. He looks forward to working with them.

Commissioner Huffman had no comment.

Commissioner Hapka joined the Commission because her background is in Park and Recreation. She graduated from the University of Minnesota with a degree in Parks and Recreation Management. She worked with the City of Mendota Heights most recently but in a differing capacity. She then worked from home and has the flexibility now to take this on. She has an interest in City Government and thinks it is a good idea to see what's going on in the Community and have a voice. She just took her son to a lacrosse game, her daughter will be up

at the Grove for ice skating. She runs every other day in the City. She loves the amenities here and is her family has a membership to the Grove. They use this Community everyday in some facet of recreation.

Commissioner Meyer had no comment.

Commissioner Johnson wanted to thank Marty Silvi for all his years of service.

Commissioner Solberg welcomed Mary Hapka to the Commission. He had a Trivia Question to ask. How many parks does Inver Grove Heights have? Visit our website for the answer. It might surprise you.

Chair Eiden welcomed the new Commissioner.

There is a lot going on this summer. Everything is on the website which is easy to get at. Have a happy, joyous, and safe summer. Use the amenities here to make it easy on yourself and enjoyable.

11. ADJOURN

Motion by Commissioner Solberg, seconded by Commissioner Johnson, to adjourn the meeting at 7:41 p.m.

Aye: 8

Nay: 0 Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Minnesota Recreation and Park Association Award of Excellence

Meeting Date: July 11, 2012
 Item Type: Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Tracy Petersen

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

The Minnesota Recreation and Park Association presented the MRPA Award of Excellence Award to the City of Inver Grove Heights for the following:

- Programming & Events – Random Acts of Fitness
- Park & Facility – Rock Island Swing Bridge Recreational Pier

SUMMARY

The Minnesota Recreation and Park Association was formed in 1937 to foster the growth and development of the parks and recreation profession throughout the state. Presently, there are nearly 900 professional, corporate, board/commission, student, and retiree members throughout the state. Members of the Association come from municipal, county, state, district, commercial and private agencies. The Minnesota Recreation and Park Association office is located in Fridley.

The MRPA Awards Committee was created in 1987 with the purpose of acknowledging individual members and agencies for their excellence in the field of Parks, Recreation and Leisure Services. Awards Committee members represent a cross section of Association members from the State of Minnesota. The Awards Committee feels it is important to increase awareness of and appreciation for the excellent parks, trails, facilities, recreation programs and services that are occurring in Minnesota. That is why the Awards of Excellence Program was created.

The Awards of Excellence Program is an annual program of the Minnesota Recreation and Park Association that was solely created to recognize agencies and their staff for an exemplary project that was either implemented in 2011 or received substantial revisions in 2011. Nominations received are reviewed, evaluated and scored by Awards Committee members.

The nomination forms for each award is attached.



MINNESOTA RECREATION AND PARK ASSOCIATION

2011 Awards of Excellence Nomination Form (Nominations must only be submitted in one category)

AGENCY/ORGANIZATION: City of Inver Grove Heights
AWARD CATEGORY: Programming and Events
PROJECT TITLE: Random Acts of Fitness
MRPA MEMBER NOMINATOR: Tracy Petersen
ADDRESS: 8055 Barbara Avenue, Inver Grove Heights, MN 55077
PHONE: 651.450.2588 EMAIL: tpetersen@invergroveheights.org

1. PROJECT DESCRIPTION

In 2011, the City of Inver Grove Heights Recreation Staff was seeking out a way to promote active living to residents that may not have the means to access our traditional fitness and recreation programs and facilities. The City created, developed and implemented the Random Acts of Fitness Program to address this issue. Imagine...the City of Inver Grove Heights Parks and Recreation van cruising the City streets and parks with bags full of "swag" and marketing materials (similar to the Publisher's Clearing House Prize Patrol) and rewarding residents for choosing healthy, active activities such as playing catch, riding a bike, walking, jogging, playing at the neighborhood playground, etc. The Random Acts of Fitness Program sends out our super-summer special agents to "bust" families, friends, and neighbors of all ages for their efforts to get outside and be healthy.

The stops include a photo and video of our "cardio criminals" holding our "BUSTED" sign (our creative and fun version of a mug shot). Their photos and videos are posted on our social media sites, parks and recreation brochure and at our community center to share. The goal is to show our community that there are rewards for living a healthy lifestyle, it can be done in your own backyard, trail or park and the City wants to recognize your positive choices. The program runs from May-October and residents receive gift bags filled with a Just G.O. (Get Outdoors) t-shirt, water bottle, key chain, program and business coupons and other fun marketing materials.

2. OUTLINE THE PLANNING PROCESS FOR THE PROJECT

In an effort to address and combat the obesity epidemic in our country, it is our responsibility to promote healthy living in the Inver Grove Heights community. In Inver Grove Heights, and more specifically in these difficult economic times, not all youth, families and/or adults have an opportunity to participate in our recreation programs or belong to our fitness center. The Random Acts of Fitness Program targets those individuals or groups who are making healthy lifestyle choices at home, in their neighborhood park or on our City streets/trails. Our plan was to create a program that does not require residents to drive anywhere, sign up for anything or pay for anything. Staff also wanted to support the idea of free and unstructured active play that often goes unrecognized as a way to maintain health and wellness. With a limited budget, the Recreation team was looking for a unique way in which to create one-on-one interactions with our residents and show them the value of Parks and Recreation in their everyday lives.

3. OUTLINE FUNDING PLAN FOR THE PROJECT INCLUDING: DONATIONS, GRANTS, OR PUBLIC-PRIVATE FUNDING SOURCES

The Random Acts of Fitness Program received a Minnesota Recreation and Park Foundation New Initiative Grant for \$1,500. In addition, the program received in-kind support from local businesses who donated gift certificates and coupons to place in the bag of "swag." The program also received \$500 in assistance from a Dakota County Local Bicycling Grant to help promote those using bicycles as a mode of transportation in the City.

4. EXPLAIN THE LEVEL OF COLLABORATION INVOLVED AND WITH WHOM

Random Acts of Fitness involved the collaboration with the City's full-time staff to create a unique and sustainable program to promote active living amongst our residents. The program utilized our summer seasonal staff to serve as our super-summer special agents. This was a positive and different way to develop teamwork within our summer recreation staff. Our local bike store as well as other local businesses helped support the program through in-kind donations and marketing efforts. We also worked in partnership with the Dakota County Simple Steps Walking Program to encourage walkers to be on the look-out for our Random Acts of Fitness stops. Finally, we collaborated with Dakota County Public Health and our local school district physical education departments to help promote how important unstructured activities like riding a bike, playing kickball or organizing an impromptu touch football game can be in our lives.

5. COMMUNITY SUPPORT: RESPONSE TO OR SUPPORT FOR THE PROJECT INCLUDING ATTENDANCE, CORRESPONDENCE, NEWSPAPER ARTICLES, PUBLICITY, PROCLAMATIONS OR OTHER EXAMPLES OF PUBLIC SUPPORT

The Random Acts of Fitness Program was a huge success on many levels. Our super-summer special agents "busted" over 100 residents during the summer that were caught staying active and healthy in their everyday lives. Our local newspapers did stories on the program. In addition, our program was highlighted in the NRPA Weekly News Brief that is sent out electronically every week to recreation professionals across the country. The program was featured in numerous Parks and Recreation Advisory Commission and City Council updates. Our local cable commission created a story on the program which can be seen at http://townsquaretv.granicus.com/MediaPlayer.php?view_id=2&clip_id=2896&meta_id=70110. Random Acts of Fitness was a recipient of a Minnesota Recreation and Park Foundation New Initiative Grant and was also featured at the 2011 MRPA State Conference as part of a panel showcase of grant winners. But most importantly, the program received instant feedback from the residents who were caught being active and healthy. Not only were participants thrilled to receive some cool items and participate in the program but they also shared their personal stories with Recreation Staff about how they stay moving in their daily lives.

6. DESCRIBE WHY THE PROJECT IS UNIQUE OR OTHERWISE DESERVING OF AN MRPA AWARD OF EXCELLENCE

The Random Acts of Fitness Program is deserving of an MRPA Award of Excellence because it is simple, it can be implemented with limited resources and it can address the goal of helping our residents stay active and healthy in their own environments. We often want and expect our users to come to our programs and facilities. This program changes that philosophy and gives the City of Inver Grove Heights a chance to engage with our community members in a fun and personable way by meeting them on their "turf." While residents are in their own element trying to live and be well, our program rewards and encourages them to stay active and make good lifestyle choices.

In Inver Grove Heights, residents still respond better to face-to-face encounters and grassroots efforts more so than technology. The Random Acts of Fitness Program is successful in getting

back in to the neighborhoods, parks and streets and showing the value of parks and recreation in the community. The program addresses a national obesity epidemic in a fun, creative and sustainable approach. Even with limited funding, a community can easily implement and modify the program to fit their community's needs and budget.

7. INCLUDE A SAMPLE OF THE PUBLICATION, IF NOMINATING IN THE "PUBLICATIONS" CATEGORY

Not Applicable

8. OUTLINE THE EVALUATION OR REVIEW PROCESS UTILIZED THROUGHOUT THE PROJECT'S IMPLEMENTATION AND COMPLETION

The Random Acts of Fitness Program allows our department to receive "real time" feedback from our participants. Staff received not only verbal comments about the program but participants also completed a short, three question survey while they were being "busted." After each monthly set of visits to various areas of the City, staff evaluated and determined where to go the next month. It is critical to be able to make connections with all different segments of our community's population. At the completion of the program, super-summer special agents completed an evaluation form providing us with their experiences out in the community. From our visits, we also evaluated areas where we missed in 2011 and would complete in 2012.

Hearing grandparents tell us how much they enjoy bringing their grandchildren to a particular park or having two walking friends tell us they just discovered one of our park trails is priceless feedback to hear first-hand. Finally staff evaluated the success of the program based on the number of participants we "busted" being active in the City and on the amount of varying types of activities we discovered people engaging in.

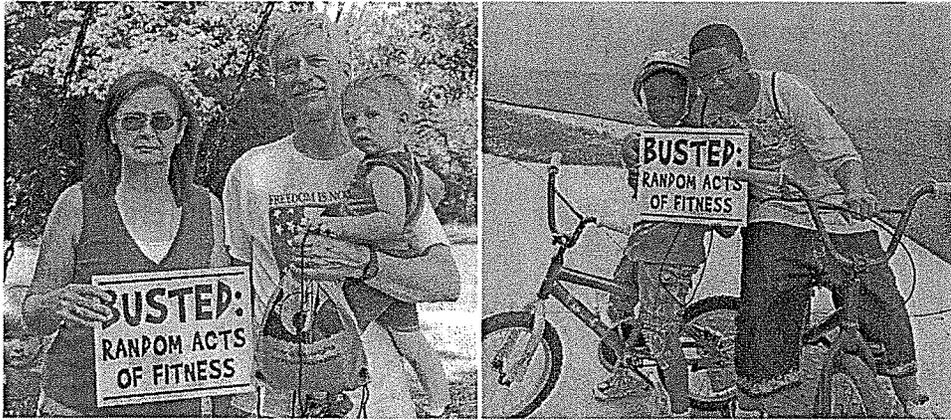
9. INCLUDE YOUR DISTRIBUTION PLAN, IF NOMINATING IN "COMMUNICATIONS" CATEGORY

Not Applicable

10. DESCRIBE ANY TECHNOLOGY USED IF APPLICABLE

The Random Acts of Fitness Program used a flip camera to video all of our "cardio criminals" being busted. We posted these mug shots on various City communication sites including our department's Facebook page and the City's website.

Here are a few examples of the “cardio criminals” we busted last summer!





InverGroveHeightsPatch

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Editor David Henke: 99 degrees in #InverGroveHeights, I've taken shelter in the #CaribouCoffee on Concord Blvd. Stop by and say hi! #Patch — Tweeted 50 minutes ago

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Government

Q&A: New Fitness Program Will 'Ambush' Active Community Members With Prizes

Recreation Superintendent Tracy Petersen spoke with Inver Grove Heights Patch about the city's new "Random Acts of Fitness" program.

By [David Henke](#) | [Email the author](#) | June 3, 2011

[View full size](#) What do you do to stay fit and healthy? [Tell us in the comments.](#)



Tell Your Neighbors About Patch

Editor's Note: This summer, the Inver Grove Heights Parks and Recreation Department will be rewarding residents engaged in a fitness-related activity through its new "Random Acts of Fitness" program. We caught up with Inver Grove Heights Recreation Superintendent Tracy Petersen to find out more about the program. Read more about the program [here](#).

Inver Grove Heights Patch: What do you hope to accomplish through Random Acts of Fitness?

Petersen: The goal of the program is to keep families and neighbors healthy throughout the summer, to get them outside being active, whether it's mowing the lawn, playing catch, walking along the trail, or walking the dog. It's trying to get people engaged in the community. This program is made possible by a grant from the [Minnesota Recreation and Park Foundation](#), so that's the basis for getting this.

Inver Grove Heights Patch: What inspired you to take this kind of approach to weight loss and fitness?

Petersen: I think it's catching people in their own element, in their neighborhoods and in our parks. It's going out and getting out into the community, rather than having them come to the community center or take a fitness class. It's rewarding people for already doing active, healthy things in their own environment.

Inver Grove Heights Patch: How do you select your 'targets' and how does the program function?

Petersen: In terms of selecting them, we'll just pick random parks or trails or neighborhoods and look for people who we think are being active. It's meant to be done in a fun way, along the concept of the Publisher's Clearing House sweepstakes idea. We see you doing something healthy and we want to reward you and thank you for being active.

Inver Grove Heights Patch: But no big checks, right?

Petersen: No big checks. [laughter] They'll get a t-shirt with a bag of swag. It'll have a waterbottle and a keychain and some other Parks and Rec-type cool stuff.

Inver Grove Heights Patch: Do people have to sign up for the program?

Petersen: No, it's totally on the Parks and Recreation Department's behalf. We're going to interview [winners], ask them a few survey questions, take their photo... We'll post that on our website and [Facebook page](#). As we get going, we may notify people when we may be in their neighborhood or in a park, just to let them know that we're going to be checking it out to see who's active this summer.

IGH busts people for getting fit

People get 'busted' for a variety of reasons. But in Inver Grove Heights, this summer almost a hundred people got busted for moving their bodies.

This is the first year the city has offered a "Random Acts of Fitness" initiative; during the summer months, city employees searched for folks following a healthy lifestyle by playing on a playground, riding their bikes, walking their dogs, even gardening and mowing their lawns. These "cardio criminals" were videotaped for the city's Web site and received a "bag of swag," which included a fitness bag, temporary car

Prizes have been awarded to a variety of criminals, including a couple walking their dog and a group of kids playing a pick-up game of football.

The program runs through the end of October, so it's not too late to get 'busted.' A list of fun cooler weather activities include: raking leaves, jumping in leaf piles, canoeing, horseback riding, going on "photo safaris" by grabbing a camera and walking through a nature preserve, walking through graveyards, hiking and taking a fitness class through community education.

—Heather Edwards

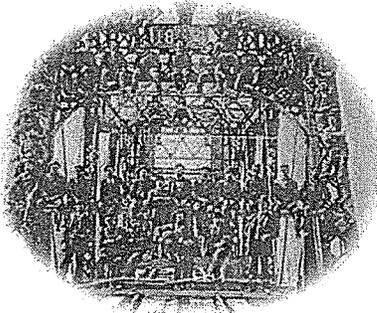
Minnesota Recreation and Park Association 2011 Awards of Excellence Nomination

Agency /Organization: City of Inver Grove Heights
Award Category: Park & Facility
Project Title: Rock Island Swing Bridge Recreational Pier
MRPA Member Nominator: Eric Carlson
Address: 8055 Barbara Ave. Inver Grove Heights, MN 55077
Phone: 651.450.2587 **Email:** ecarlson@invergroveheights.org

1. Project Description

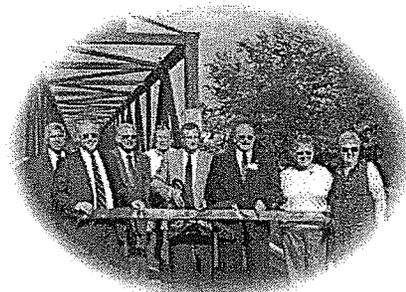
Built in 1894, the Rock Island Swing Bridge was designed for the South St. Paul Beltline Railroad as a double-deck structure carrying railroad traffic on the upper level and vehicle traffic on the lower as it crossed the Mississippi River. From west to east, the 1,661 foot long structure consisted of numerous short steel and timber trestle spans, five 140 foot long steel overhead trusses, a 442 foot long high steel swing span on a massive stone pier, and eleven spans of a two-girder and floor beam system with varying lengths of 30 to 40 feet.

The Rock Island Railroad closed the bridge in 1982 and, renamed as the "J.A.R Bridge", it began operation as a privately owned toll facility. In August 1999, the Minnesota Department of Transportation closed the bridge due to its deteriorating condition.



The United States Coast Guard deemed the abandon bridge an obstruction to navigation, and in April of 2001, issued a removal order for the entire bridge. The bridge had fallen into tax forfeiture in August of 2003, resulting in the State of Minnesota inheriting ownership and the Counties of Dakota and Washington assuming responsibility for the overall bridge liability and maintenance. In the fall of 2008 an east portion of the bridge collapsed prompting Washington and Dakota Counties to begin demolishing the structure. Driven by the local interest to save a portion of the bridge, in March 2009, Governor Tim Pawlenty signed a moratorium on any further demolition of the structure which saved two spans that were in better condition and several stone piers.

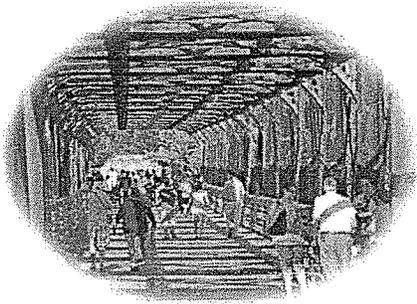
Without an owner, the bridge seemed as though it would lose its battle and be completely demolished. In April 2009, the City of Inver Grove Heights successfully received a \$1,300,000 federal grant to help pay for the reuse of the bridge along with \$150,000 from Dakota County, and \$100,000 from the Minnesota Historical Society to turn it into a recreational pier. The Preservation Alliance of Minnesota placed the bridge on their 2009 list of *10 Most*



Endangered Historic Places. With the City on board and important funding partnerships in place, the bridge finally had an advocate and someone that would help turn it into a 670 foot pier that would provide a destination point along the Mississippi River Regional Trail operated by Dakota County between St. Paul and Hastings.

The City worked feverishly between May 26th and November 13th with it's engineer, Short Elliott Hendrickson Inc., to wade through all of the necessary red tape, permits, and approvals. With approvals in place, contracts were let and Lametti & Sons Inc. was hired to rehabilitate the bridge to a useable pedestrian pier that would offer spectacular views of the Mississippi River.

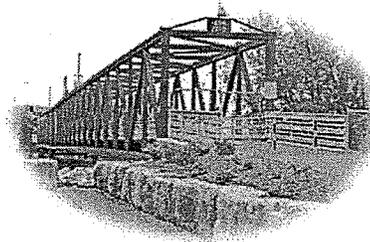
On November 4, 2010 as the project neared completion, an accidental fire destroyed two decks of the original structure which proved to be only another minor setback in the life of this historic bridge. The damage to the structure was repaired and the new bridge opened to the public on June 8, 2011.



The City of Inver Grove Heights developed this \$2,300,000 project to provide visitors with an opportunity to access the Mississippi River. The City anticipates that this bridge will draw visitors to the area and help with the City's efforts to revitalize the Concord Blvd neighborhood.

The City and Dakota County have made significant investments in the public infrastructure through the County's efforts to reconstruct Concord Blvd and the City's efforts to turn tax forfeited contaminated property into safe public park space in developing Heritage Village Park.

The area is connected to the Great River Road and the Mississippi River Regional Trail within the National Park Service's Mississippi National River Recreation Area. Visitors will have the opportunity to enjoy, shop, and explore the existing and future businesses. It is expected that through the City's effort to redevelop the area, continued private investment will take place over the course of the next several years adding tax base and jobs within the community.



The bridge is located at mile 830.3 on the Mississippi River and its address is 4465 – 66th St. Inver Grove Heights, Minnesota. For more information check out the City's website at www.invergroveheights.org .

Original Year Built	1894
Year Renovated	2010/2011
Address	4465 – 66 th St. Inver Grove Heights, MN 55077
River Location	Mississippi River Mile 830.3
Owner	City of Inver Grove Heights
Engineer	Short Elliott Hendrickson Inc.
General Contractor	Lametti & Sons
Overall Length	670'
Span 1	250'
Span 2	140'
Span 3	140'
Span 4	140'
Width of existing spans	18'
Width of new spans	12'

2. Outline the Planning process for the project.

1890	Bridge Authorized by Congress
May 16, 1895	Bridge Opens for Rail Traffic (designed by Charles F. Loweth)(constructed by Pittsburgh Bridge Company)
1982	Bridge Closes to Rail Traffic (Rock Island Railroad bankrupt) JAR Company opens bridge as toll facility
1999	MN DOT orders bridge closed to vehicular traffic
February 1999	Dakota County adopts Master Plan for the Mississippi River Regional Trail – 27 mile trail from S. St. Paul to Hastings. Rock Island Swing Bridge identified as a potential point of interest.
December 2001	Coast Guard Orders Bridge Removed
September 2004	City adopts Master Plan for Heritage Village Park which includes turning the Rock Island Swing Bridge into a Recreation Pier
February 2007	Washington & Dakota County begin Removal & Re-Use Analysis
August 2008	Coast Guard Rescinds Order to remove Bridge
November 2008	Washington County side of bridge collapses
January 2009	Washington\Dakota County hire Veit to demolish the bridge
April 2, 2009	City applies for TE ARRA Grant
April 27, 2009	Inver Grove Heights City Council considers ownership of project (with conditions)(Prior to this date....no public agency has expressed wiliness to take on ownership role of structure)
April 30, 2009	City notified they will be awarded \$1,300,000 TE ARRA grant
May 16, 2009	Governor Pawlenty signs 2-year moratorium on demolition of structure
May 16, 2009	State of MN grants \$100,000 for structure to the City of Inver Grove Heights – to be administered by Minnesota Historical Society (MHS)
May 26, 2009	City hires SEH Inc. to assist in process to secure federal grant

June 10, 2009	Meeting with Dennis Gimmestad, State Historic Preservation Office (SHPO). SHPO, Federal Advisory Council on Historic Preservation, and Historic Bridge Foundation determine that there is no need to worry about “anticipatory demolition” and the project can move forward without further in-depth Federal 106 review. Kirsten Zschomler will be sending a letter that will in essence finalize the 106 review without requiring any further action.
June 22, 2009	Meeting with Molly Shodeen from MN DNR regarding the project. Ms. Shodeen confirms that since the project plans to reuse spans 3 & 4 it should be easier to “justify” the proposed length of the recreational pier. If the project proposes to replace all of the spans, the length of the structure will need to be shortened significantly.
July 8, 2009	The Park and Recreation Commission give guidance regarding the following issues: <ul style="list-style-type: none"> • Painting vs not Painting the structure • Decking options of the spans • Lighting options of the structure • Railing options for the structure • Bridge style options for the replacement spans 1 & 2 The Park and Recreation Commission supports all items and recommends approval to the City Council.
July 13, 2009	City Council reviews the project and gives guidance regarding the following issues: <ul style="list-style-type: none"> • Painting vs not Painting the structure • Decking options of the spans • Lighting options of the structure • Railing options for the structure • Bridge style options for the replacement spans 1 & 2 City Council approves of the preliminary plans and specifications developed by SEH Inc. The Council authorizes the submittal of necessary permits and the PM.
Week of July 13, 2009	City submits several federal and state permits which require review. City submits Project Memorandum.
Week of July 20, 2009	National Park Service scheduled to perform mussel survey of piers 2 – 5 which will be used to support the structure. Some of the piers will need under water work which requires the mussel survey.
July 21, 2009	City Attorney sends letter to Commissioners of Revenue, DNR, DOT, and Attorney General seeking assistance on what State agency will have the authority to transfer ownership of the bridge to the City.
July 24, 2009	Phone call with Roger Wiebusch from the USCG with regards to the project. Mr. Wiebusch expresses concern about not being able to approve the project until the unused portions of the bridge are removed. Mr. Wiebusch states that he can support to the project once a plan is developed to remove the piers

July 28, 2009	Letter from MN DOT to SHPO asking for concurrence that the Rock Island Swing Bridge should have a “no historic properties affect” finding. The SHPO has 30-days to respond.
Week of August 3, 2009	Mayor, Rep Atkins, Sen Metzen working with State of MN to determine which agency will be responsible for the removal of the sections of the bridge that will not be used by the proposed project.
August 5, 2009	City receives copy of DOR letter stating that Dakota County is the agency that will transfer ownership of bridge\piers to the City through Tax Forfeiture process
August 12, 2009	City receives copy of letter dated August 10, 2009 from MN Historical Society addressed to MN DOT Cultural Resources Unit stating they concur with the fact that portions of Bridge 5600 do not meet National Register criteria and no historic properties listed on or eligible for listing on the National Register will be affected by the project. The Federal 106 process is now complete
August 12, 2009	City receives letter from Ms. Molly Shodeen of the MN DNR...letter states the DNR will cease processing the DNR Waters Permit application based on MN Rules that only the owner of the bridge can apply for a permit
August 14, 2009	City sends a response to Ms Shodeen asking for continued cooperation and review of the permit pending acceptable verification of bridge ownership by the City. DNR given until August 21, 2009 to reply in writing.
August 17, 2009	Ms Shodeen from MN DNR responds that the DNR will continue to process permit application and encourage other agencies to do so as well. As long as the ownership piece can be taken care of, there shouldn't be any issues from the DNR's perspective.
August 17, 2009	City received letter from Roger Wiebusch, USCG, stating we need to resolve ownership and removal of pier issues per our phone conversation on July 24, 2009. Letter states USCG is supportive of project once those issues are resolved.
September 1, 2009	Planning Commission recommends ownership of tax forfeited parcels for the project.
September 11, 2009	County responds to City's request for funding assistance. Letter from County Administrator Brandt Richardson doesn't commit to any specific funding assistance but does leave the door open to further opportunities\discussion
September 14, 2009	City Council to consider request to have tax forfeited parcels transferred into City ownership...one of the parcels includes the structures of the bridge on the Dakota County side

September 15, 2009	Meeting with Senator Metzen, Representative Atkins, and agencies on status of project and discussion on how to deal with the portions of the bridge not needed for the project and the demolition moratorium. MN DOT's representative, Rick Kjonaas, will be reviewing the possibility of using Emergency Disaster Bridge Funds to complete the removal of the un-needed piers. Rep Atkins & Sen Metzen vow to have moratorium lifted during the early hours of the session opening in February 2010
September 18, 2009	Mayor Tourville and Senator Metzen meet with MN DOT Commissioner Sorel to discuss State Funding of removal of un-needed bridge structures...Commissioner Sorel verbally commits to having the DOT pay for all removal related expenses...letter to be sent to USCG
September 28, 2009	Project Memorandum (PM) re-submitted to MN DOT State Aid. Updated document addresses comments from earlier submittal. Updated PM includes plans & specs on demolition of structures not needed for the project.
September 28, 2009	City Council is updated on the project status
September 28, 2009	City Council directs Planning Commission to hold a public hearing for a Comprehensive Plan Amendment and Rezoning relating to the acquisition of property adjacent to the Rock Island Swing Bridge. The Council authorizes the mussel survey of the structures that need to be removed. The Council authorizes additional engineering services related to the removal of structures that not needed for the project.
September 29, 2009	Final plans and specifications submitted to MN DOT for review
October 5 & 6, 2009	Malacological Consultants performs a FHWA required mussel survey of piers 6, 7, and 8 including the guard rail. These structures are required to be removed by the USCG.
October 5, 2009	Commissioner Sorel sends letter to USCG indicating a commitment from MN DOT to fund the removal of piers 6, 7, & 8 not needed for the re-use project
October 7, 2009	MN DNR supports the acquisition of the two tax forfeited parcels by the City of Inver Grove Heights for the authorize public purpose of parks and recreation facilities
October 13, 2009	Meeting with Senator Metzen, Representative Atkins, check in with everyone around the table to bring up any issues that may not already be addressed. No new issues arise.
October 20, 2009	Planning Commission holds a public hearing for a Comprehensive Plan Amendment and Rezoning relating to the acquisition of property adjacent to the Rock Island Swing Bridge.
October 26, 2009	City Council approves Comprehensive Plan Amendment and Rezoning relating to the acquisition of property adjacent to the Rock Island Swing Bridge

October 27, 2009	Department of Revenue issues deed to the City of Inver Grove Heights for the tax forfeited properties
November 2, 2009	Meet with Washington County and MN DOT State Aid to discuss Cooperative Agreement for the demolition of piers 6, 7, and 8.
November 13, 2009	City meets deadline for signed approval on information for grant: <ul style="list-style-type: none"> • Environmental Documentation • Right-of-Way Certificate • Plans & Specifications • Engineers Estimate • Permits
November 19, 2010	Transportation Advisory Board meets to consider a swap in funding for the project. MN DOT concerned with demolition moratorium. TAB recommends funding swap.
December 10, 2009	TAB Program Committee Meeting to consider funding swap. TAB recommends funding swap.
December 14, 2009	City Council approves plans and specifications and advertisement of bids
December 14, 2009	City Council approves Cooperative agreement with Washington County to fund the demolition of piers 6, 7, & 8
December 15, 2009	Dakota County Board of Commissioners approves \$150,000 contribution towards project
December 15, 2009	TAB approves funding swap
December 2009	FHWA gives project "Federal Authorization"
January 2010	Bid Opening – Inver Grove Heights City Hall
February 2010	State of Minnesota Legislature lifts demolition moratorium
March 22, 2010	City Council awards project to Lametti & Sons
April 2010	Construction begins
November 4, 2010	Fire destroys decks of two existing spans
January – March 2011	Lametti repairs damage caused by fire
May 2011	Project complete
June 8, 2011	City Council holds ribbon cutting ceremony and opens structure to the public

3. Outline funding plan for the project including: donations, grants, or public – private funding sources.

Project Funding	Federal Grant \$1,300,000 MN Historical Society Grant \$100,000 Dakota County \$150,000 County State Aid Disaster Fund \$443,000 City of Inver Grove Heights \$307,000
Project Cost	Total cost \$2,300,000 Construction \$1,857,000 Demolition \$443,000

4. Explain the level of collaboration involved and with whom.

There were numerous Federal, State, County, and local permits, approvals, reviews, and agreements that had to be coordinated to help make the project a success. The following is a list of agencies that were involved in making the project successful and provided feedback/approval:

- State of Minnesota
- MN Department of Revenue
- National Park Service
- Metropolitan Council
- Washington County
- Dakota County
- US Army Corp of Engineers
- Friends of the Mississippi River
- MN Attorney General's Office
- MN Historical Society
- MN Department of Natural Resources
- United States Coast Guard
- MN Pollution Control Agency
- State Historic Preservation Office
- MN Department of Transportation

5. Community Support: response to or support for the project including attendance, correspondence, newspaper articles, publicity, proclamations or other examples of public support.

City leaders were interested in turning the Rock Island Swing Bridge into a park amenity for many years but really didn't know what kind of support the public had for the bridge especially given the weak economic climate that existed in 2007/08. The National Park Service sponsored an impromptu tour of the bridge on a Saturday in October 2008. With only the morning Star & Tribune and Pioneer Press providing public notice of the tour approximately 1,000 people came to the bridge from across the Twin Cities. This proved to be a major boost for the local politicians. There have been numerous stories in the Star & Tribune and Pioneer Press on the bridge through all stages of planning, construction, and post construction. The local TV news media covered the November 2010 fire on the bridge during the evening news cast. The City has received countless calls and emails supporting the project and expressing gratitude for constructing the project.

6. Describe why the project is unique or otherwise deserving of an MRPA Award of Excellence.

The project is unique in that nowhere else on the Mississippi River can you walk out onto a 670' former two level railroad/vehicular bridge that have been converted into a recreational pier. Coupled with this fact is that the amount of interagency cooperation from the Federal, State, County, and local level was simply amazing to participate in. There were not too many people that thought the City and Consultant would be able to pull together all of the approvals between May and November 2009 so construction could begin. This is a shining example of how government can work! The project is sure to be a major point of interest for people using the Mississippi River Regional Trail and should draw thousands of people to the area who will in turn patronize the local businesses improving the local economy which will help spur redevelopment of an area in the City that needs reinvestment.

7. Include a sample of the publication, if nominating in the "Publications" category.

Not applicable

8. Outline the evaluation or review process utilized throughout the project's implementation and completion.

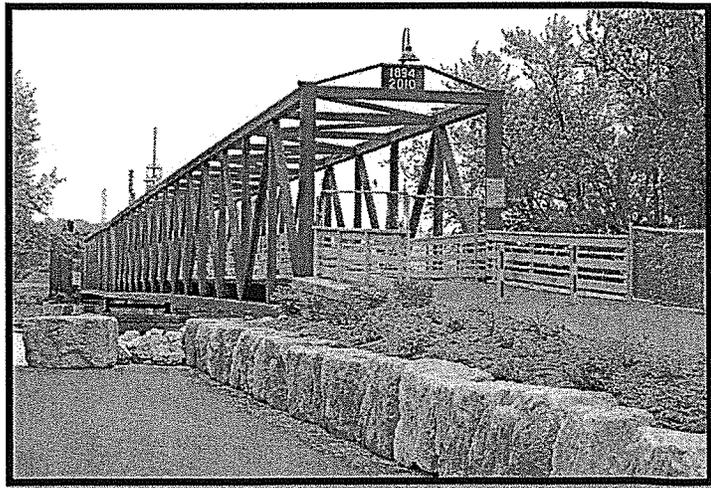
See information in question 2

9. Include your distribution plan, if nominating in "Communications" category.

Not applicable

10. Describe any technology used if applicable.

Not applicable



Item name
Playground Replacement Oakwood Park

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Meeting Date: July 11, 2012
 Item Type: New 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 checked="" 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

Recommend City Council consider authorize replacement of Oakwood Park playground equipment accepting low bid of \$54,859.00 from St. Croix Recreation with funds coming from Park Maintenance Fund 444. Additional funding of \$7,000.00, also from Park Maintenance Fund 444, recommended for additional new concrete curb and engineered wood fiber for playground surfacing.

SUMMARY

Oakwood playground, originally installed in 1997, is scheduled for replacement in 2012 per Parks Life Cycle Replacement Program, for a cost of \$70,000.00. The purpose of the Life Cycle program is to serve as a guideline for replacement of existing major park facilities such as play structures. These type of structures typically have a long life span, however when replacement is required they represent a major expenditure. A play structure lasts approximately 15 years depending on the manufacturer, use levels, maintenance, vandalism and weather conditions. This may be varied, depending on each play structures' condition as it approaches scheduled replacement. Where feasible, the schedule has been adjusted to minimize the overall impact on any specific budget year. Changing safety standards and state and federal guidelines may require modifications to life cycle replacement date. It is the intent of this program to anticipate expenditures, and plan accordingly to ensure funding will be available when needed.

Specifications for bidding the Oakwood Park playground, developed with the assistance of the city attorney, were sent to 6 playground vendors requesting bids. A bid of \$54,859.00 was received from St. Croix Recreation meeting all specifications. A neighborhood meeting was held with residents of the Oakwood Park area to discuss different plan options for the playground structure. Staff received many comments and suggestions and used input in awarding bid.

Staff suggests PRAC recommend to City Council awarding replacement of Oakwood Park playground structure to St. Croix Recreation for \$54,859.00, with funding from Fund 444. In addition staff also suggests PRAC recommend to City Council a not to exceed budget of \$7,000.00 from Fund 444 for concrete curb and engineered wood fiber for playground surfacing, for a total project budget of \$62,000.00.

Item name
Playground Replacement Skyview Park

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Meeting Date: July 11, 2012
 Item Type: New 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 City Council consider authorize replacement of Skyview Park playground equipment accepting bid of \$62,895.00 from St. Croix Recreation with funds coming from combination of State of Minnesota Outdoor Recreation Grant Program and Fund 444. Additional funding of \$15,000.00, also from combination of Outdoor Recreation Grant Program and Fund 444, recommended for additional new concrete curb and engineered wood fiber for playground surfacing.

SUMMARY

Skyview playground, originally installed in 1995, is scheduled for replacement in 2012 per Parks Life Cycle Replacement Program, for a cost of \$70,000.00. The purpose of the Life Cycle program is to serve as a guideline for replacement of existing major park facilities such as play structures. These type of structures typically have a long life span, however when replacement is required they represent a major expenditure. A play structure lasts approximately 15 years depending on the manufacturer, use levels, maintenance, vandalism and weather conditions. This may be varied, depending on each play structures' condition as it approaches scheduled replacement. Where feasible, the schedule has been adjusted to minimize the overall impact on any specific budget year. Changing safety standards and state and federal guidelines may require modifications to life cycle replacement date. It is the intent of this program to anticipate expenditures, and plan accordingly to ensure funding will be available when needed. The city was fortunate to receive an Outdoor Recreation Grant administered by the Minnesota DNR in the amount of \$86,000.00 to help with replacement of Skyview playground and other improvements at park including irrigation of newly graded soccer field, bituminous trail improvements, fencing additions, miscellaneous permanent site amenities and ADA corrections. The playground replacement budget is estimated at \$78,000 out of a total Skyview Park improvements project budget of \$192,000.00.

Specifications for bidding the Skyview Park playground, developed with the assistance of the city attorney, were sent to 6 playground vendors requesting bids. A bid of \$62,895.00 was received from St. Croix Recreation meeting all specifications. A neighborhood meeting was held with residents of the Skyview Park area to discuss different plan options for the playground structure. Staff received many comments and suggestions and used input in awarding bid.

Staff suggests PRAC recommend to City Council awarding replacement of Skyview Park playground structure to St. Croix Recreation for \$62,895.00, with funding from DNR Outdoor Recreation Grant and Fund 444. In addition staff also suggests PRAC recommend to City Council a not to exceed budget of \$15,000.00 from DNR Outdoor Recreation Grant and Fund 444 for concrete curb and engineered wood fiber for playground surfacing, for a total playground project budget of \$78,000.00.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Park and Recreation System Plan Consultant Recommendation

Meeting Date: July 11, 2012
 Item Type: Regular Agenda
 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

Recommend the Council approve hiring Hoisignton Koepler Group in an amount not to exceed \$65,000 to 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). It is recommended that a project budget of \$72,000 be established for the project.

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 in March 2012 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.

On April 23, 2012 the City Council approved the RFP which was sent out to approximately 10 consultants. The City received a total of three responses from the following firms:

	TKDA	HKGI	Brauer
Hours	570	747	642
Proposal Fee	\$57,432	\$63,500	\$63,647
Expenses	\$700	\$1,500	\$4,200
Total Fee	\$58,100	\$65,000	\$67,847

On June 28th the subcommittee interviewed all three firms and after careful consideration is recommending HKGI.

Highlights of the process 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 in a variety of ways (focus groups, surveys, open houses, etc.)
- Prioritizes improvements based on funding availability
- Process will take approximately 1-year to complete

INVER GROVE HEIGHTS PARK AND RECREATION SYSTEM PLAN

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&
White*



PROPOSAL

May 24, 2012

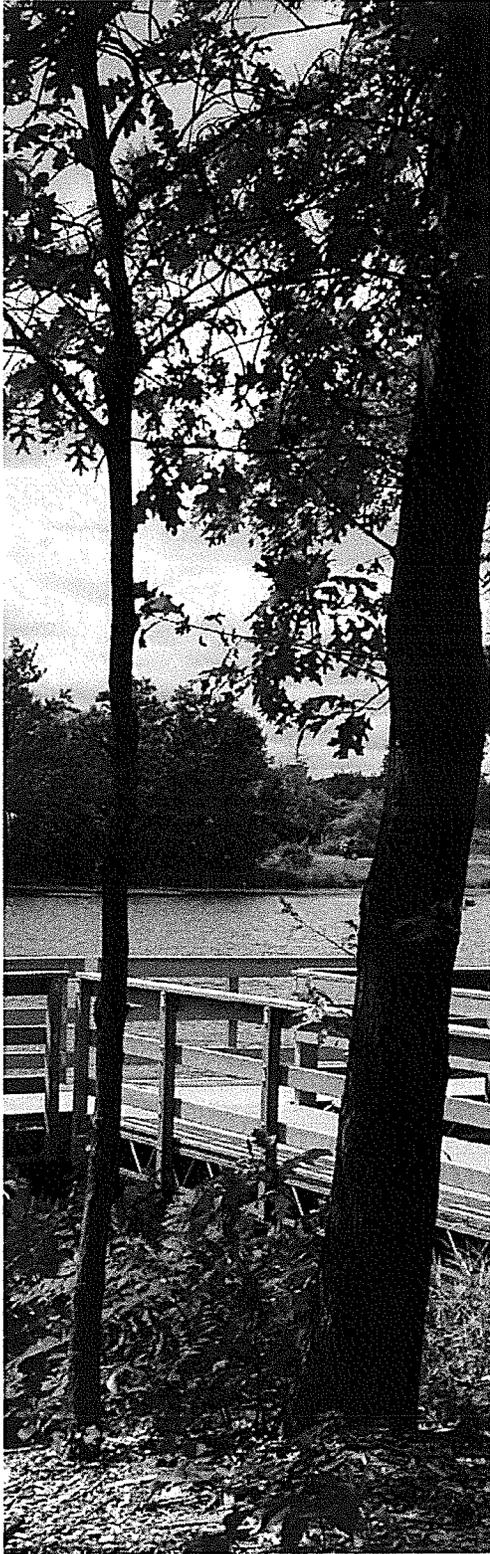


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May 24, 2012

Eric Carlson, Park and Recreation Director
Inver Grove Heights Recreation and Parks
8055 Barbara Ave North
Inver Grove Heights, MN 55077

Re: Park and Recreation System Plan

Dear Mr. Carlson and Members of the Selection Group,

On behalf of the Hoisington Koegler Group (HKGi) Team, we are pleased to submit this proposal to conduct a comprehensive evaluation and planning process to prepare an inspiring and practical Parks and Recreation System Plan for Inver Grove Heights. We are familiar with issues facing Inver Grove Heights from our work on the 2010 Trail Gap Study, the 2030 Comprehensive Park Plan and Development Guide, the Concord Boulevard Neighborhood Plan, and grant writing. In addition, we have over 25 years of experience preparing park master plans and have prepared park and recreation plans for over 50 cities in the upper Midwest.

The combination of HKGi's extensive award-winning expertise in park and recreation system planning, needs assessment and park financing, our past work in Inver Grove Heights, and the collective knowledge of city staff, officials, stakeholders and the community will result in a publicly supported sustainable and visionary plan for Inver Grove Heights Parks and Recreation.

Lil Leatham will be the project manager for the Master Plan work. She has 10 years experience in park, trail, and open space planning and public participation. Greg Ingraham, with over 25 years experience, will guide the public participation process and lead the development of prioritization, financing and management tools. They will be supported by a talented group of professionals. We encourage you to view recent parks and recreation master plans HKGi prepared for Duluth, MN, Saint Paul, MN, Bloomington, MN and our web site www.hkgi.com to get a good idea of our experience. All of these cities faced the challenge of balancing needs with diminishing resources. See the references section of this proposal for web links to these projects.

We fully recognize the importance of parks and recreation to Inver Grove Heights livability and environment and the tight funding climate Inver Grove Heights and other cities are in. Therefore, our proposal includes a comprehensive scope of work and deliverables that assure a cost-effective guide to physical actions/improvements, programs, facilities, operations and funding. Our work plan, schedule and fees are based on meeting the scope outlined in the city request for proposal with additions and revisions to reflect our vision of the project's needs. We have also included a series of optional services that would provide a more extensive public engagement scope to greater ensure public support for the plan. We welcome the opportunity to review and fine tune the scope based on further discussions with City staff.

Contact Lil Leatham at 612-252-7127 or lil@hkgi.com to discuss the proposal or to authorize us to begin work on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lil Leatham'.

Lil Leatham, Associate

A handwritten signature in black ink, appearing to read 'Greg Ingraham'.

Greg Ingraham, Senior Planner

2012 ASLA-MN HONOR AWARD

Metropolitan Council Stormwater Reuse Guide

2012 ASLA-MN MERIT AWARD

Osseo Central Avenue Streetscape

2012 ASLA-MN MERIT AWARD

North Creek Greenway and Minnesota River Greenway Master Plans

2011 PROJECT OF THE YEAR AWARD

City Engineers Association of Minnesota

Osseo Central Avenue Reconstruction

2010 PRESERVATION AWARD

Minnesota Preservation Alliance

Red Wing Downtown Action Plan

2010 MERIT AWARD FOR PLANNING AND RESEARCH

American Society of Landscape Architects, Minnesota Chapter (MASLA)

Red Wing Downtown Action Plan

2009 HONOR AWARD FOR PLANNING AND RESEARCH

American Society of Landscape Architects, Minnesota Chapter (MASLA)

UMore Park: A University Founded Community

2009 HONOR AWARD FOR PLANNING AND RESEARCH

American Society of Landscape Architects, Minnesota Chapter (MASLA)

Saint Paul Park and Recreation Vision Plan

2007 MERIT AWARD FOR PLANNING

American Society of Landscape Architects, Minnesota Chapter (MASLA)

Bassett Creek Valley Master Plan; Minneapolis, MN

2007 MERIT AWARD FOR PRIVATE LANDSCAPE DESIGN

American Society of Landscape Architects, Minnesota Chapter (MASLA)

Chevalle, A Country Estate; Chaska, MN

2005 MINNEAPOLIS PRESERVATION AWARD

Minneapolis Heritage Preservation Commission

University of Minnesota Southeast Heating Plant; Minneapolis, Minnesota

**2005 EXCELLENCE IN AFFORDABLE HOUSING DESIGN/
PRESERVATION HOUSING DESIGN AWARD**

Minnesota Housing Finance Agency

Heritage Greens; Cambridge, Minnesota

2004 AWARD FOR AN OUTSTANDING PLAN

American Planning Association, Minnesota Chapter (MnAPA)

Downtown East/North Loop Master Plan; Minneapolis, Minnesota

2003 MERIT AWARD

American Institute of Architects, Minneapolis Chapter

Bloomington Civic Plaza; Bloomington, Minnesota

2003 AWARD FOR AN OUTSTANDING PLAN

American Planning Association, Minnesota Chapter (MnAPA)

Downtown Revitalization Master Plan; Hutchinson, Minnesota

2003 MERIT AWARD FOR PROJECT DESIGN

American Society of Landscape Architects, Minnesota Chapter (MASLA)

River Flats Master Plan; Hastings, Minnesota

2002 NATIONAL MERIT AWARD FOR PUBLIC PLANNING

American Society of Landscape Architects

Mississippi River Greenway Strategic Plan; Dakota County, Minnesota

2002 AWARD OF EXCELLENCE

Minnesota Recreation and Park Association

Normandale Lake Bandshell; Bloomington, Minnesota

2002 PRESERVATION AWARD

Minneapolis Heritage Preservation Commission

Main Street/6th Avenue SE Streetscape; Minneapolis, Minnesota

2002 PROJECT OF THE YEAR

Civil Engineering Association of Minnesota

Lock and Dam Road; Hastings, Minnesota

2001 PROJECT OF THE YEAR—ENVIRONMENTAL AWARD

Minnesota Public Works Association

Lock & Dam Road Improvements; Hastings, Minnesota

2001 MERIT AWARD FOR PUBLIC PLANNING

American Society of Landscape Architects, Minnesota Chapter

Taylor's Falls Strategic Guide; Taylor's Falls, Minnesota



HKGI

Hoisington Koegler Group (HKGI) is a firm of talented planners, landscape architects, and urban designers who share their passion for planning and design with client communities striving to create lasting places of quality. HKGI has over thirty years of experience designing high quality and distinctive public and private spaces on budget and on time. Communities seek HKGI to lead their planning and design efforts because of our ability to creatively synthesize complex program needs and planning issues within a process of community consensus-building.



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Est. 1982

PRINCIPALS:

Mark Koegler, ASLA, President

Paul Paige, RLA, Vice President

Brad Scheib, AICP, Vice President

ASSOCIATES:

Lil Leatham, ASLA

Bryan Harjes, RLA, LEED AP

STAFF:

11 Landscape Architects

4 Community Planners

SERVICES:

Master Planning

Landscape Architecture

School Campus Planning & Design

Site Design

Park Planning and Design

Public Participation

Zoning Ordinance

Comprehensive Planning

Greenway Planning

Bikeway and Trail Planning

Downtown Planning

Strategic Planning

Commercial Area Revitalization

Urban Design

Transit Oriented Development
Planning

Environmental Review

Corridor Studies

Streetscape Design



PROJECT UNDERSTANDING

The City of Inver Grove Heights, like many cities, has seen revenues dwindle, while infrastructure needs mount and recreation service demands increase. The City needs a unique and prioritized system plan as well as financial, operational and maintenance tools to fund and efficiently maintain the system. The system plan will guide the city to a long-term sustainable future for the park and recreation system.

The planning process is to include a needs assessment process that is based on public input, facility and program evaluation and analysis of trends and changes. The needs assessment and input will shape a vision with priorities for the next 15 years that will guide decision making to create a cost effective, maintainable system that effectively meets resident's recreation needs. The System Plan is to include cost estimates for key actions/projects, finance tools, and management tools including, but not limited to, tiered maintenance service, asset management tools, and estimates for on-going operations and maintenance costs, etc.

Parks and recreation are the lifeblood of a community and they are vital to the economy, environment and livability of Inver Grove Heights. Convenient access to neighborhood parks, community parks, and trails are important to desirable neighborhoods and is something that, in the past, has been a given in Inver Grove Heights. The expanding system in light of tight resources highlights the need to create a strategic plan for the future that has resident support and process that cultivates resident champions for parks and recreation. The HKGI Team will work with you to develop a plan to define a sustainable vision, prioritize the actions, and establish tools to achieve that vision.

HKGI TEAM AND ROLES

Lil Leatham, project manager and lead park and recreation planner. Lil brings hands-on experience managing successful park and trail and bikeway plans for Saint Paul, Duluth, Inver Grove Heights, Rosemount, Dakota County and Dayton, Cloquet and other communities to the planning process.

Greg Ingraham, public involvement director and lead for prioritization and funding action plans. Greg will help design and conduct an engaging community outreach process and will provide his expertise for park planning, recreation programs, and financing/funding. Greg's experience managing the Bloomington Parks and Recreation Department, his instruction of active living at the University of Minnesota and 30 years of park, recreation and trail master planning expertise helps assure an innovative and plan for Inver Grove Heights' future.

Gabrielle Grinde, park and recreation planner. Gabrielle brings her knowledge, communications, and graphic abilities to park and recreation planning. She will assist with plan preparation, graphics, and meeting support. She has hands-on experience with planning in Saint Paul, Brooklyn Park, Edina, Dakota County and other communities.

Kevin Clarke, park and recreation planner. Kevin will assist with plan preparation and meeting support.



APPROACH

HKGi's approach for the work is based on our understanding of your need for a plan and financial and operations strategy for the future, our knowledge of the city, our park planning, operations, recreation and park financing expertise, and the importance of community input.

Our approach includes evaluating the 2009 Comprehensive Park Plan & Development Guide with an eye to prioritization and developing innovative financing, operations, and maintenance management tools to assist in balancing fiscal realities with community needs.

Our approach integrates implementation strategies as a part of the process of defining the Plan. We believe that by directly integrating finance realities with physical planning efforts, the final plan will more readily move toward implementation and will create a sustainable future. Our experience with similar issues and prioritization in many other cities will be of great help in generating effective finance and implementation tools.

Our approach also places a high priority on interaction with the Future of Our Parks Subcommittee, the Parks and Recreation Commission, the City Council, stakeholders and the community at large. We have found that allowing residents the opportunity to identify needs and priorities as well as shape concepts for improvement/efficiency throughout the planning process ensures a unique plan with solutions that reflect community desires. We see the community input process as a means to build advocacy for the plan and support for funding and subsequent implementation actions.

Our scope includes a level of community engagement we feel will effectively inform the public and build project champions. We have also identified several additional engagement activities that would allow the planning process to reach a broader number of residents. Our experience shows that this additional level of involvement is beneficial in building advocacy for park, recreation and resource actions.

We see the focus of the IGH system planning work as:

- A comprehensive and professional review of the plan and system needs.
- An engaging and visible public involvement effort that builds passion and champions for IGH P & R.
- Prioritizing improvements to create a sustainable and relevant P & R system.
- Capital improvement and operations and maintenance tools to assist with ongoing decision making.
- Defining/refining the vision into a compelling story.
- Providing the graphic communication tools (Plan and Plan summaries) that "tell the story" and help assure broad support.

COMMUNITY INVOLVEMENT

Our approach to community involvement places a high priority on both input from elected officials and the community. Our scope has a level of involvement we feel will result in a supported plan and cultivating project champions. We have outlined additional optional involvement activities intended to expand the number of residents participating in the planning process.

INPUT FROM STAFF AND ELECTED OFFICIALS

Future of Our Parks Subcommittee – We view the Future of Our Parks Subcommittee as the primary group to guide the process and work. We will hold 5 working meetings with this group to test ideas, review work, and guide the public input process.

Parks and Recreation Commission Meetings – We view the Parks and Recreation Citizens Advisory Commission as the sounding board for the planning process. We propose to hold three meetings/workshops with the Commission. In addition, we ask that the Friends of Our Parks Subcommittee provide monthly project updates to the Commission.

City Council Involvement – We have found that keeping the City Council informed throughout the planning process is an essential component of building plan support. We will conduct an introductory presentation to the City Council, provide briefing packets during each phase of the planning process, and make a final presentation to the Council.

COMMUNITY INVOLVEMENT: BEYOND THE OPEN HOUSE

We have found the most effective way to reach residents is to allow for input when residents have time. This means providing multiple opportunities: on-line, at existing events, and at focused inter-active community meetings. A community open house is an important component of the planning process, but we feel it is essential to supplement it with internet based participation and meetings with targeted groups. Integral to this approach is using existing media outlets: newspaper articles, city newsletters, cable television as well as posters and flyers to keep the public informed of the process, build support and direct people to input opportunities. Our process proposes the following community involvement methods:

- **Web Based Content and On –Line Community Questionnaire** – As digital media becomes more widespread and more mobile, we have found web input to be an extremely effective way to reach residents. For each phase of the process, we will supply the City with content for the project page hosted on the City website. We will also provide two opportunities for on line-input through questionnaires in the needs assessment and draft plan review portions of the plan process. On-line input has the advantage of allowing users to conveniently respond on their own time. Printed questionnaires can also be provided for use at meetings and events.
- **Partners and Stakeholder Workshop** – We will hold a workshop with existing partners and stakeholders. Potential participants include: Community Education ISD #199, Youth Athletic Associations, the Inver Grove Heights Legion, Chamber of Commerce, Inver Grove Heights Senior Club, Dakota County, and adjacent municipalities.
- **Recreation and Parks Project Champions Focus Group** - Potential parks and recreation champions will be identified in the needs assessment phase of the process through the on-line questionnaire, the community forum, and with the help of the Future of Our Parks Subcommittee. Potential champions will be invited to a focus group to review the draft plan and help define priorities.
- **Community Meetings**– We plan to hold two interactive community input workshops during the planning process: one to assess community park and recreation needs and a second to review the draft plan.
- **Traveling Meetings** - In both the needs assessment phase and the plan review phase of the project we will develop a meeting package consisting of a Powerpoint presentation, display boards, and input questionnaires that City Staff can take to community events such as Inver Grove Days, display in high traffic locations such as the community center, or be used for additional neighborhood or focus group meetings. As part of the package we will also produce a “2 minute overview” – a concise, clear and graphic summary that quickly communicates key issues and plan direction.



OPTIONAL ADDITIONAL COMMUNITY INVOLVEMENT AND OUTREACH

(See Fees section of this proposal for cost of optional additional services)

Additional Meetings and Focus Groups – An optional service is for HKGi to set up a booth to gather input and ideas at an established community event such as Inver Grove Days, hold additional focus group meetings, or hold additional open houses in different geographic areas of the city. “Going where people are” helps gather information from a broader audience in an effective manner.

Community Contest –HKGi would help plan and advertise a community photo and/or essay contest with the theme of the “Importance of Parks and Recreation in Inver Grove Heights”. The intent of the contest is to stimulate community thinking about the importance of parks and recreation to the community and identify potential champions.

Enhanced Website – HKGi would design and host a project website. We would update the web content monthly, write a monthly blog update and provide additional interactive methods for resident engagement. Residents could also follow the project through regular updates Facebook, Twitter, and other social media sites.

Promotional Video – We would work with Lange Multi Media (see Resume Section for firm profile) to produce a 3-5 minute promotional video explaining plan highlights and the importance of parks and recreation. Video is an effective way to reach a broad number of residents.

More specific descriptions of the public involvement are included as part of the Work Plan.



WORK PLAN

We at HKGi view the Inver Grove Heights Parks and Recreation System Plan as a guide to a sustainable path for the future of the parks and recreation system. To create that guide we propose a five step process:

1. Organize the Effort
2. Needs and Resource Assessment
3. Define the Vision (10-15 year)
4. System Plan Recommendations and Priorities (5 year and 15 year)
5. Develop the Action Plan, Tools, and Plan Approvals

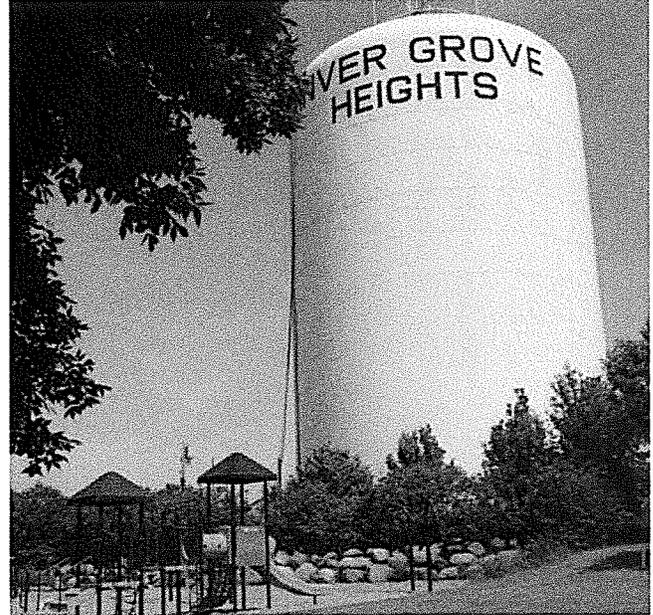
Hoisington Koegler Group has prepared and implemented park and recreation master plans for over 25 years. During that time we have learned that an effective system plan process and the plan itself must have several key elements. Our proposed work plan for the Inver Grove Heights System Plan includes the following elements:

I. ORGANIZE THE EFFORT

JULY-AUGUST

We will work with the Future of Our Parks Subcommittee to help guide the planning process and the Master Plan Content. In this task we will confirm and fine tune the project scope, public involvement efforts, and work plan. We will also gather background information, and introduce the project to the City Council and Commissions.

1.01 Organizational session and recreation and park system tour. HKGi will meet with the Subcommittee to review the process, acquire



data, and to define the meeting schedule, public outreach and communications. We will tour the park, recreation, trail, system and natural sites, looking at the City system and regional connections/needs.

1.02 Gather and synthesize existing plans, studies and background data. We will gather and synthesize paper and digital data pertinent to the planning effort for review and use. City documents will include the 2030 Comprehensive Plan Update and the 2009 Park Plan and Development Guide, 2010 Community Wide Survey Results, 2012 Older Adults Survey, ASA safety and accessibility reports, existing mapping and GIS data, program information and other pertinent plans.

1.03 City Council Introduction and Input. We will prepare an introductory presentation outlining the project purpose and goals and present it to the City Council and get their initial feedback on park and recreation priorities. We ask that the Future of Our Parks Subcommittee use the presentation to introduce the project to the Parks and Recreation Commission and other Commissions and Groups as needed.

1.04 National Night Out. We will prepare a 1 page project flyer to be distributed throughout neighborhoods on national night out. The flyer will introduce the project, list key meeting dates, and direct residents to the city website and on-line

TASK 1 - MEETINGS:

1. Organizational session and park and recreation system tour with Future of Our Parks Subcommittee
2. Introductory presentation to the City Council

TASK 1 - DELIVERABLES:

1. Synthesis of existing plans, studies and data
2. Introductory presentation
3. Meeting summaries
4. National night out flyer and poster

TASK 2 - MEETINGS:

1. Work session with Future of Our Parks Subcommittee
2. Community forum
3. Partners workshop

TASK 2 - DELIVERABLES:

1. Park, recreation, and trail system evaluation
2. Peer community and national parks and recreation standards evaluation.
3. Funding and sustainability evaluation
4. Trends presentation
5. Project introduction materials (press release and web-page content, posters, newsletter articles)
6. Meeting summaries
7. Traveling meeting package including a concise colorful, graphic summary packet
8. Needs assessment summary

questionnaire (listed in task 2.05). We have found that information presented at this event is an effective way to 'get out the word' and direct residents to on-line resources.

2. NEEDS AND RESOURCE ASSESSMENT

AUGUST - NOVEMBER

This task will determine current and future needs and desires in light of fiscal realities through a series of meetings with the Future of our Parks Subcommittee, officials and the public and a physical evaluation of the park and recreation system and programs. A web-based questionnaire will help take the pulse of the community regarding satisfaction. This input will form a needs and resource assessment report which will guide the System Plan content.

2.01 Park, recreation and trail system evaluation (parks, trails, natural and cultural resources, connectivity, programs and facilities). We will document the system evaluation findings and opportunities graphically and in a summary report. We anticipate the evaluation will include:

- *Assessment of park conditions, quality, distribution, amenities, accessibility, connectivity, access to nature, historic sites etc. of the park, recreation, natural resources, facility, and trail system.*
- *Evaluation of individual park and system-wide needs and opportunities.*
- *Review of recreation program use and assess delivery performance.*
- *Evaluation of current park classification system and standards.*
- *Evaluation and review of park property maps illustrating existing features, service areas and known future development plans.*

2.02 Peer community and national standards evaluation. We will evaluate the park system features, amenities and services related to peer communities and accepted national standards to identify challenges and strengths.

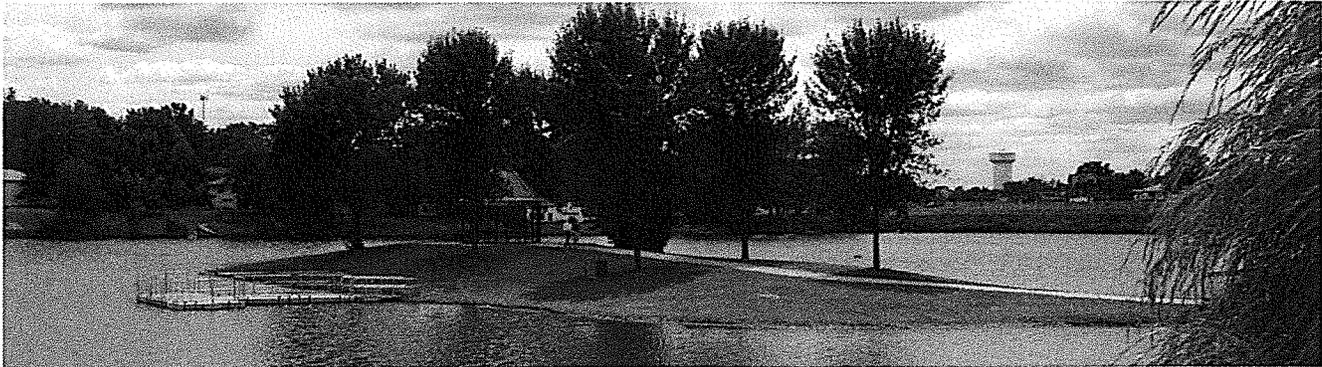
2.03 Funding Resources and Sustainability. We understand that to be effective, a park system must be economically sustainable. We will analyze existing funding resources and anticipated capital, maintenance and operational expenses to help frame future park system direction.

2.04 Trends Evaluation. HKGi will analyze the emerging recreation, fiscal, environmental, land development, social and demographic trends and projections influencing Inver Grove Heights and its parks, recreation and trails. A trends and funding presentation will be prepared for use at the Community Forum and other meetings.

- 2.05 Community On-line Questionnaire.** We will develop a user-friendly on-line questionnaire to determine park and recreation use, satisfaction, needs, preferences and priorities. The questionnaire is to be posted on the Master Plan web page (hosted by the City). The on-line questionnaire is an effective tool to take the pulse of the community on potential issues such as park improvements, recreation needs, trail connections, park financing, etc. We will also use the questionnaire to help identify new resident champions for Inver Grove Heights Parks and Recreation. A summary of questionnaire input and findings will be prepared.
- 2.06 Partner Workshop.** We have found partner workshops are an effective way to understand community resources beyond the City's System, to identify future partners and potential champions and to work to define a coordinated vision for parks and recreation. Participants will include, but are not limited to, representatives Community Education ISD #199, Youth Athletic Associations, Inver Grove Heights Legion, Chamber of Commerce, Inver Grove Heights Senior Club, Dakota County, and adjacent Municipalities.
- 2.07 Park and Recreation Community Forum.** An engaging and interactive community meeting will be held to obtain input and ideas on parks and recreation needs, issues, opportunities and actions. Trend and preliminary needs findings will be presented and participants will be given multiple opportunities to provide input (written, verbal, ranking exercises, games, etc.) to help shape the vision for the system. We will also engage participants in prioritizing improvements and actions for the future.
- 2.08 Traveling Meeting & Web Content.** Information presented at the Community Forum will be packaged so that City Staff, Parks and Recreation Commission Members can take it where the people are. The trends and preliminary needs findings, printed copies of the on-line questionnaire, cards directing residents to on-line information, and key display boards can be used in the parks, at community events such as Inver Grove Days, at church meetings or at small scale neighborhood and focus group meetings. This package will include a concise, colorful, graphic summary 'elevator pitch' version of information to date.
- 2.09 Needs Assessment Summary.** We will prepare a graphic summary and digital presentation of the needs assessment findings from the information gathered in Task 2. The Needs Assessment will provide the direction and background for the formation of a clear and compelling vision in Task 3.

OPTIONAL ADDITIONAL SERVICES

- **Additional Meetings and Focus Groups.** An optional service would be for HKGi to set up a booth to gather input and ideas at an already established community event such as Inver Grove Days, hold additional focus group meetings, or hold additional open houses in different geographic areas of the city. We would use meeting materials developed as part of the Traveling Meeting to "Going where people are" and gather information from a broader audience in an effective manner.
- **Community Contest.** HKGi would help plan and advertise a community photo and or essay contest with the theme of the "Importance of Parks and Recreation in Inver Grove Heights". The intent of the contest is to stimulate community thinking about the importance of parks and recreation to the community and identify potential champions.
- **Enhanced Website.** HKGi would design and host a project website. We would update the web content monthly, write a monthly blog update and provide additional interactive methods for resident engagement. Residents could also follow the project through regular updates Facebook and Twitter and other social media outlets



TASK 3 - MEETINGS:

1. Work Session with Future of Our Parks Subcommittee
2. Vision session with Recreation and Parks Commission and Future of Our Parks Subcommittee

TASK 3 - DELIVERABLES

1. Needs assessment summary and best practices presentation
2. Draft vision, goals, and guiding principles
3. Council briefing status report
4. Meeting agendas and input summaries

3. VISION FOR PARKS AND RECREATION

DECEMBER-JANUARY

This task will use the needs assessment findings and a vision workshop to define the vision and goals for the Inver Grove Heights parks and recreation system as well as a vision for delivery of programs services and maintenance. The vision will focus on the near-term (5 year) and the mid-term (10-15 year) priorities. This vision will fit with the realities of resources and the physical setting and reflect community values.

3.01 Work Session with Future of Our Parks Subcommittee. We will conduct a work session to present and refine needs assessment findings and prepare for the vision workshop with the Future of Our Parks Subcommittee and the Recreation and Parks Commission.

3.02 Vision workshop with the Park Commission and the Future of Our Parks Subcommittee. This meeting will start with a summary of the Needs Assessment findings. We will present an engaging slide show of innovative park, recreation and finance projects/actions illustrating "best practice" examples to stimulate thinking about the vision for Inver Grove Height's park system. The focus will be on thinking about the 10-15 year vision for the system based on available funding and needs assessment findings.

3.03 Draft vision and goals. We will use input from the vision workshop to produce a draft 10-15 year vision and goals.

3.04 Council review. We will route a draft of the Parks and Recreation Needs Assessment and Vision and Goals to the City Council for their review.

4. PARK AND RECREATION SYSTEM PLAN

JANUARY – MARCH

This phase translates the needs and vision into a comprehensive plan for parks and recreation and presents the plan to the community for input and prioritization. We see the Master Plan as an integrated document with strategic plans for parks, trails, facilities, recreation, funding and operations. The Plan will be designed to meet the vision and create a sustainable system.

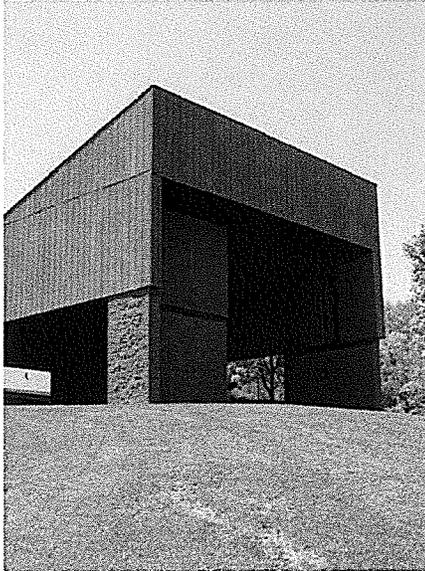
- 4.01 Future of Our Parks Subcommittee Work Session.** At this work session we will review and get input on draft plan content and organize commission and public review of the Draft System Plan.
- 4.02 Draft System Plan.** We will work closely with Future of Our Parks Subcommittee as we develop the draft park and recreation system plan. The Plan will consist of the inventory, needs assessment vision, goals, policies, strategies and prioritized actions, programming, operations and maintenance tools as well as maps and illustrations to support that vision. The Master Plan will reflect the ability to fund and maintain the system and will include innovative funding sources.
- 4.03 Graphic Executive Summary Packet and Poster.** We will produce a graphically rich executive summary and poster illustrating plan highlights and directing residents to on-line information and input. The draft executive summary will be sent as an information item for City Council informal review.
- 4.04 Staff, Commission and Council Review.** We will present the Draft System Plan to the Recreation and Parks Commission for review and comment and input on priorities. Based on their feedback we will refine the Draft Inver Grove Heights Parks and Recreation Master Plan. It will include an inventory, the needs assessment, vision and goals and plans for parks, trails, facilities, recreation, funding and operations. Maps and graphics will be prepared to illustrate the Plan.
- 4.05 Champions Focus Group.** We will hold a focus group session with individuals identified as potential parks and recreation champions in Phase 2 of the project. It is anticipated that some of these individuals may belong to partner organizations, be already involved residents, or be residents identified through the on-line questionnaire or community forum. Potential champions will be asked to prioritize master plan initiatives, as well as provide feedback on new ways to engage all residents of Inver Grove Heights.
- 4.06 Public Review Meeting.** We will hold an engaging community meeting to inform the public about the Plan content and obtain community input. Questionnaires, comment boards and a dot ranking exercise will be used to obtain feedback and to solicit priorities for priority Plan actions. We will prepare a summary of the review meeting input.

TASK 4 - MEETINGS:

1. Work session with Friends of Our Parks Subcommittee
2. Present Draft to Parks and Recreation Commission
3. Champions focus group
4. Community review meeting

TASK 4 - DELIVERABLES:

1. Draft Recreation and Parks System Plan
2. Graphic Executive Summary Packet and Poster
3. Media package (press release, articles)
4. Traveling meeting
5. City Council briefing packet
6. Materials for Web review and interactive input
7. Meeting agendas and summaries



4.07 Traveling Meeting. Information presented at the public review meeting will be packaged so that City Staff, Parks and Recreation Commission Members, and others can take it where the people are. Open house exhibits, feedback forms, prioritization exercises, cards directing residents to on-line information that can be used in the parks, at community events, or church, neighborhood, and focus group meetings.

4.08 Internet based content and review. We will post the draft Plan on-line to allow for web-based review, comment, and prioritization.

OPTIONAL ADDITIONAL SERVICES

- **Additional Meetings and Focus Groups.** An optional service would be for HKGi to set up a booth to gather input and ideas at an already established community event, hold additional focus group meetings, or hold additional open houses in different geographic areas of the city. Would use meeting materials developed as part of the Traveling Meeting to “Going where people are” and gather information from a broader audience in an effective manner.

TASK 5 - MEETINGS:

1. Work Session with Future of Our Parks Subcommittee
2. Present Plan to the Parks and Recreation Commission
3. Present the Plan to the City Council

TASK 5- DELIVERABLES:

1. Final Recreation and Parks System Plan
2. **Plan Printing** – HKGi will deliver 24 copies of the draft master plan and 24 copies of the final plan loose leaf bound in three-ring binders marked by dividers.

5. DEVELOP THE ACTION PLAN AND TOOLS & APPROVALS

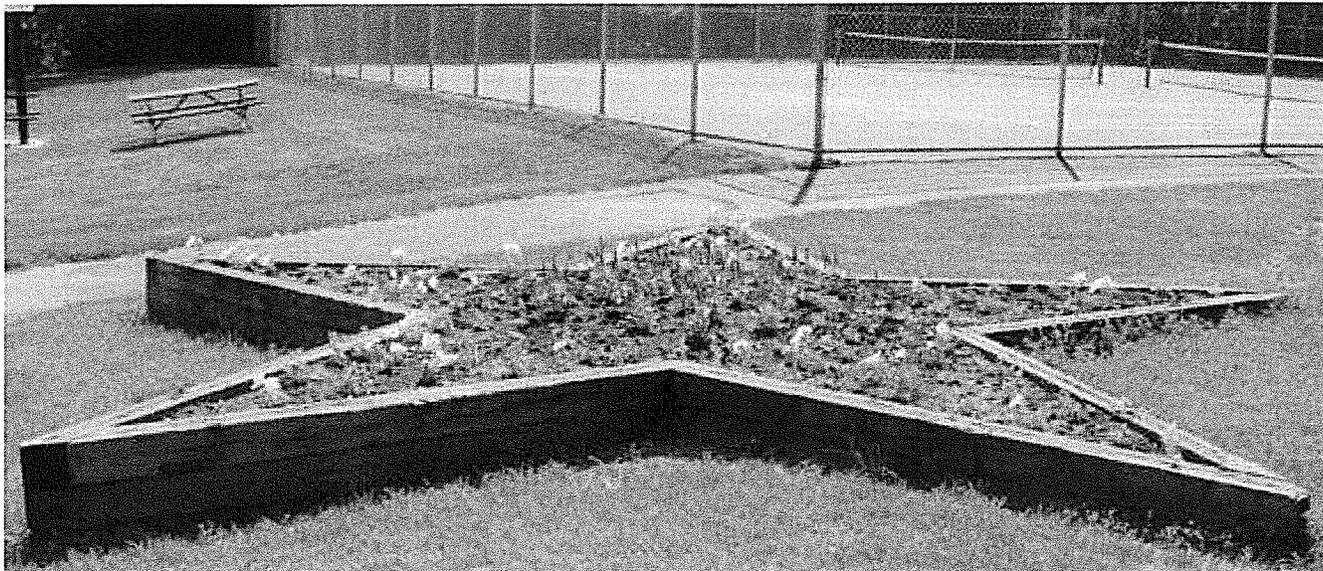
MARCH – MAY

The HKGi team will use the staff, public, Commission and Council direction to refine the Master Plan – adding greater detail and specific information that will further guide park and recreation decision making and identifying the sequence, priorities and tools for implementation.

5.01 Action Plan and Tools. Implementation strategies and priority projects/actions will form the action plan section of the Master Plan. This is likely to include park and facility changes, recreation programs, communication and operations enhancements, facility and park improvements and consolidations, finance strategies, and operations tools. We will work with you to refine the strategies of the Plan and identify implementation tools and policies that have a high likelihood of succeeding over time. This will include refining and focusing on funding strategies and updating the Capital Improvement Plan.

5.02 Future of Our Parks Subcommittee Work Session. During this work session we will review public input, prioritize projects and actions, and select priority funding tools and operational strategies.

5.03 Funding Strategy and Tools. HKGi will prepare funding recommendations for priority project/actions. These may include capital improvement plan recommendations, expanded partnerships, community challenge grants, tiered maintenance levels, updated park dedication rates, establishment of a private foundation, etc.

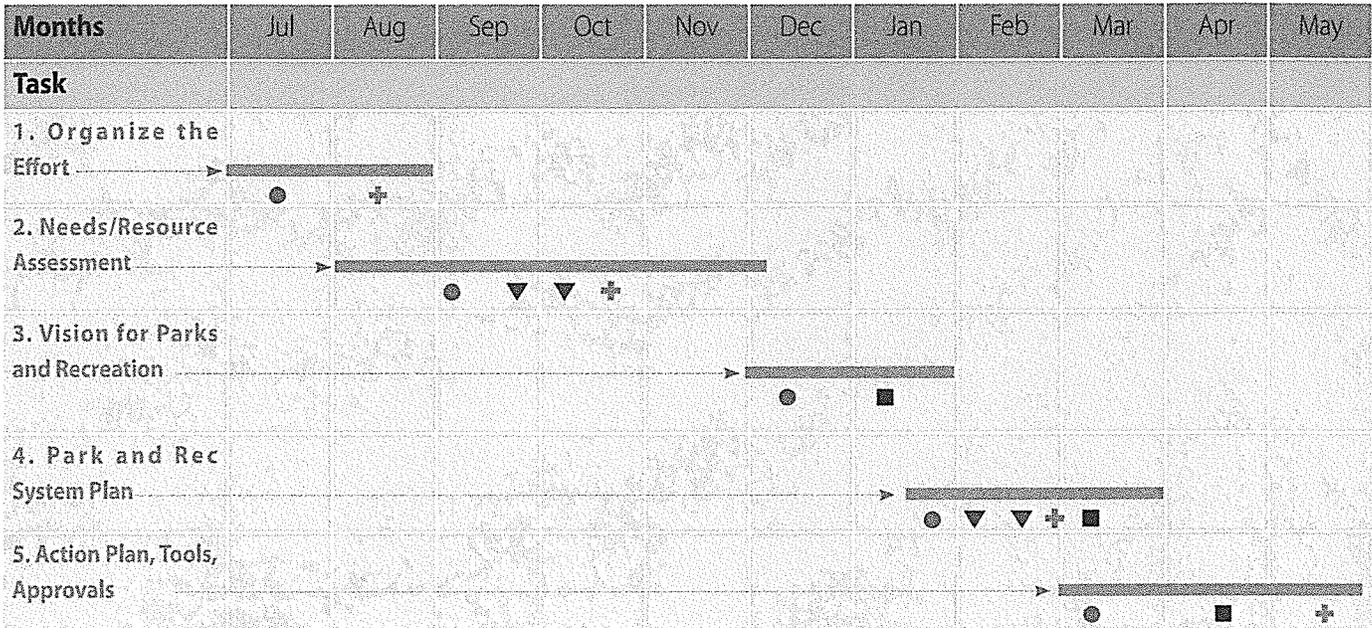


- 5.04 Asset Management Strategy and Tools.** HKGi will work with the subcommittee to identify appropriate operation and management actions such as refined park roles/classifications, tiered maintenance levels, tiered service pricing, use of volunteers, etc.
- 5.05 Cost Estimates and Update the CIP.** HKGi will work with city staff to prepare an updated Capital Improvement Plan (CIP) with estimated capital costs for key implementation actions. The CIP costs will be phased over short-term (0-5 years), and general tasks and costs identified for mid-term (5-15 years) periods. Funding strategies will be prepared for these actions.
- 5.06 Master Plan City Review.** Once the final draft of the Master Plan and the associated implementation strategic/tools are defined it is to be reviewed by the Future of Our Parks Subcommittee, Park and Recreation Commission, City Council and routed to other Commissions to ensure that the refined plan meets the expectations of the community. The Park Commission will be asked to make a recommendation about the Plan.
- 5.07 Council Adoption** – We will present the final plan to the City Council for adoption.
- 5.08 Plan Delivery.** We will provide the final Park and Recreation Master Plan in reproducible/editable digital format and pdf format. We will provide 24 copies of the final park master plan, loose leaf bound in three ring binders, double sided black and with color 11x17 maps, diagrams or charts, marked by dividers. We also deliver one, single-sided unbound copy.

OPTIONAL ADDITIONAL SERVICES

- **Color, graphically rich plan document**–We will develop a graphically rich, full color plan document. We have found that enhanced graphic design and color document enhance plan usability and appeal to a broader audience.
- **Promotional Video** – We would work with Lange Multi Media to produce a 3-5 minute promotional video explaining plan highlights and the importance of parks and recreation. Video is an effective way to reach a broad audience and a different demographic than typically attend community meetings.

SCHEDULE



MEETINGS

- Future of Our Parks Sub Committee
- P & R Commission
- ⊕ City Council
- ⊕ Online Input
- ▼ Open House/ Focus Group/ Partner Meeting

HOURLY RATES

HRG/RATES	
PRINCIPAL	\$145 - \$175/HR
ASSOCIATE	\$100 - \$145
SENIOR PROFESSIONAL	\$90-150/HR
PROFESSIONAL II	\$80 - \$100/HR
PROFESSIONAL I	\$50-80/HR
TECHNICAL	\$40 - \$60/HR
SECRETARIAL	\$55/HR

SERVICES AND FEE

The HKGi Team will conduct the process and prepare the Inver Grove Heights System Plan in accordance with the scope of work and process outlined in this proposal for a not-to-exceed consulting services fee of \$63,500. We also estimate a direct cost of \$1,500 for mileage and printing. The total not to exceed fee is \$65,000.

We also propose a series of optional additional community engagement/outreach activities. Each of these items is presented as a not to exceed cost. We will work with you to determine which, if any, of the additional community engagement/outreach activities are most appropriate.

The HKGi team has adequate staffing resources and is committed to conducting the process and delivering the draft and final master plans within the designated schedule.

FEES AND HOURS

TASK	TASK DESCRIPTION	LU LEATHAM PROJECT MANAGER	GREGINGRAHAM PUBLIC INVOLVEMENT & FINANCE LEAD	GABRIELLE GRINDE PARK PLANNER	KEVIN CLARKE PARK PLANNER	FEES ESTIMATE
1.0	ORGANIZE THE EFFORT	18	6	18	4	\$4,000
2.0	NEEDS AND RESOURCE ASSESSMENT	67	31	82	44	\$15,500
3.0	VISION FOR PARKS AND RECREATION	24	12	10	0	\$5,500
4.0	DRAFT PARK AND RECREATION SYSTEM PLAN	72	25	72	58	\$18,500
5.0	DEVELOP ACTION PLAN AND TOOLS	74	38	48	44	\$20,000
TOTAL (HOURS AND FEES)		255	112	230	150	\$63,500
EXPENSES (MILEAGE AND PRINTING)						\$1,500
Includes 24 black and white copies of the draft plan and 24 copies of the final plan with up to five 11 x 17 color maps and illustrations, loose leaf bound in three ring binders with dividers						
Total - Consultant Fee + Expenses						\$65,000
OPTIONAL ADDITIONAL SERVICES						
All optional additional services are not to exceed fee including expenses						
Color, graphically rich plan document. Price includes additional consultant fee for graphic design and illustrations and printing costs for color 24 Final plan documents.						\$3,000
Additional community, neighborhood, focus group, event or other organization (club, church, athletic association, etc.) meeting -Assumes one HKGi Staff for meeting facilitation using traveling meeting materials developed in the base scope, travel, meeting preparation and meeting summaries						\$600 PER MEETING
Community Contest						\$1,000
Enhanced Website						\$3,000
Promotional Video						\$3,000

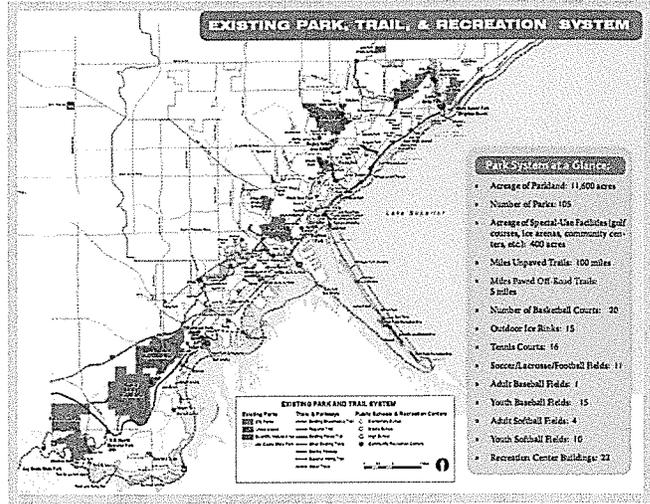
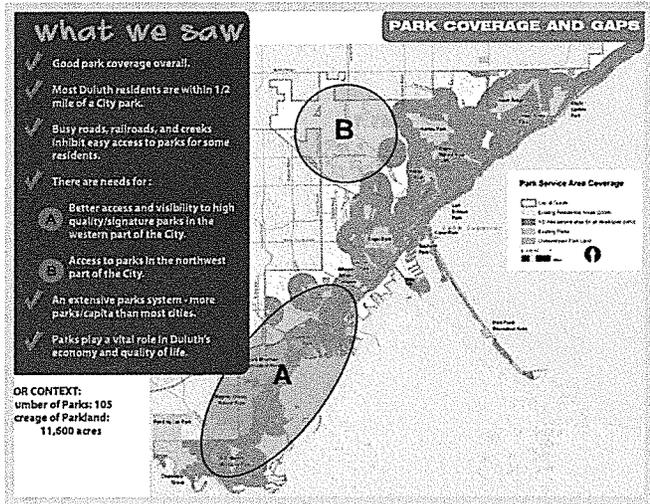


EXPERIENCE

The HKGi Team's unique qualifications for the Inver Grove Heights Park and Recreation System Plan work include:

- Community engagement experts:
 - *In-house public opinion survey specialists*
 - *Innovative and effective outreach and input methods*
- Successful history of working with the City of Inver Grove Heights
- Established positive working relationships with the surrounding communities
- Hands-on experience operating and managing park and recreation departments
- Skilled at prioritization of projects and financing
- Proven success in reaching community consensus and building support for park visions and actions
- Acknowledged experts in innovative park financing methods
- Extensive experience matching park, trail and recreation plans with funding and resources

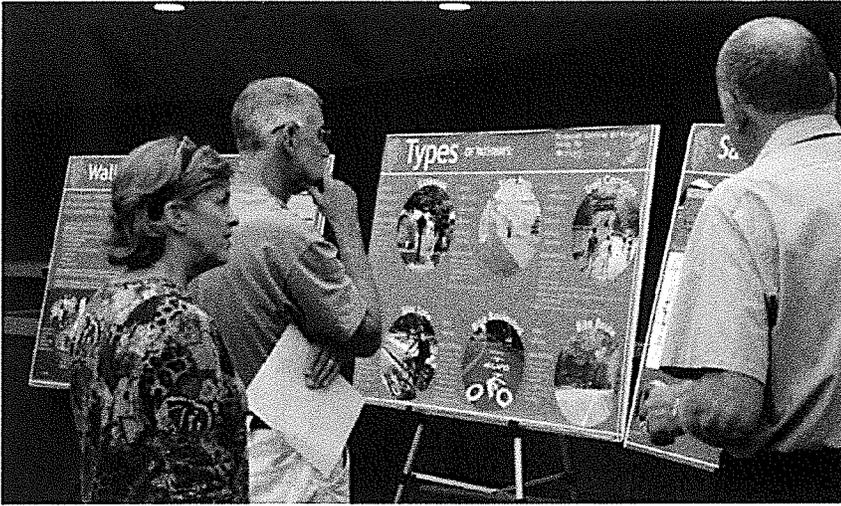
We have recently completed plans for the Cities of Bloomington, Saint Paul, and Duluth. All of these cities were facing similar challenges of maintain existing park and recreation systems in a time of tight budgets. For each of these communities we were able to develop successful plans that identify priorities within the context of community needs and establish funding solutions. We know that every community is different and our plans reflect that by offering unique solutions. Summaries of some of our Park and Recreation planning work and public/stakeholder engagement expertise are attached.



We encourage you to view recent parks, recreation and trails Master plans HKGi for Duluth http://www.duluthmn.gov/parks/master_plan.cfm , Saint Paul, MN <http://www.stpaul.gov/index.aspx?nid=3845> , and Bloomington, MN <http://www.ci.bloomington.mn.us/cityhall/dept/commserv/parkrec/parks/parkplan/parkplan.htm> and our web site www.hkgi.com to get a good idea of our experience.

HKGi has prepared award-winning park, trail and recreation Master plans, strategic plans, needs assessments and park financing strategies for cities and park agencies across the Midwest. Our clients can best describe our skills and the benefits of the plans we prepared with them.

- | | |
|---|--|
| Duluth Parks and Recreation Master Plan | Inver Grove Heights Trail Gap Study |
| Saint Paul Parks and Recreation System Plan | Rosemount Pedestrian and Bicycle Plan |
| Central Corridor Bike-Walk Action Plan | Minneapolis - Downtown park and open space study |
| Mankato Parks and Recreation Plan | Dakota County Greenway Collaborative Guidebook |
| Cloquet Community Trail Plan | Dakota County North Creek and Minnesota River Greenway Master Plans |
| New Brighton Parks, Recreation, Trails and Open Space Plan | Mississippi River Greenway Strategic Plan |
| Saint Paul Parks and Recreation Vision Plan | Park and Recreation portion of the comprehensive plan for Faribault, MN, Northfield MN, Elk River MN and others. |
| Great River Park Plan – the Mississippi River corridor in Saint Paul | Hastings Recreation Needs Evaluation |
| Ford Property Open Space Study | Farmington Recreation Needs Assessment |
| Minneapolis Parks and Recreation Board Comprehensive Plan (strategic advisor for in-house planning work and plan development) | Park and Recreation System Master Plans for Independence, Hassen, Dayton, Savage, Shakopee, Prior Lake and Prior Lake School Districts, Minnetrista, Rosemount, Cottage Grove, Richfield, Northfield, Arden Hills, Woodbury and Shoreview, MN. |
| Bloomington, MN - Park Needs and Financing Study | City of Minneapolis Downtown Park Space Initiative |
| Bloomington Parks and Recreation Master Plan | |
| Minneapolis Parks and Recreation Board - Grand Rounds Scenic Byway Missing Link Parkway Development Plan | |



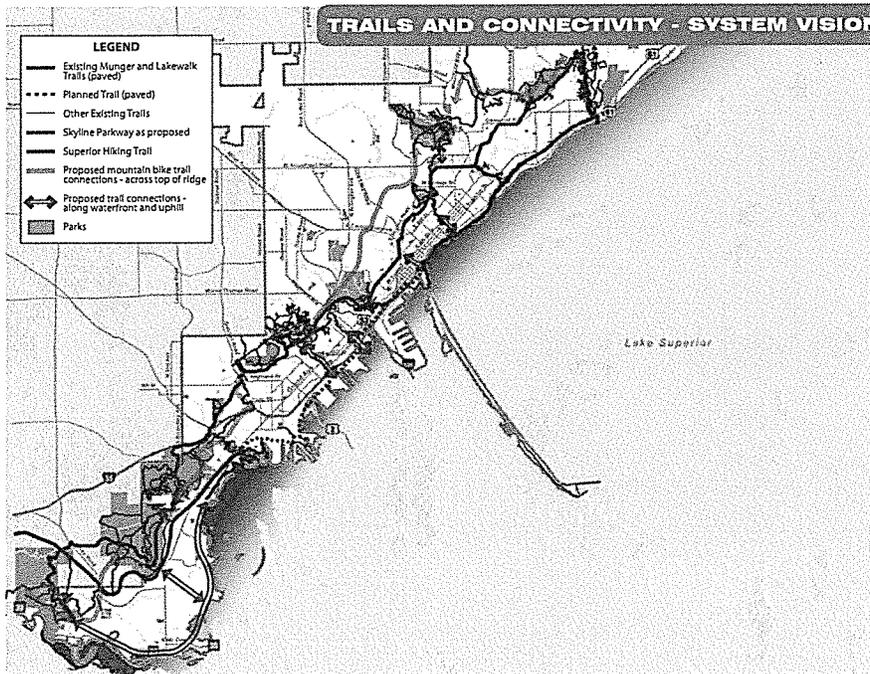
Local residents discussed the plan alternatives at an HKGi-led public meeting in Minneapolis. Moveable pieces helped them envision how the plans differed.

As part of the Minneapolis East End Revival TOD Plan public participation process, HKGi set up an informational booth at the Hiawatha-Lake Street Festival.

PUBLIC INVOLVEMENT AND COMMUNICATION

HKGi is known for its thoughtful and effective approach at engaging the public in planning projects. Over the past 25 years, HKGi has crafted a variety of public input/involvement techniques designed to involve a wide variety of individuals, interest groups and citizen organizations.

There are no off-the-shelf public involvement and communications programs that will precisely work for every community. Instead, HKGi structures specific communications and public involvement plans that fit the dynamics of both the project and the community. Knowledge gained in over two decades of meaningful community approaches is used to craft appropriate options.



A park system connectivity map shows major parks connected to Lake Superior and each other through a series of trails and greenways.



Entrance to the Hartley Nature Center in Duluth.



Duluth residents at a community meeting during the Needs Assessment Phase.

PARKS AND RECREATION MASTER PLAN

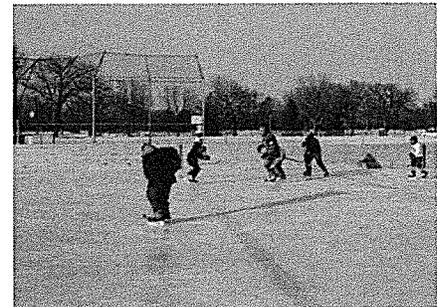
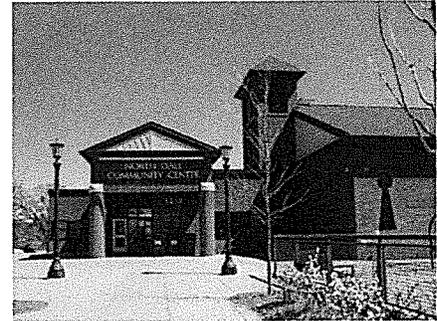
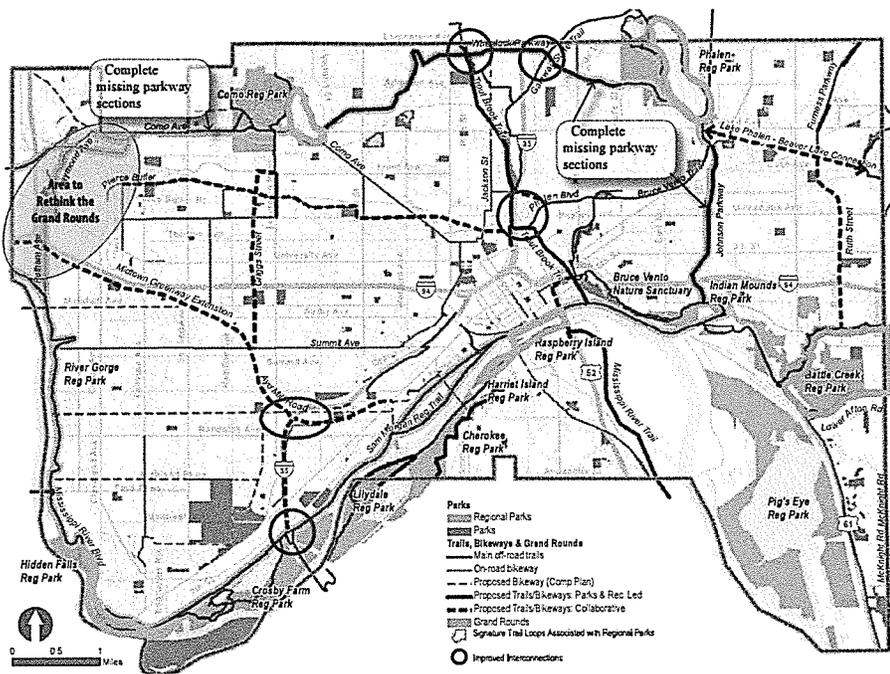
DULUTH, MINNESOTA

The City of Duluth is blessed with a wonderful and extensive parks, recreation and open space system that is a defining element of the community. Like many cities, Duluth has experienced budget issues which challenge the ability to maintain and sustain the park and recreation system. In 2009 the City hired HKGi to prepare a comprehensive master plan to guide park and recreation management and investment.

Over 1,000 residents provided input into the planning process. Input opportunities included a community survey, focus group sessions, community open house meetings and web/e-mail input. The Master Plan includes a system-wide evaluation of parks and facilities and an action plan for improvements. Key recommendations of the Plan are:

- Improve the quality of existing parks (especially neighborhood parks),
- Focus on connecting the community through trails and bikeways,
- Have fewer, but higher quality recreation buildings,
- Enhance stewardship of natural resources,
- Expand partnerships with schools for community recreation and gathering,
- Increase use and recognition of volunteers and volunteer groups, and
- Create stable and sustainable funding sources to improve the park system.

In 2011 Duluth residents approved a bond referendum dedicating approximately \$2.6 million a year to park improvements, maintenance and recreation programs. The Master Plan was an important tool in getting the referendum approved and is a guide to improvements.

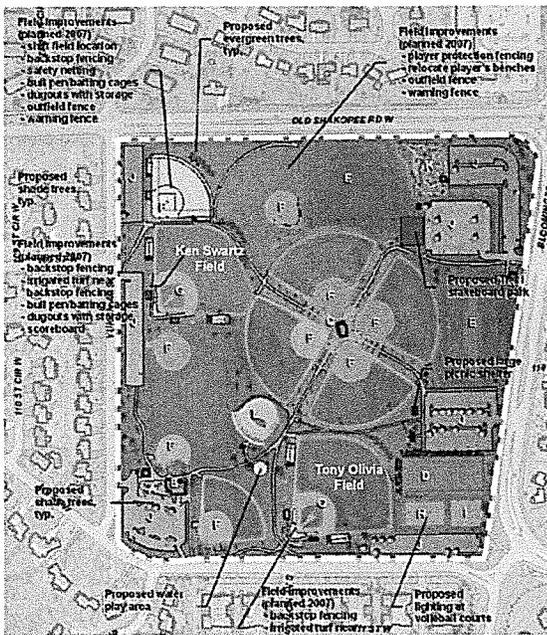


Inventory and analysis of all Saint Paul Park and Recreation facilities was part of the project process.

SAINT PAUL PARKS AND RECREATION SYSTEM PLAN CITY OF SAINT PAUL, MINNESOTA

The City of Saint Paul, Minnesota (278,752 population) has a well loved and well used park and recreation system that is experiencing significant infrastructure needs in a time of declining budgets. In 2009, the City engaged the HKGi Team (HKGi assisted by Treeline and Miller Dunwiddie Architects) to prepare a comprehensive plan for all parks and recreation facilities in Saint Paul to make the system more financially sustainable and more relevant to current recreation trends. The Plan considered public, private and non-profit recreation providers and facilities. The System Plan includes an inventory, evaluation and recommendations for the city's 170 park properties, 41 recreation center buildings, trails, parkways, fields, courts, and other facilities. A series of interactive communities meetings helped shape Plan content and recommendations. Web, e-mail, focus group, staff, and Mayor, City Council and Parks and Recreation Commission input also guided the Plan content. The Plan is designed to prioritize investment in city facilities and expand partnerships to match resources with expenditures while updating the city's recreation facilities to better meet current and future recreation needs.

The Plan envisions a transformed 21st Century recreation system that is more relevant, more connected and more sustainable. The Plan is a blueprint and asset management tool. It contains plans and specific recommendations for recreation centers, parks, trails, parkways, access to nature, athletic fields and facilities, play equipment, and specialty facilities. The Benefits section of the Plan shows a savings from the recommended reconfiguration of recreation center buildings of \$1 million per year that can be reinvested in other facilities to achieve the comprehensive transformation of the parks and recreation system.



PARK AND RECREATION MASTER PLAN BLOOMINGTON, MINNESOTA

The City of Bloomington, Minnesota, a city of 87,000 located on the Minnesota River, hired HKGi in 2006 to prepare a master plan to guide the operation, redevelopment and funding of their extensive parks and recreation system. HKGi worked closely with city staff, a citizen's advisory task group, stakeholders and the public to prepare a strategic master plan to guide improvement of the park and recreation system through 2025.

Key elements of the planning process include an on-line community survey, a staff visioning workshop, focus group meetings, a partner meeting, peer city comparisons and use of service area standards. The plan includes strategies and actions for nine core topic areas, park improvement plans for key parks and a financial plan designed to increase fiscal sustainability and to implement plan recommendations. The Park and Recreation Plan was integrated with and builds on the Imagine Bloomington 2025, a city-wide strategic planning process. The Plan advocates a park re-positioning approach to create signature parks to serve districts within the city. Re-positioning will achieve several key goals – creating higher quality experiences and park facilities, providing community gathering places, focusing reinvestment and achieving an initial cost savings and long-term operating efficiencies. The Plan also recommends a Park Revitalization Program - regular funding for life-cycle park infrastructure replacement.

Core Strategy Areas:

- Park Renovation
- Park Land Acquisition
- Natural Resources and Environmental Sustainability
- Trails and Bikeways
- Recreation Facilities
- Programs and Events
- Operations and Maintenance
- Arts, History and Culture
- Communications, Marketing and Partnerships

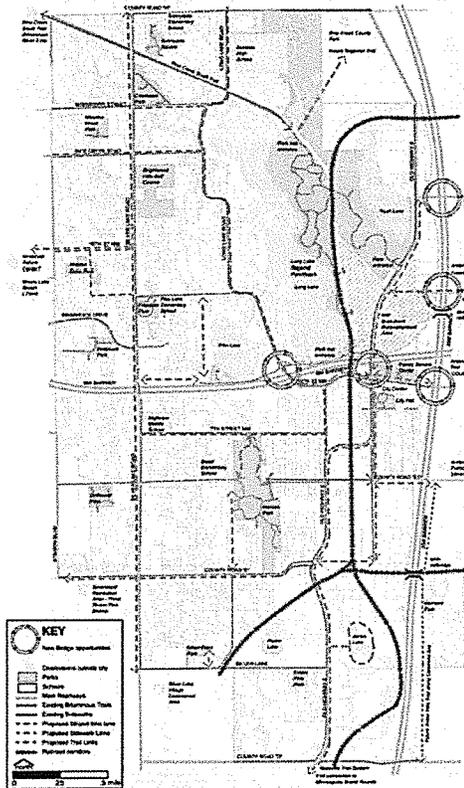
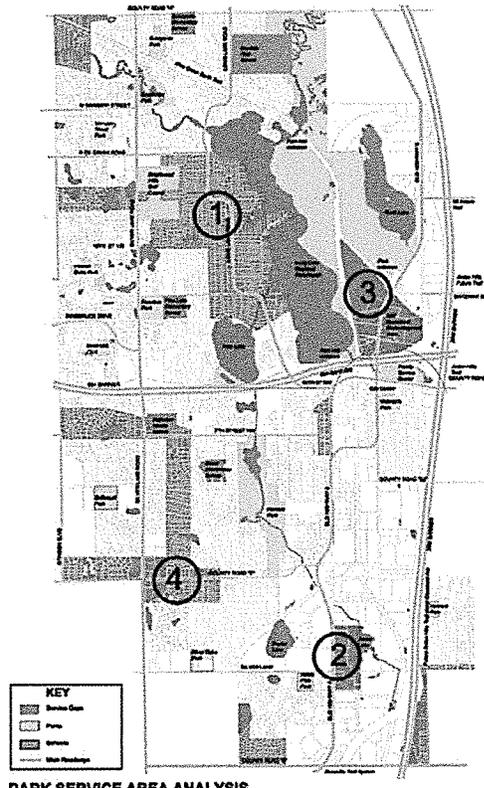
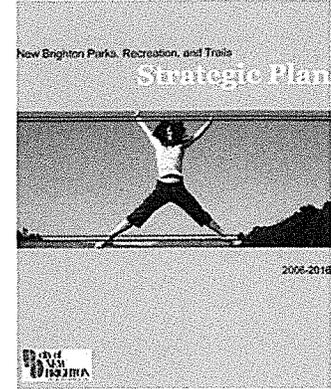


FIG. 3 : TRAIL & SIDEWALK SYSTEM PLAN



PARK SERVICE AREA ANALYSIS
(1/4 MILE WALKING DISTANCE)



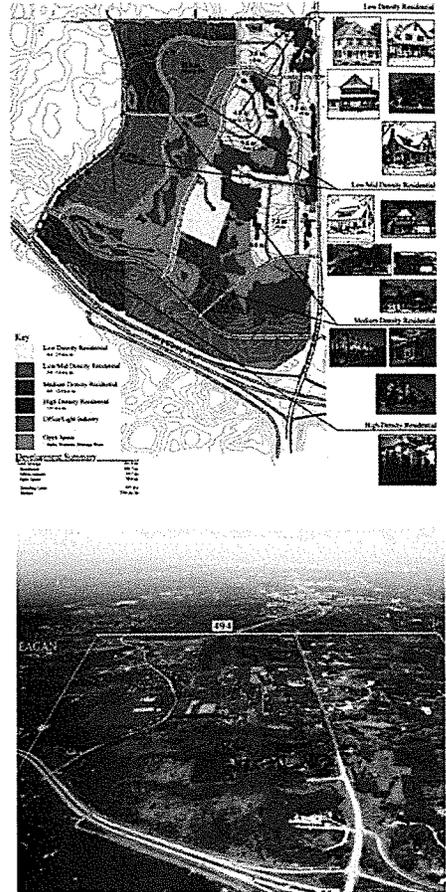
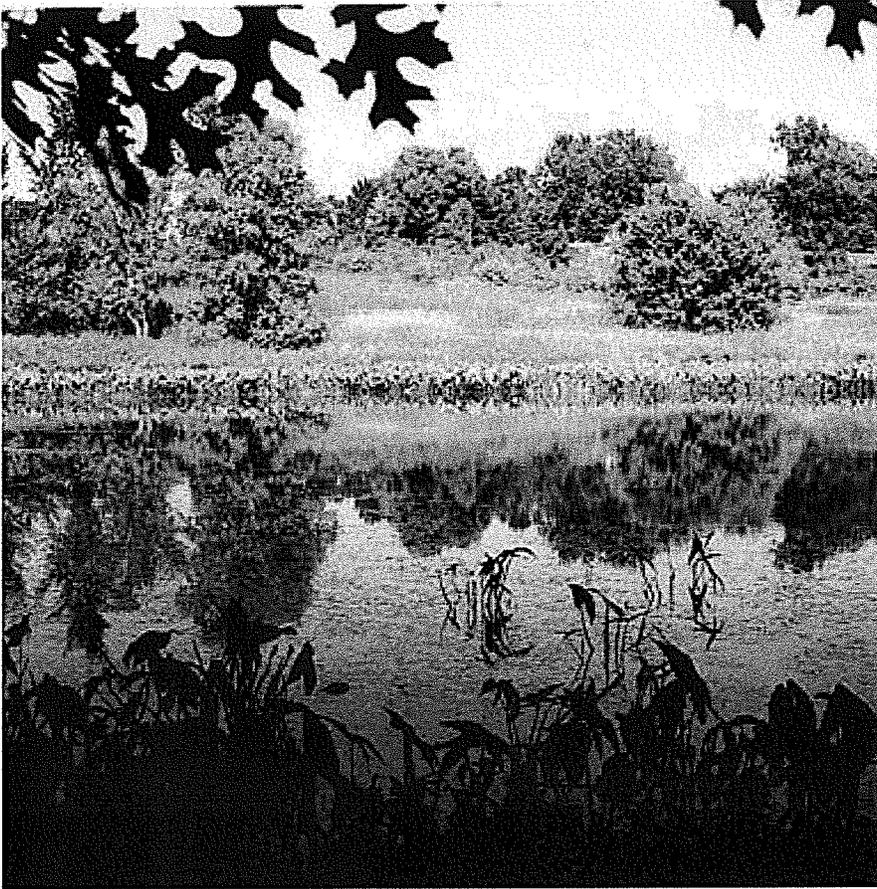
- 1.0 Improving Health
- 2.0 Protecting Natural Resource
- 3.0 Fostering Healthy Youth Development
- 4.0 Sustaining Fiscal Responsibility
- 5.0 Supporting Community Reinvestment

PARKS, RECREATION AND TRAILS STRATEGIC PLAN

NEW BRIGHTON, MINNESOTA

After a national search, New Brighton, Minnesota hired the Hoisington Kogler Team to prepare a Parks, Recreation and Trails Strategic Plan for the city. HKGI led the strategic planning effort in partnership with the city and with the assistance of recreation experts. The planning process included significant public, stakeholder and city officials' input. Engaging input techniques included a public opinion survey (20% response rate), interviews, focus group sessions with youth, seniors, recreation stakeholders, arts advocates, other cities' recreation peers and golfers. Broader public input opportunities included a Town Forum meeting, neighborhood meetings, interactive web postings and informational displays at the Family Service Center.

The Strategic Plan developed a vision and mission for the Department and put "play" into the City vision statement. The plan emphasizes promotion of active living strategies, raising awareness of recreation facilities and programs and displaying the benefits of parks and recreation across the spectrum of department communications and actions. Strategic priorities focus on five commitments. Each commitment includes implementation strategies and actions



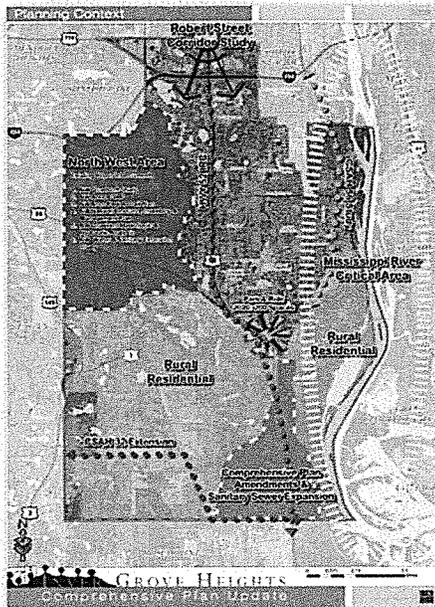
The Northwest Quadrant as seen from an aerial view.

NORTHWEST AREA QUADRANT STUDY AND ZONING ORDINANCE
 INVER GROVE HEIGHTS, MINNESOTA

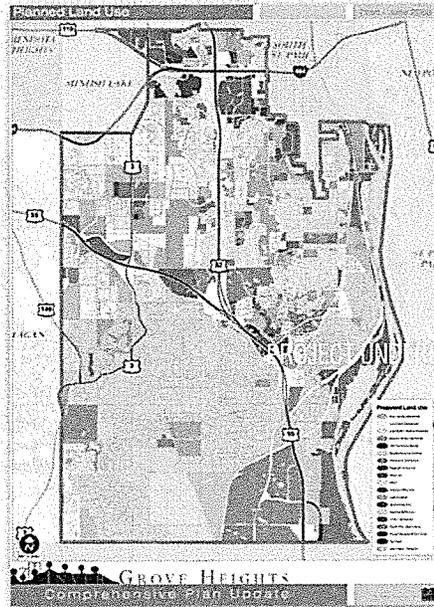
When Hoisington Koezler Group completed Inver Grove Heights' comprehensive plan update in 1999, one of the key land use issues identified in the plan was the development of the 2,200-acre northwest quadrant of the community, an area bounded by Interstate 494, TH 52 and TH 55 - all major urban freeways. The Northwest Area presents unique development challenges and opportunities due to its varied physical topography, areas of extensive tree cover and numerous landlocked, define wetland basins. While valuable, these natural features also increase the costs for storm sewer infrastructure if traditional techniques are implemented.

The 2001 Northwest Quadrant Study prepared by HKGi and the 2004 Northwest Quadrant Hydrologic and Hydraulic Analysis prepared by Emmons & Olivier Resources identified a land use pattern and low impact stormwater management techniques to minimize storm water runoff and sediment movement. The desired land use pattern is intended to have a diversity of housing styles, cluster development practices which preserve natural features, pedestrian connections and reductions in impervious surface cover to maximize stormwater infiltration.

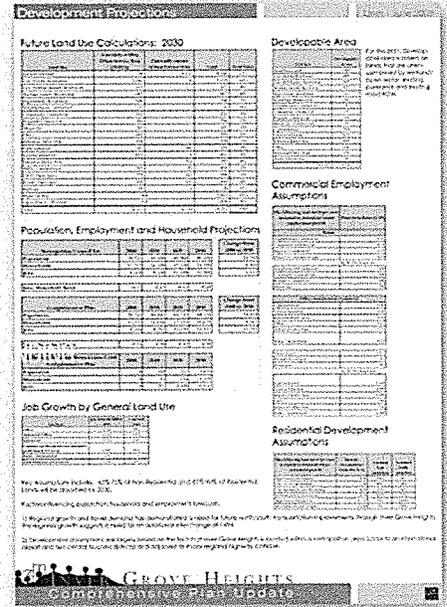
Based on these studies, HKGi developed the Northwest Area Overlay District. The ordinance establishes minimum densities, bulk standards, open space preservation, mix of uses, stormwater management, parking and driveway requirements, and subdivision regulations relating to street design. HKGi has also been assisting Staff in reviewing development projects. This has included the development of a tracking form which enables both the project applicant and City Staff to easily compare planning assumptions with actual development. It also helps City Staff track development revenue and Met Council commercial/industrial square footage, density and FAR goals.



Planning Context...



Planned Land Use map...

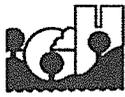


HKGI's land use management tool allows the community of Inver Grove Heights to update development projections over time...

COMPREHENSIVE PLAN
INVER GROVE HEIGHTS, MINNESOTA

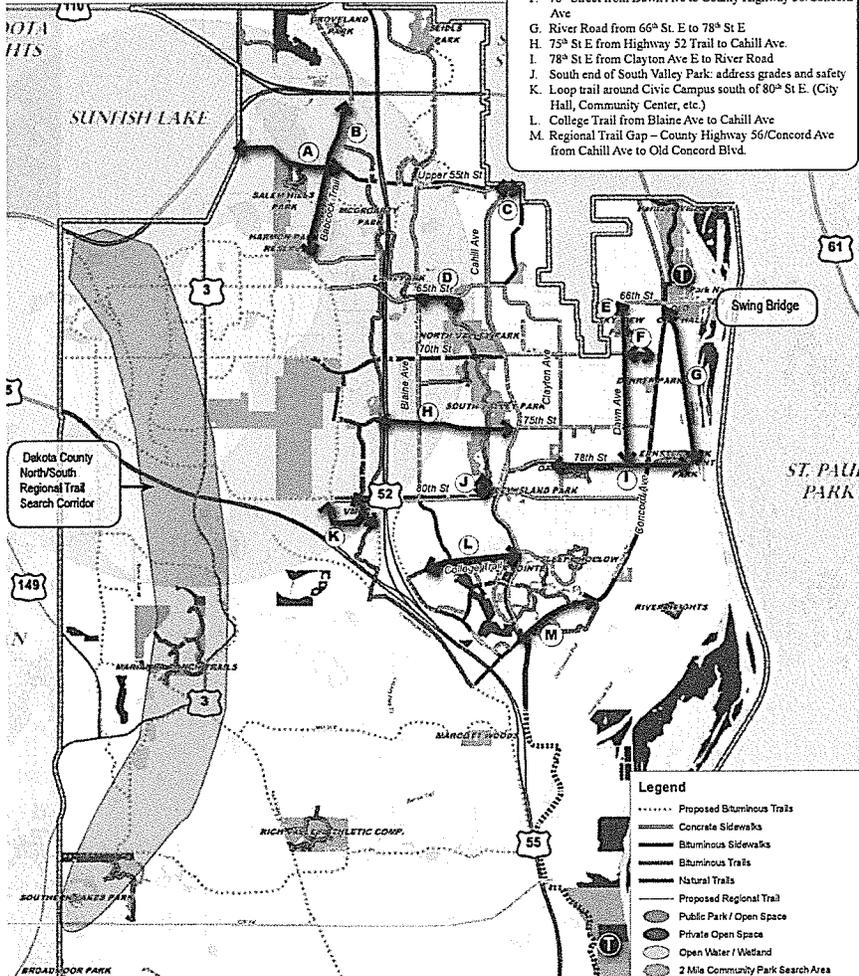
Beginning as a farming community in the mid-1800s, Inver Grove Heights gained popularity as a suburb following WWII, and today is a growing metropolitan city of over 30,000 residents. HKGI was hired by the City in 2007 to complete the Metropolitan Council's requirement for an updated 2030 Comprehensive Plan. In line with our typical project approach, HKGI offered several opportunities for community involvement as a part of constructing the Comp Plan. In the early part of 2008, four "Listening Sessions" were a key part of the community involvement piece. One common theme that emerged from these sessions was the idea of a "Healthy Community." This idea includes the health of various entities: the natural environment, job and population growth, local commerce, education, transportation, and recreation.

The Comp Plan also provided the opportunity to utilize HKGI's Land Use Management Tool. The tool is designed to allocate population, household and employment forecasts at a district level (Traffic Analysis Zones and Sewer Districts), in addition to assessing the city's land availability to accommodate growth. The foundation of this tool relies on a land use based approach that uses parcel data in GIS. The tool is also integrated with user friendly worksheets that allow staff to change development assumptions at any given time. As changes are made, forecasts are reallocated by districts to assess their development impacts. This method allowed staff to stage development in an appropriate manner to meet regional forecasts.

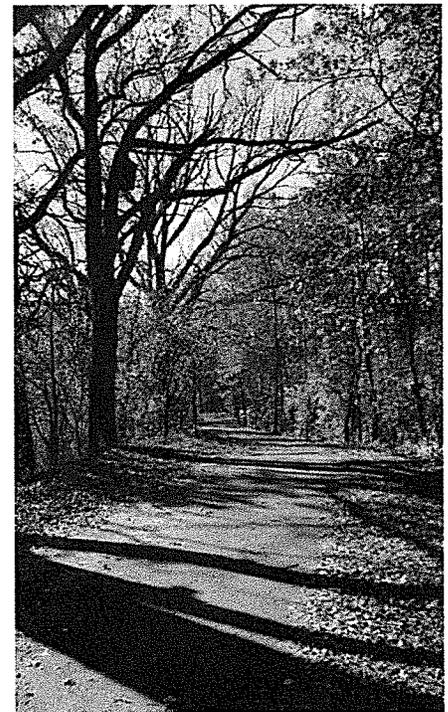


Inver Grove Heights Trail Gap Study

**DRAFT 11/22/10
Trail Gaps**



- Pedestrian and Bicycle Gaps:**
- A. 55th Street from Highway 3/South Robert Trail to County Highway 73/Babcock Trail
 - B. County Highway 73/Babcock Trail from 494 Bridge to 163rd St.
 - C. 55th St. from Cahill Ave to 5th Ave South
 - D. Trail link between North Valley Park and Blaine Ave: pave north end of North Valley Park Trail and add trail on 65th St. to Blaine Ave.
 - E. Dawn Ave from 66th St E to 78th St E
 - F. 70th Street from Dawn Ave to County Highway 56/Concord Ave
 - G. River Road from 66th St. E to 78th St E
 - H. 75th St E from Highway 52 Trail to Cahill Ave.
 - I. 78th St E from Clayton Ave E to River Road
 - J. South end of South Valley Park: address grades and safety
 - K. Loop trail around Civic Campus south of 80th St E. (City Hall, Community Center, etc.)
 - L. College Trail from Blaine Ave to Cahill Ave
 - M. Regional Trail Gap - County Highway 56/Concord Ave from Cahill Ave to Old Concord Blvd.

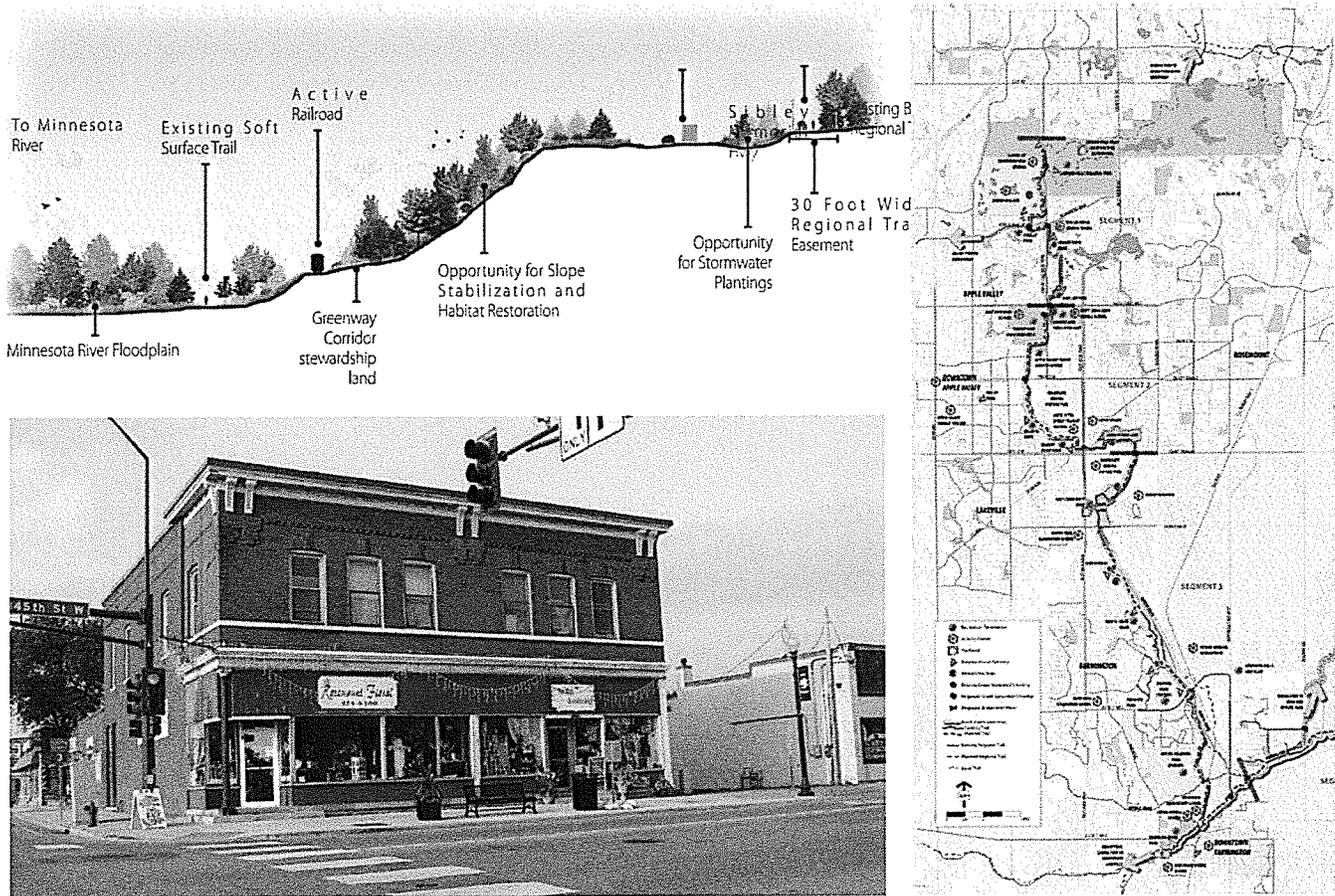


**TRAIL GAP STUDY
INVER GROVE HEIGHTS, MINNESOTA**

The City of Inver Grove Heights is a developing suburban community in the southern Twin Cities metro areas. The community has over 25 miles of trail and 30 miles of sidewalks but significant gaps hinder full use of the network. In 2011, the City hired Hoisington Koenigler Group to evaluate the trail and sidewalk network. The study's purpose was to prioritize improvements that would be cost effective and provide the biggest benefits in improving city-wide connectivity and safety.

Twenty-eight gaps were tested against a set of prioritization criteria to identify 12 priority projects. The study developed cost estimates for the priority projects and a funding tool for the City. Potential grant and partnership opportunities for each project were identified to assist City staff with future implementation efforts.

PROJECT EXPERIENCE



GREENWAY MASTER PLANS

DAKOTA COUNTY, MINNESOTA

Since 2009, Hoisington Koegler Group has been working with Dakota County on ground-breaking master plans for its county-wide greenway system. In 2011, Minnesota River and North Creek Greenway Master Plans were adopted and work on the Vermillion Highlands and Rosemount Greenway Master Plans began.

The projects represent the first regionally-designated corridor master plans in the Twin Cities to intentionally combine the functions of water quality, habitat, linear recreation and non-motorized transportation. The master plans are rooted in the directives outlined in the Dakota County Greenway Guidebook, developed by HKGi in 2009. The projects exemplify HKGi's long-standing approach to infusing ecological functions into community planning and infrastructure investments.

The plans have been prepared as models in both approach and "design signature" for future greenway master plans to follow. The master plans:

- Provide strategic guidance for future greenway development
- Integrate recreation, transportation, natural resource management and improved water quality
- Provide recommendations for natural and cultural resource stewardship
- Identify a greenway trail alignment, interpretive themes and design direction
- Recommend implementation strategies for land protection, development phasing, capital and operations budgets and funding.

ENGINEERING

SCHOOLS & PARKS
Create trail and bikeway connections to the school and park campus

- Build trail on east side of Chili Ave from 145th St. West to High School
- Create pedestrian-bike plaza in front of High School and divert traffic to the parking lot drives (pg 32-33)
- Connect existing trails in Schwarz Pond Park and school campus
- Improve pedestrian - bike access to the Community Center (pg 32-33)

DOWNTOWN
Create bicycle network connections Downtown

- Install bike lanes on 145th Street from Diamond Path to CR 42 and Cameo Avenue from 143rd Street to Lower 147th Street
- Create bike routes with signage and pavement markings on Lower 147th Street, Cambrian Avenue and Burma Avenue

GATHER AROUND IT
Create trail heads and rest areas

- Create trail heads with bike parking and benches at Central Park and Schwarz Pond Park
- Install benches at parks on walk-bike routes at parks, natural areas and other places of interest

IMPROVE BIKE PARKING

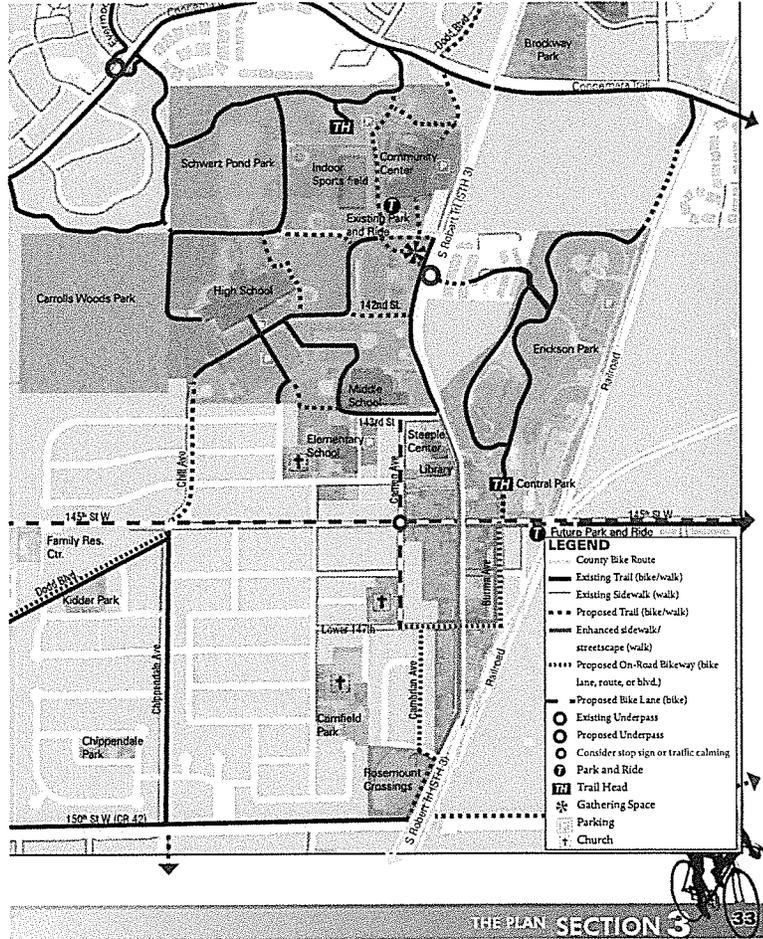
- Install bike racks at all community parks and public buildings
- Promote cost-share Bikes Belong program to encourage existing businesses to install bike racks

UNDERSTAND IT
Find the system

- Install way-finding signage in a pilot area along 145th Street
- Expand way-finding signage throughout Downtown and the school campus

ENFORCEMENT
Enforcement

- Continue to enforce existing speed limit and traffic laws for vehicles, pedestrians and bicyclists

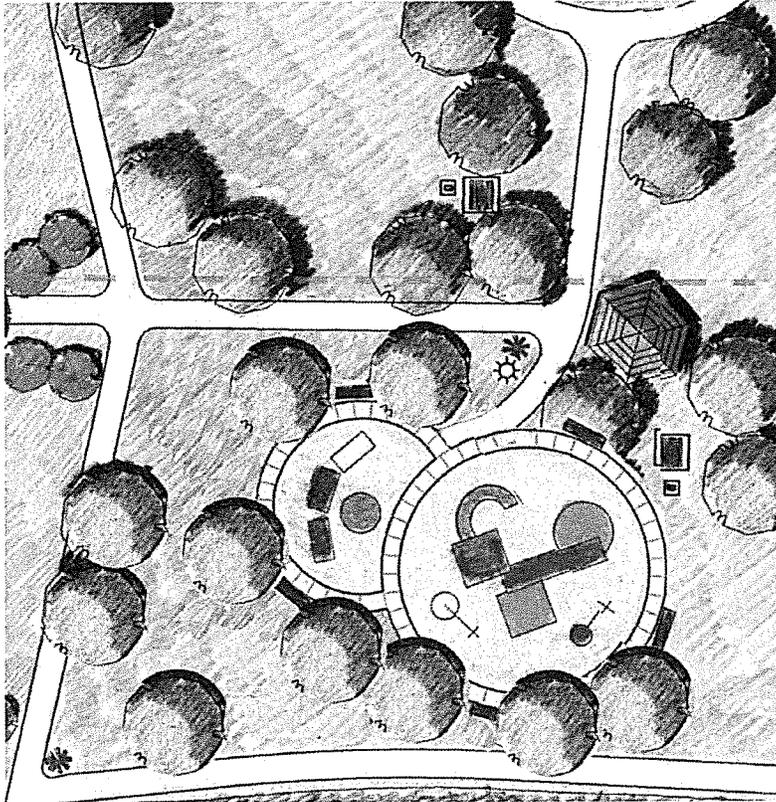



ROSEMOUNT PEDESTRIAN AND BICYCLE MASTER PLAN
CITY OF ROSEMOUNT, MINNESOTA

In 2010 HKGi worked with the City of Rosemount, MN, a growing community in the southern Twin Cities metropolitan area to develop a pedestrian and bicycle master plan to support the City's Active Living Vision. The plan is a guide to transforming Rosemount into a community where walking and biking is a preferred travel choice by making it more convenient, safer and more fun than driving.

As part of the City-wide plan, a detailed plan was developed for the City's core area, which includes the high school, middle school, and elementary school and the downtown area. Safe connections between residential and the schools, community center, library, and city parks are addressed.

To assist the city with implementation, priority projects were identified and organized around the Five E's of the Safe Routes to School Program: Engineering, Education, Encouragement, Enforcement and Evaluation. As a result of plan recommendations, in the past year the City has added bicycle racks in parks, installed wayfinding signage city-wide, added bike lanes, and won honorable mention from the League of American Bicyclists as a 'Bicycle Friendly Community'.



Neighbors wanted more gathering space for community events at what was once an underutilized park.

PARK PLANNING

FARMINGTON, MINNESOTA

HKGi has worked collaboratively with the citizens of Farmington and City staff for many years helping them determine the appropriate direction for changes in both new and existing parks. The process incorporates neighborhood stakeholders into the planning process through a series of interactive workshops and open houses in a proactive environment that uses their ideas as the foundation for plan alternatives. The result has been the development of master plans for over a dozen parks ranging in size from small neighborhood parks and art-based linear parks, to larger community scale parks with extensive athletic facilities, all of which have been well received by the public because they successfully integrated the ideas of the residents into the final master plans.

The master plans have also consistently been founded in and respected the existing natural systems of the land. The incorporation of native grasses in non-programmed spaces, rainwater gardens for storm water management, and interpretive signage related to ecological features have been successfully integrated into many of the plans.



LILLIAN LEATHAM, RLA

Associate

YEARS OF EXPERIENCE: 12

EDUCATION:

Masters of Landscape Architecture - University of Minnesota

Bachelors of Arts, Political Science - Emory University, Georgia

ACTIVITIES:

2012-13 ASLA-MN Executive committee

"Valued Places—Landscape Architecture in Minnesota" - Contributing author

REGISTRATION: 42512

MEMBERSHIPS AND AFFILIATIONS

American Society of Landscape Architects (ASLA)

Member of the Association of Pedestrian and Bicycle Professionals (APBP)

AREAS OF EXPERTISE:

Lil Leatham is an associate at HKGI and registered landscape architect with over 10 years experience in park, trail and open space design and planning. She has contributed to park and trail plans in numerous communities. Included in the breadth of her project experience are Park and Recreation System Plans in Saint Paul, Duluth, Bloomington, and Dayton. Lil's skills include project management, public facilitation, and incorporating diverse viewpoints into cohesive plans.

Lil has contributed to award-winning projects including the Minnesota and North Creek Greenway Master Plans, Mississippi River Greenway Strategic Plan and the Saint Paul Parks and Recreation Vision Plan.

PROJECT EXPERIENCE

Duluth, MN
Park Master Plan

Trail and Bikeway Master Plan

Bloomington, MN
Park and Recreation Plan Hyland Bush Anderson
Regional Park Master Plan

Saint Paul, MN
Saint Paul Parks & Recreation Vision Plan

Central Corridor Bike/Walk Action Plan

Saint Paul Parks & Recreation System Plan

Great River Passage

Dakota County, MN
Miesville Ravine Park Reserve Master Plan

Thompson County Park Master Plan

Lake Byllesby Regional Park Master Plan

Minnesota River Greenway Master Plan

North Creek Greenway Master Plan

Rosemount Greenway Master Plan

Vermillion Highlands Greenway Master Plan

North Mankato, MN
Benson Park Master Plan

Minneapolis, MN
Downtown Park Space Initiative

Minneapolis Park Board - Missing Link Design Initiative

Rosemount, MN
Natural Areas Identification

2030 Park and Recreation Plan Update

Pedestrian and Bicycle Master Plan

Inver Grove Heights, MN
Trail Gap Study

Farmington, MN
Park Master Planning (various parks)

Apple Valley, MN
Comprehensive Plan

West St. Paul
Pedestrian and Bicycle Master Plan

Minneapolis, MN
Downtown Park Space Initiative

Downtown East/North Loop Master Plan

Minneapolis Park Board - Missing Link Design Initiative

Hastings, MN
Mississippi River Greenway Strategic Plan

Chanhassen, MN
Park and Trail Planning and Design (various projects)

2030 Comprehensive Park Plan Update

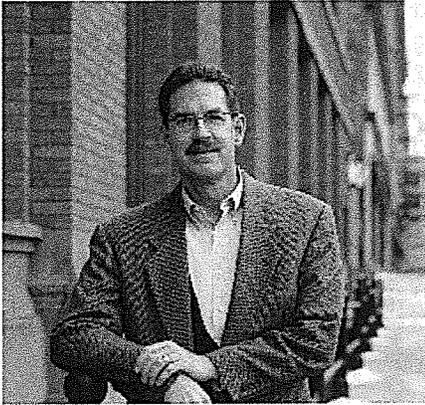
Chanhassen 2005 AUAR

Cloquet, MN
Comprehensive Trail Plan

Woodbury, MN
Park and Trail Plan

Wright County, MN
Trail and Bikeway Plan

Brooklyn Park, MN
Waite Park



GREG INGRAHAM, RLA

Senior Landscape Architect

EDUCATION

Master's of Business Communication,
University of St. Thomas School of
Management

Bachelor's of Landscape Architecture,
University of Minnesota

LICENSURE

Registered Landscape Architect - State of
Minnesota

Number: 15748

MEMBERSHIPS AND AFFILIATIONS

American and Minnesota Planning Association

Minnesota Parks and Recreation Association

American Society of Landscape Architects
(ASLA)

Member of the American Institute of Certified
Planners (AICP)

Member of the Association of Pedestrian and
Bicycle Professionals (APBP)

University of Minnesota - Planning and Design
Instructor, Urban Studies Department -
"Designing Healthy, Active Communities" and
the Humphrey Institute - "Introduction to Site
Planning"

AREAS OF EXPERTISE

GREG INGRAHAM, a senior planner and landscape architect with Hoisington Kogler Group, has provided park and trail planning, design and landscape architecture services to public and private sector clients for over 25 years. Greg's creative approach to imagining what a park and place can be, paired with his practical approach to planning, design and implementation, has led to the development of some of the region's most loved spaces. As a former Manager of Bloomington, MN Parks and Recreation, Greg has hands-on experience in all facets of recreation and parks.

Greg focuses on park master plans, comprehensive park, recreation, trail and bikeway system plans, active living strategies, interpretive design, park and playground design and specifications, needs assessment, public art design, funding, and community involvement.

PROJECT EXPERIENCE

City of Saint Paul, MN
Parks and Recreation Vision Plan and System
Plan

Minneapolis Parks and Recreation Board
Victory Memorial Regional Parkway Master Plan

St Anthony Parkway Regional Parkway Master
Plan

Grand Rounds Missing Link Parkway
Development Plan

Lake Harriet - "Pathway to Peace" and Midtown
Greenway Public Art Design

Dakota County, MN
Thompson County Park Master Plan

Three Rivers Parks District
Hyland Bush Anderson Lakes Regional Park
Reserve Master Plan

Minnesota Historical Society
St. Anthony Falls Area Interpretive Plan

Ramsey County, MN
Tamarack Nature Center - Destination of
Discovery Master Plan and Exhibit Design

**City of Fridley, MN and the Springbrook
Foundation**
Springbrook Nature Center Master Plan

City of Bloomington, MN
Parks and Recreation Master Plan

Park development plans and playground
design

Pond Dakota Mission Park Master Plan

Hyland Bush Anderson Lakes Regional Park
Reserve Master Plan

City of Inver Grove Heights, MN
Community Center Park, Play Area and Skate
Park and Trail Gap Plan

City of Eagan, MN
Patrick Eagan Park Master Development/
Management Plan

City of New Ulm, MN
Putting Green Environmental Adventure Park

City of Rosemount, MN
Park, Recreation and Trail Plan

Neighborhood and Community Park Design
Pedestrian and Bicycle Master Plan

Savage, MN
Parks, Recreation and Trails
Strategic Plan

MN Public Art Strategies

Shoreview, MN
Parks Needs Assessment and Improvements
Recommendations

New Brighton, MN
Public Art Strategic Plans

Parks, Recreation, and Trails Strategic Plan

Duluth, MN

Park Master Plan

Trail and Bikeway Master Plan



GABRIELLE GRINDE

Graduate Landscape Architect

YEARS OF EXPERIENCE: 3

EDUCATION:

Master of Landscape Architecture-University of Minnesota, 2008

Bachelor of Arts, Political Science-University of Wisconsin-Madison, 2003

AREAS OF EXPERTISE:

GABRIELLE GRINDE combines her background in political science and landscape architecture to solve problems by looking at the physical as well as the social aspects of complex issues. Gabrielle contributes to marketing, graphic design and landscape design at HKGI. She enjoys using large scale planning and design techniques to create a resilient places that include agricultural, historical, residential, connectivity and educational elements. Her interest in sustainable food systems led her to work on a small Community Supported Agriculture farm near Hastings, Minnesota, during the summer of 2009. Having traveled around most of the United States by car and most of Europe by train, Gabrielle understands the importance of public transportation and mobility to large scale planning and design.

PROJECT EXPERIENCE

Dakota County, MN
Greenway Collaborative Guidebook

Minnesota River Greenway Master Plan

North Creek Greenway Master Plan

Rosemount Interpretive Greenway Master Plan

Vermillion Highlands Greenway Master Plan

Albert Lea, MN
2030 Comprehensive Plan

Anoka MN HRA
The Greens of Anoka Redevelopment Plan

Byron, MN
2030 Comprehensive Plan

Brooklyn Park, MN
Recreation and Parks Master Plan

Chanhassen, MN
Lake Ann Hillside Restoration

Lakeview Neighborhood Park Concept Plan

Duluth, MN
Park and Trail System Master Plan

Johnston, Iowa
2030 Comprehensive Plan Update

Bloomington, MN
Lyndale Avenue streetscape

City of Minneapolis, MN
Lake Hiawatha Bluewater Rain Garden Design

Plymouth, MN
Four Seasons Mall Site Redevelopment Concepts

Saint Paul, MN
Park and Recreation System Master Plan

Great River Park Master Plan

Woodbury, MN
Woodbury Urban Village Master Plan

St. Louis Park, MN
Eliot School Reuse Plan

Plan by Neighborhood

Metropolitan Council
Stormwater Reuse Guide

White Bear Lake, MN
*2030 Comprehensive Plan Update

*Lions Park Lakeshore Restoration and Trail

*Lake Avenue Streetscape & Monuments

*Marina Triangle Conceptual Master Plan

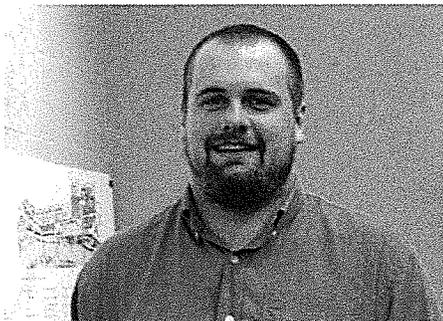
Wahpeton, North Dakota
Comprehensive Plan Update

Hennepin County, MN
Minnehaha-Hiawatha Investment Framework

Potlatch Corporation
Conceptual Development Master Plan

Ramsey County Conservation District
*Birch Lake Shoreline Inventory

* Projects worked on by Gabrielle prior to joining HKGI



KEVIN CLARKE

Graduate Landscape Architect

YEARS OF EXPERIENCE: 1

EDUCATION

Bachelor of Arts, Economics - Saint John's University

Study Abroad - Universidad Valladolid, Spain
& University College Cork, Ireland

Master of Urban & Regional Planning - Hubert H. Humphrey School of Public Affairs, University of Minnesota, 2012

Master of Landscape Architecture - College of Design, University of Minnesota, 2012

MEMBERSHIPS AND AFFILIATIONS

- American Planning Association
- American Society of Landscape Architects
- Minnesota Design Team
- The Starling Project

AREAS OF EXPERTISE:

KEVIN CLARKE is an urban planner and graduate landscape architect. At HKGi, he has been especially involved with comprehensive, neighborhood, and park planning. He focuses on GIS mapping, plan writing, and graphic design.

Kevin is also involved with volunteer community planning efforts including the Minnesota Design Team and the Starling Project, an effort to enliven and sustain University Avenue through the light rail construction process by supporting temporary uses in vacant storefronts.

At the University of Minnesota, Kevin's Capstone work focused on the integration of public infrastructure and open space as a catalyst for neighborhood development in a transit corridor.

While at The Jens Jensen Center and The Clearing in Door County, Wisconsin, Kevin preserved and restored historic landscapes. He also brings construction experience from multiple urban infill projects in Portland, Oregon.

PROJECT EXPERIENCE

Inver Grove Heights, MN
Concord Boulevard Neighborhood Plan

Northwest Area Street Plan

Anoka County, MN
Grant Writing Services

Arden Hills, MN
County Road E

Bondurant, IA
Comprehensive Plan

Baxter, MN
Timberwood Business Park

Brooklyn Park, MN
Recreation and Park System Plan

Byron, MN
Comprehensive Plan

Crow Wing County, MN
Potlatch Corporation, Land Use Analysis

Dakota County, MN
Grant Writing Services

Storm Lake, IA
Comprehensive Plan

Lang > Multimedia**AREAS OF EXPERTISE**

Video and Photography Production and
Publication

Community Organizing

Interactive Web Design and Development

Pedestrian and Bicycle Planning

EDUCATION

Coursework in Urban Planning at Parisian
Center for Critical Studies, Paris, France

Bachelor of Arts, Film Studies, University of
Minnesota, Twin Cities

ABOUT LANG MULTIMEDIA

Lang Multimedia is a small multimedia production firm based in Minneapolis, Minnesota. Founded and directed by Matthew Lang, LM provides professional video, photography, and web publishing services to organizations, businesses, and individuals in Minnesota and beyond. Lang Multimedia specializes in affordable High Definition Digital Single Lens Reflex (HDSLR) video production and post production services.

Matthew Lang contributes ten years of achievement and experience in community organizing, multimedia development, and communications work in the areas of land use, transportation, and community design. A community organizer, filmmaker, and artist, Matthew develops tools and facilitates communities' processes to understand and envision ways in which they can become more humane and sustainable places to live, to work, and to play.

SELECTED REPRESENTATIVE PROJECTS

MULTIMEDIA DEVELOPMENT, NON-MOTORIZED TRANSPORTATION PILOT

PROJECT, TRANSIT FOR LIVABLE COMMUNITIES

Providing professional video production and photography services in support of non-motorized transportation planning projects and initiatives to Metro-area jurisdictions and to Bike Walk Twin Cities as part of the Federal NTP grants coordinated by Transit for Livable Communities. Completed documentary video on 10th Avenue SE project. RiverLake Greenway project documentary and Bike Boxes educational piece are currently in production.

CINEMATOGRAPHY, VIDEO PRODUCTION, AND PHOTOGRAPHY, 2011 BIKE

WALK TO WORK DAY EVENT, ST. PAUL, MN - ST. PAUL SMART TRIPS

Produced 2.5 minute documentary video for web-based distribution telling the story of Bike Walk to Work Day and St. Paul Smart Trips. Produced a set of still photographs documenting the event for web and print distribution.

COMMUNITY ORGANIZER FOR COMMUNICATIONS AND LAND USE POLICIES,

MIDTOWN GREENWAY COALITION, MINNEAPOLIS, MINNESOTA

Led community education, communications, and development activities in support of reaching the mission of the organization to empower communities to develop, improve, protect, and enjoy the Midtown Greenway as a green urban pathway to improve people's lives.

SKILLS

DIGITAL FILM / AUDIO PRODUCTION

Turn key pre-production, production, and post-production capability.
Software: Final Cut Pro, Motion, Soundtrack, Garageband, Aperture,
Adobe Photoshop, Adobe Illustrator, Quicktime Pro.

PROFESSIONAL HISTORY

2009 - Present Founder | Cinematographer | Filmmaker, Lang
Multimedia

2007 - 2009 Multimedia Operations, Community Design Group,
LLC

2005 - 2007 Community Organizer, Midtown Greenway
Coalition

REFERENCES

KATHY BERGEN, MANAGER OF PARKS AND RECREATION

CITY OF DULUTH

kbergen@duluthmn.gov

(218) 730-4309

DULUTH PARKS AND RECREATION MASTER PLAN:

http://www.duluthmn.gov/parks/master_plan.cfm

BOB SMITH, PARKS AND RECREATION DEPARTMENT

CITY OF SAINT PAUL, MN

Robert.Smith@ci.stpaul.mn.us

(651) 266-6434

SAINT PAUL, MN - PARKS AND RECREATION SYSTEM PLAN:

<http://www.ci.stpaul.mn.us/index.asp?nid=2843>

DAN SCHULTZ, PARK & RECREATION DIRECTOR

CITY OF ROSEMOUNT

(651) 322-6012

dan.schultz@ci.rosemount.mn.us

http://ci.rosemount.mn.us/index.asp?Type=B_BASIC&SEC=%7B02230601-C3FE-4286-8BDB-A2337930A313%7D

RANDY QUALE, MANAGER OF PARKS AND RECREATION

CITY OF BLOOMINGTON, MN

rquale@ci.bloomington.mn.us

(952) 563-8876

BLOOMINGTON PARKS AND RECREATION MASTER PLAN:

<http://www.ci.bloomington.mn.us/cityhall/dept/commserv/parkrec/parks/parkplan/parkplan.htm>

STATEMENT OF NON-COLLUSION

I affirm that I am the Consultant, a partner of the Consultant, or an officer or employee of the Consultant corporation with the 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:



Paul Paige

TITLE: Vice President

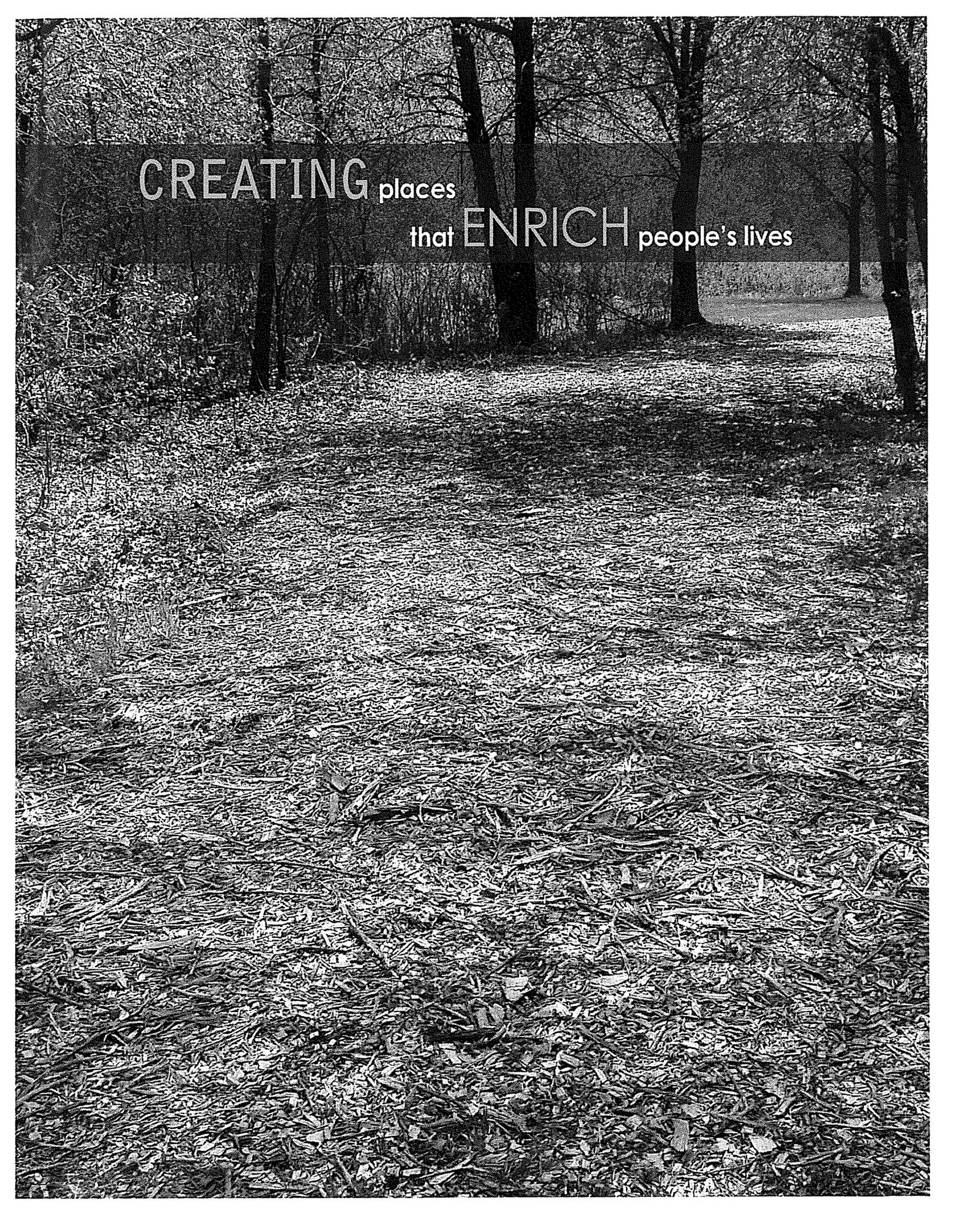
FIRM NAME: Hoisington Koegler Group Inc.

ADDRESS: 123 North Third Street, Suite 100, Minneapolis, MN 55403

PHONE: 612-338-0800

FAX: 612- 338-6838

EMAIL: ppaige@hkgi.com



CREATING places
that ENRICH people's lives

Item name: Cahill Trail Re-Construct

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Meeting Date: July 11, 2012
 Item Type: New 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 checked="" 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

Recommend approval by City Council contracting with Ace Blacktop Inc. to re-construct sections of west side bituminous trail along Cahill Ave. running from College Trail to Concord Blvd. for \$21,015.00. Funding is part of approved 2012-2016 CIP for Bituminous Maintenance in the Park Maintenance Fund 444.

SUMMARY

These sections of trail are identified in Parks Pavement Management Program as being eligible for re-construction. Funding in Park Maintenance Fund 444 is part of 2012-2016 CIP for Bituminous Maintenance recently approved by City Council. The CIP budgeted \$80,000 for trail re-construction in 2012. Quotes for work were received from Pine Bend Paving Inc. and Ace Blacktop Inc. as found below:

- Ace Blacktop Inc. \$21,015.00
- Pine Bend Paving Inc. \$22,200.00

Staff recommends contracting with Ace Blacktop Inc. to re-construct sections of bituminous trail running along west side of Cahill Ave. from College Trail to Concord with funding from Park Maintenance Fund 444.

2012 Reconstruction Cahill Ave Bit. Trail

- Reclaim section between red lines (242 ft.)
- Grade to drain/field adjust per engineers approval.
- Recompact reclaimed bituminous.
- Pave 3" LV4 bituminous course.
- Use millings to backfill edges of trail.

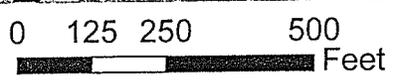
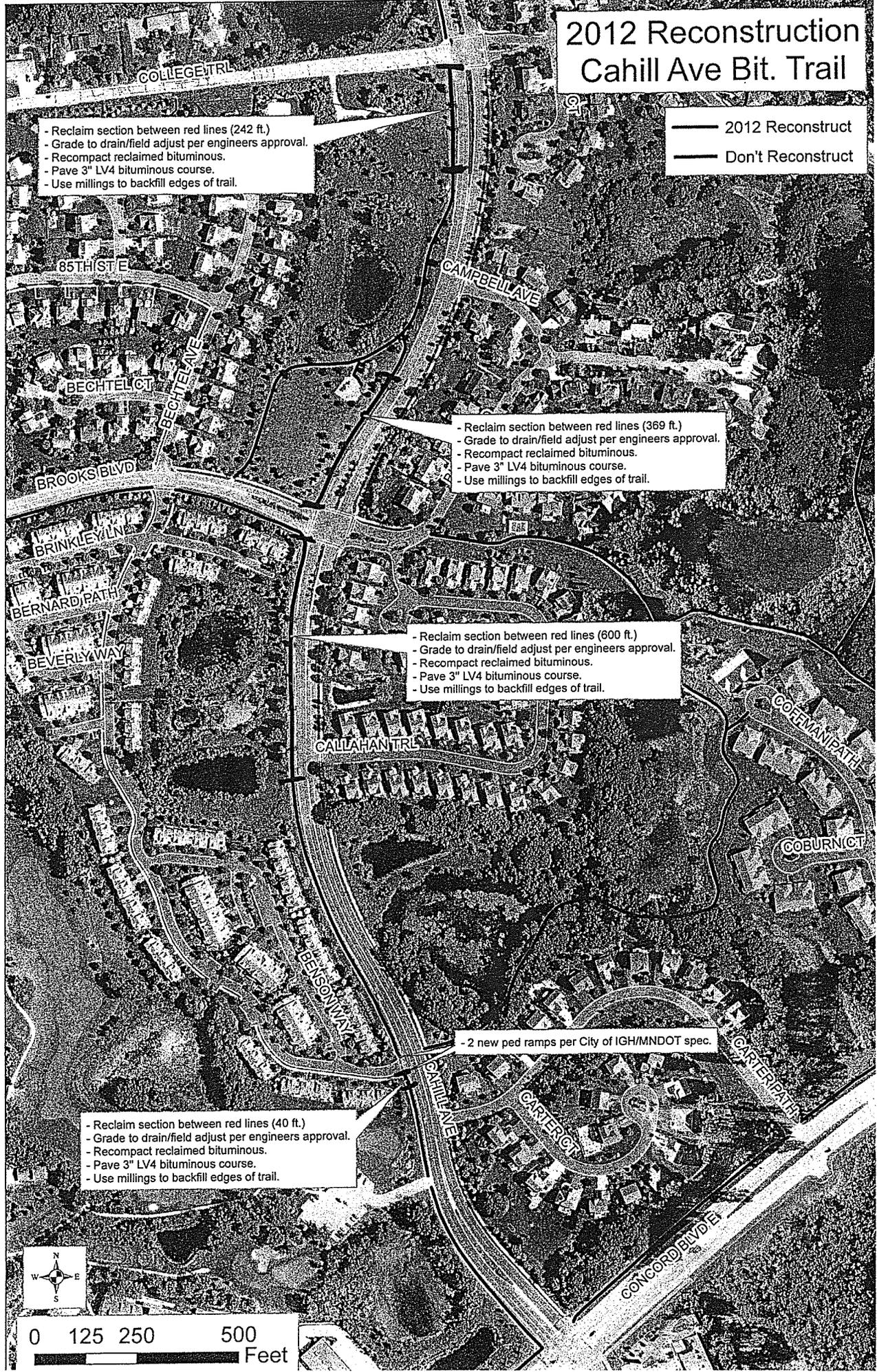
— 2012 Reconstruct
— Don't Reconstruct

- Reclaim section between red lines (369 ft.)
- Grade to drain/field adjust per engineers approval.
- Recompact reclaimed bituminous.
- Pave 3" LV4 bituminous course.
- Use millings to backfill edges of trail.

- Reclaim section between red lines (600 ft.)
- Grade to drain/field adjust per engineers approval.
- Recompact reclaimed bituminous.
- Pave 3" LV4 bituminous course.
- Use millings to backfill edges of trail.

- 2 new ped ramps per City of IGH/MNDOT spec.

- Reclaim section between red lines (40 ft.)
- Grade to drain/field adjust per engineers approval.
- Recompact reclaimed bituminous.
- Pave 3" LV4 bituminous course.
- Use millings to backfill edges of trail.



Item name: Skyview Soccer Fence

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Meeting Date: July 11, 2012
 Item Type: New Agenda
 Contact: Mark Borgwardt – 651.450.2581
 Prepared by: Mark Borgwardt
 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

Recommend City Council contracting with Just-Rite Fence to install 775 linear feet of new 6 feet high and 90 linear feet of new 20 feet high chain link fence along west side and south end of newly constructed soccer fields at Skyview Park for \$16,800.00. The 20 feet high fencing is for behind the soccer goals. The funding for fencing portion of project coming from combination of Park Acquisition and Development Fund (Fund 402), Park Maintenance Replacement Fund (Fund 444) and MN DNR Outdoor Grant. Quotes for fencing were secured from Century Fence and Just-Rite Fence as follows:

- Century Fence \$19,772.00
- Just-Rite Fence \$16,800.00

SUMMARY

Skyview Park irrigated soccer field construction necessitates installing 865 feet of new chain link fence along west side and south end of soccer fields to contain balls from going in adjacent private property and 69th Street. Staff recommends contracting with Just-Rite Fence for Skyview Park soccer fencing for the sum of \$16,800.00 with funding from combination of MN DNR Grant, and Funds 402 and 444.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: July 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 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 Division
July 3, 2012
Department Happenings

Heritage Village Park

Prairie Restorations was hired to burn north east sections of prairie at Heritage Village Park. They also have been spraying weeds and undesirable grasses in new prairie areas. Parks crew is mowing the less established prairie in the central and south west parts of park north of 65th Street. The wetland at end of 63rd Street is being delineated to establish a border for fill being hauled onto adjacent lot. The fill from various street projects will raise the elevation of this lot 4 feet. Great River Greening will mobilize into area this fall after fill is placed to restore the wetland with native plantings. A grant will help defray some of the restoration expenses. Discussions with Xcel Energy on the possibility of burying wires running east/west through the park at 63rd are also being discussed. Gertens has been contacted about honoring warranty for dead trees planted north of 65th Street in park. These will hopefully be replaced this fall.

Tree Trust and Parks crew busy at North Valley Park

Tree Trust crew contract started with work at North Valley Park on June 14. This year they are building timber stairs at the north end of tunnel running under 70th Street between North and South Valley Parks. They will also be assisting Parks crews with re-location of steep trail in area with switch back trail that will provide a more accessible route. The timber stairs and switchback trail offer options for people to navigate their way through this area of North Valley Park.

Trail Maintenance Work

Trail re-construction of Highway 52 trail from 63rd Street to 70th Street was completed. This section completes re-construction of this highly used trail that runs from Upper 55th Street and 63rd Street at Lions Park all the way south to 80th Street. Sections of bituminous trail that runs along Cahill from College Trail to Concord will be re-constructed soon. Also the Arbor Pointe trails will be crack filled along with sections of South Valley trail. A contractor has completed culvert replacement in two sections of Arbor Pointe trails. A contractor is also scheduled to perform trail repairs in South Valley trail in anticipation of crack filling later this summer.

Skyview Park Improvements

Irrigation contractor has started work on soccer fields irrigation project at Skyview Park. It is anticipated project will take approximately 10 days to complete. Fencing quotes are being secured for fence along west and south sides of soccer fields. Replacement playground vendor's recommendation for Skyview and Oakwood Parks will be before PRAC in July. Parks crew will need to spray vegetation on soccer field one more time with roundup before seeding in early August. Compost has been ordered to help with seed germination and development. Finish grader will be on site soon to provide final grade before seeding and incorporate compost in top 3 inches of soil. After soccer field is complete new playground will be scheduled for construction late summer early fall.

Vandalism to Field Lights at Rich Valley Park

Vandals stole approximately 1000 feet of field wiring at Rich Valley Park by cutting wire at poles and wheel cabinet and pulling wire out of underground conduit. IGH police were notified and a report was completed. A full loss report will be filed when dollar damages are received. Damages most certainly will exceed \$1,000 which categorizes this as a felony. Total Construction responded quickly to call for repairs and had lights up and running again in a few days.

Rock Island Swing Bridge

Improvements at RISB have been completed as part of grant agreements. Thanks go to Mike Edwards in IGH Engineering for making this project a success and on time. His supervision of construction was very professional and well done. The new trails will serve this area well and make this historic site even more accessible. A temporary parking lot is being contemplated for balance of this year till Dakota County can construct permanent parking and restrooms next year. The native planting on the steep hillside is starting to mature with warmer weather. Friends of the Mississippi River are developing a Letter of Understanding in response to City Council approving the restoration proposal agreement with FMR. Tree Trust construction of stairs from overlook deck to RISB have been delayed due to wet spring. Construction is now scheduled to commence on stairs towards end of July.

Disc Golf Course Tournament

The Minnesota Majestic disc golf tournament held at North and South Valley Parks was a big success. Over 200 players participated with 25 states being represented. We heard many positive comments on the condition and quality of our course. Sounds like the organizers are planning to return next year. Please see attached letter from tournament director.

June 26th, 2012

Tracy Peterson
City of Inver Grove Heights Park and Rec
8055 Barbara Ave
Inver Grove Heights, MN 55077

Hello Tracy ,

I wanted to say thank you to the City of Inver Grove Heights for having a wonderful Disc Golf Course that was in tip top shape for this years Minnesota Majestic PDGA A-Tier Event. This event had 204 players in 9 Divisions competing and 25 states were represented so many traveling players were able to enjoy your disc golf course. Over \$32,800 in Prize Money and Merchandise was awarded.

I have enclosed an autographed Minnesota Majestic Disc of the Open Pro Winner Dave Feldberg and Open Women Winner Catrina Allen and have included our players program that contains additional information about the event. This autographed disc would be a nice addition for any show case display the city may have.

We look forward to working with you again! Next years event planning will be starting soon, so if you have any questions or have additional input for us, please feel free to contact me at 612-558-7230 as we want to build a strong relationship that is a win-win for everyone involved.

Sincerely,

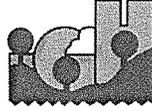


John Solberg
Minnesota Majestic Tournament Director
john@johnsolberg.com

Website: minnesotamajestic.org



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

Facility Projects

Exterior renovations to the Clubhouse, Practice Center Building, and Comfort Station will begin later this month. Projects include roof repair, roof cleaning, painting of all trim, staining of all siding, and misc. repairs.

Bids for year three (of four) of the golf car path replacement program are due on July 2nd. The remaining replacement of paths on the Executive Course will begin in late September completing that nine. Paths around the Clubhouse and Practice Putting Green will also be replaced as part of this phase.

Upcoming Free Junior Instruction

Junior clinics are conducted weekly every Friday morning through July. There will be no clinic however on Friday July 6th, the week of the fourth of July. The next scheduled Junior clinic is Friday July 13th. Junior clinics begin at 9:00 AM and end at 11:00 AM.

Executive Course Family Program

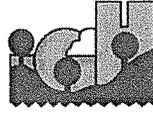
Please help promote Inver Wood's Family Program. This season, the program has been expanded to include all day on the Executive Course Fridays, Saturdays, and Sundays. Children ages 7 to 17 play free with each paid adult Executive Course green fee. A special set of family tee markers has been provided as well as a family golf guide and scorecard.

Inverwood.org

As always, complete program information and registration are available at our website, inverwood.org.



Parks & Recreation Department Department Happenings



Recreation

Summer Trips

There is plenty of opportunity this summer for a fun field trip. Staff has planned outings for both youth and teens including a MN Twins trip, canoeing, Water Park, high ropes course and paintball. For more information visit www.funatthegrove.com

Summer Movies in the Park

Summer movies in the park are back with the first one scheduled for July 26 at Southern Lakes Park featuring "The Muppets." The second showing will be August 16 at South Valley Park featuring "Goonies." All movies are free and open to the public and start at sunset.

Safety Camps

Our popular safety camps kick off with the Half Pint Safety Camp for youth ages 4-6 on July 17. Then on August 9, the big kids (ages 6-10) get to participate in our day-long safety camp. Both camps are done in partnership with the police and fire department.

Penny Carnival

Our penny carnival is back on July 12 and will enjoy its second year at its new location, the Community Center parking lot. The carnival will be held from 4-6:30 p.m. in conjunction with the St. Paul Farmers' Market and is free and open to the public.

Minnesota High School Cycling League

A newly formed Minnesota High School Cycling League will be hosting their first ever cycling event at the Salem Hills mountain bike course on September 8-9. Recreation staff will be working with the group on the logistics of hosting this event in the fall.

North Valley Disc Golf

The pay-to-play system got underway in early May with Fairway Flyerz, Inc. operating a mobile sales unit at the course. There have been no reported issues and things seem to be running smoothly. The course just finished hosting the 2012 Minnesota Majestic Tournament.



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Kids R.O.C.K. Numbers Increase

Our summer youth program, Kids R.O.C.K. at the Community Center has seen an increase in numbers this summer! Due to space constraints, we have had to limit the size of classes and the number of kids we can accommodate.

July Swim Lessons

Two sessions of swim lessons are available in July. Lessons are held in the mornings and are open to those interested in learning how to swim or moving to the next class level.

New Rental Forms

The Department recently updated its rental forms to reflect changes in ADA requirements, entertainment uses, recommended catering and alcohol providers and large event security requirements.

Contracted Cleaning of The Grove

The City has had contracted cleaning services for The Grove since April 1. Staff has worked with our contractor on minor service changes throughout these first few months and allowing the contracted crew to get acclimated to the cleaning requirements of the various areas.

**JOIN US AT THE GOLF COURSE
TUESDAY AUGUST 28TH
for
INVER WOOD GOLF COURSE'S
20TH ANNIVERSARY CELEBRATION**

11:30 AM to 1:00 PM

or

5:30 PM to 7:00 PM

Featuring

Refreshments

Golf Swing Check-ups on the Driving Range

Putting Contests on the Putting Green

Prize Drawing

Proclamation Ceremony at 6:00 PM

INVER WOOD GOLF COURSE
CITY OF INVER GROVE HEIGHTS

**FINANCIAL STATEMENTS
AND
COMPILATION REPORTS**

FOR THE PERIOD ENDING

MAY 31, 2012

**INVER WOOD GOLF COURSE
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING
MAY 31, 2012**

	CURRENT PERIOD THIS YEAR	%	CURRENT PERIOD LAST YEAR	%	YEAR TO DATE THIS YEAR	%	YEAR TO DATE LAST YEAR	%
DEPARTMENTAL REVENUE								
GOLF OPERATIONS	\$ 129,747.84	57%	116,295.35	58%	261,921.21	59%	150,714.23	60%
GOLF CARS	42,717.85	19%	34,138.86	17%	78,210.48	17%	40,185.98	16%
GOLF SHOP	6,471.01	3%	6,491.59	3%	12,782.72	3%	9,350.95	4%
PRACTICE CENTER	22,477.46	10%	20,501.31	10%	53,264.70	12%	26,569.41	11%
FOOD & BEVERAGE	25,734.11	11%	22,067.42	11%	40,793.48	9%	24,506.45	10%
TOTAL DEPARTMENTAL REVENUE	227,148.27		199,494.53		446,972.59		251,327.02	
PERSONNEL EXPENSE								
GOLF OPERATIONS	25,560.31	11%	25,711.67	13%	83,280.84	19%	75,104.86	30%
GOLF CARS	1,309.56	1%	1,224.52	1%	2,459.00	1%	1,678.96	1%
PRACTICE CENTER	2,919.64	1%	1,822.98	1%	5,524.75	1%	4,052.55	2%
FOOD & BEVERAGE	5,180.97	2%	3,930.56	2%	13,008.59	3%	9,666.92	4%
MAINTENANCE	34,957.96	15%	33,268.65	17%	149,335.35	33%	153,657.74	61%
COMMON	14,323.61	6%	14,186.71	7%	64,130.41	14%	67,110.08	27%
TOTAL PERSONNEL EXPENSE	84,252.05	37%	80,145.09	40%	317,738.94	71%	311,271.11	124%
OTHER EXPENSE								
GOLF OPERATIONS	506.02	0%	955.92	0%	7,449.43	2%	10,151.46	4%
GOLF CARS	3,982.67	2%	1,665.06	1%	9,487.28	2%	33,237.68	13%
GOLF SHOP	(25,685.03)	-11%	(30,832.69)	-15%	11,165.46	2%	9,494.61	4%
PRACTICE CENTER	295.40	0%	(1,804.00)	-1%	4,232.21	1%	12,109.09	5%
FOOD & BEVERAGE	10,322.17	5%	6,871.22	3%	23,956.62	5%	17,378.18	7%
MAINTENANCE	41,228.65	18%	33,245.11	17%	86,212.65	19%	76,563.06	30%
COMMON	7,751.28	3%	13,223.80	7%	48,590.41	11%	102,520.27	41%
ALLOCATIONS	-	0%	6,608.33	3%	-	0%	33,041.65	13%
TOTAL OTHER EXPENSE	38,401.16	17%	29,932.75	15%	191,094.06	43%	294,496.00	117%
TOTAL OPERATING EXPENSE	122,653.21	54%	110,077.84	55%	508,833.00	114%	605,767.11	241%
NET OPERATING INCOME	104,495.06	46%	89,416.69	45%	(61,860.41)	-14%	(354,440.09)	-141%
NON-OPERATING REVENUE								
INVESTMENT EARNINGS	-		-		1,449.47		-	
OTHER REVENUE	30.00		-		30.00		11,408.82	
TOTAL NON-OPERATING REVENUE	30.00		-		1,479.47		11,408.82	
NON-OPERATING EXPENSE								
EQUIPMENT REPLACEMENT	-		-		894.00		175,636.15	
PROPERTY IMPROVEMENT	989.70		161,053.77		989.70		47,588.05	
OTHER EXPENSE	-		7,997.76		-		23,331.01	
TOTAL NON-OPERATING EXPENSE	989.70		169,051.53		1,883.70		246,555.21	
DEBT SERVICE	82,082.64		-		98,593.82		-	
TOTAL NON-OP EXPENSE & DEBT	83,072.34		169,051.53		100,477.52		246,555.21	
NET INCOME	21,452.72		(79,634.84)		(160,858.46)		(589,586.48)	

SUPPLEMENTAL INFORMATION

INVER WOOD GOLF COURSE
GOLF OPERATIONS
STATEMENT OF OPERATIONS
MAY 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF OPERATIONS REVENUE								
PATRON CARDS	\$ 737.47	1%	2,422.40	2%	6,226.40	2%	7,953.32	5%
GREEN FEES	127,178.06	98%	111,703.35	96%	250,231.48	96%	138,406.59	92%
HANDICAP SERVICES	1,170.00	1%	1,463.00	1%	4,254.00	2%	3,524.50	2%
CLUB RENTALS	662.31	1%	706.60	1%	1,209.33	0%	829.82	1%
OTHER REVENUE	-	0%	-	0%	-	0%	-	0%
TOTAL OPERATIONS REVENUE	129,747.84	100%	116,295.35	100%	261,921.21	100%	150,714.23	100%
PERSONNEL EXPENSE								
SALARIES	12,373.90	48%	7,012.57	27%	36,926.34	44%	28,135.79	37%
WAGES - SEASONAL	6,659.01	26%	12,294.92	48%	10,571.86	13%	17,854.42	24%
PAYROLL TAXES - BENEFITS	6,527.40	26%	6,404.18	25%	35,782.64	43%	29,114.65	39%
TOTAL PERSONNEL EXPENSE	25,560.31	100%	25,711.67	100%	83,280.84	100%	75,104.86	100%
OTHER EXPENSE								
HANDICAPS	-	0%	-	0%	-	0%	-	0%
PRINTING	-	0%	109.28	11%	5,205.90	70%	6,041.38	60%
RENTAL CLUBS	195.00	39%	-	0%	840.00	11%	1,234.55	12%
SUPPLIES - OFFICE	-	0%	105.23	11%	197.69	3%	105.23	1%
SUPPLIES - OTHER	-	0%	186.06	19%	413.54	6%	428.56	4%
UNIFORMS	642.58	127%	-	0%	1,620.11	22%	1,749.08	17%
CASH OVER/SHORT	(331.56)	-66%	555.35	58%	(827.81)	-11%	592.66	6%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	506.02	100%	955.92	100%	7,449.43	100%	10,151.46	100%
TOTAL OPERATIONS EXPENSE	26,066.33	20%	26,667.59	23%	90,730.27	35%	85,256.32	57%
NET INCOME (LOSS)	103,681.51	80%	89,627.76	77%	171,190.94	65%	65,457.91	43%

INVER WOOD GOLF COURSE
GOLF CARS
STATEMENT OF OPERATIONS
MAY 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
GOLF CAR REVENUE								
CAR RENTALS	\$ 42,717.85	100%	34,138.86	100%	78,210.48	100%	40,185.98	100%
TOTAL GOLF CAR REVENUE	42,717.85	100%	34,138.86	100%	78,210.48	100%	40,185.98	100%
PERSONNEL EXPENSE								
WAGES - SEASONAL	1,213.46	93%	1,108.00	90%	2,281.22	93%	1,336.00	80%
PAYROLL TAXES - BENEFITS	96.10	7%	116.52	10%	177.78	7%	342.96	20%
TOTAL PERSONNEL EXPENSE	1,309.56	100%	1,224.52	100%	2,459.00	100%	1,678.96	100%
OTHER EXPENSE								
FUELS & LUBRICANTS	2,870.07	72%	1,597.07	96%	2,870.07	30%	3,416.64	10%
LEASE PAYMENTS	-	0%	-	0%	5,476.31	58%	29,511.22	89%
OTHER RENTALS	-	0%	-	0%	-	0%	-	0%
REPAIRS & MAINTENANCE	1,112.60	28%	67.99	4%	1,140.90	12%	309.82	1%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	3,982.67	100%	1,665.06	100%	9,487.28	100%	33,237.68	100%
TOTAL GOLF CAR EXPENSE	5,292.23	12%	2,889.58	8%	11,946.28	15%	34,916.64	87%
NET INCOME (LOSS)	37,425.62	88%	31,249.28	92%	66,264.20	85%	5,269.34	13%

INVER WOOD GOLF COURSE
GOLF SHOP
STATEMENT OF OPERATIONS
MAY 2012

	CURRENT PERIOD THIS YEAR		CURRENT PERIOD LAST YEAR		YEAR TO DATE THIS YEAR		YEAR TO DATE LAST YEAR		
		%		%		%		%	
GOLF SHOP SALES									
APPAREL	\$ 3,070.16	47%	2,732.15	42%	5,887.91	46%	3,554.55	38%	
CLUBS	462.75	7%	999.85	15%	685.75	5%	999.85	11%	
BALLS	1,629.67	25%	1,485.44	23%	3,368.43	26%	1,806.67	19%	
GLOVES	790.25	12%	601.80	9%	1,700.05	13%	936.20	10%	
BAGS	-	0%	44.00	1%	-	0%	345.00	4%	
ACCESSORIES	518.18	8%	628.35	10%	1,140.58	9%	1,708.68	18%	
TOTAL GOLF SHOP SALES	6,471.01	100%	6,491.59	100%	12,782.72	100%	9,350.95	100%	
COST OF SALES									
APPAREL	(18,335.54)	-597%	(21,633.00)	-792%	3,041.15	52%	2,839.77	80%	
CLUBS	(2,172.72)	-470%	(2,806.36)	-281%	1,325.77	193%	1,218.03	122%	
BALLS	205.49	13%	(119.13)	-8%	5,031.76	149%	4,316.32	239%	
GLOVES	(3,558.25)	-450%	(3,832.00)	-637%	1,100.32	65%	648.22	69%	
BAGS	(1,788.00)	#DIV/0!	(1,985.00)	-4511%	49.75	#DIV/0!	413.40	120%	
ACCESSORIES	(36.01)	-7%	(457.20)	-73%	604.30	53%	58.87	3%	
TOTAL COST OF SALES	(25,685.03)	-397%	(30,832.69)	-475%	11,153.05	87%	9,494.61	102%	
OTHER EXPENSE									
GOLF SHOP FIXTURES	-	0%	-	0%	-	0%	-	0%	
SUPPLIES - PRICING	-	0%	-	0%	12.41	0%	-	0%	
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%	
TOTAL OTHER EXPENSE	-	0%	-	0%	12.41	0%	-	0%	
TOTAL GOLF SHOP EXPENSE	(25,685.03)	-397%	(30,832.69)	-475%	11,165.46	87%	9,494.61	102%	
NET INCOME (LOSS)	32,156.04	497%	37,324.28	575%	1,617.26	13%	(143.66)	-2%	

INVER WOOD GOLF COURSE
PRACTICE CENTER
STATEMENT OF OPERATIONS
MAY 2012

	CURRENT PERIOD		CURRENT PERIOD		YEAR TO DATE		YEAR TO DATE	
	THIS YEAR	%	LAST YEAR	%	THIS YEAR	%	LAST YEAR	%
PRACTICE CENTER REVENUE								
RANGE BALLS	\$ 21,032.46	94%	18,283.31	89%	49,351.70	93%	23,306.41	88%
INSTRUCTIONAL INCOME	1,445.00	6%	2,218.00	11%	3,913.00	7%	3,263.00	12%
MISC. SALES	-	0%	-	0%	-	0%	-	0%
TOTAL PRACTICE CENTER REVENUE	22,477.46	100%	20,501.31	100%	53,264.70	100%	26,569.41	100%
PERSONNEL EXPENSE								
SALARIES - GOLF PROFESSIONAL	-	0%	-	0%	-	0%	-	0%
WAGES - SEASONAL	2,661.01	12%	1,664.97	8%	5,007.84	9%	2,470.45	9%
PAYROLL TAXES - BENEFITS	258.63	1%	158.01	1%	516.91	1%	1,582.10	6%
TOTAL PERSONNEL EXPENSE	2,919.64	13%	1,822.98	9%	5,524.75	10%	4,052.55	15%
OTHER EXPENSE								
GOLF BALLS - RANGE	-	0%	-	0%	2,407.43	5%	5,232.60	20%
REPAIRS & MAINT - BUILDING	-	0%	-	0%	90.00	0%	-	0%
REPAIRS & MAINT - EQUIPMENT	19.40	0%	-	0%	301.62	1%	338.05	1%
REPAIRS & MAINT - FENCE	-	0%	-	0%	138.88	0%	3,312.72	12%
SIGNAGE	-	0%	-	0%	-	0%	118.54	0%
SUPPLIES - EQUIPMENT	-	0%	-	0%	45.28	0%	-	0%
SUPPLIES - GOLF COURSE	-	0%	-	0%	-	0%	5,250.18	20%
UNIFORMS	-	0%	-	0%	300.00	1%	400.00	2%
CASH OVER/SHORT	276.00	1%	(1,804.00)	-9%	949.00	2%	(2,543.00)	-10%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	295.40	1%	(1,804.00)	-9%	4,232.21	8%	12,109.09	46%
TOTAL PRACTICE CENTER EXPENSE	3,215.04	14%	18.98	0%	9,756.96	18%	16,161.64	61%
NET INCOME (LOSS)	19,262.42	86%	20,482.33	100%	43,507.74	82%	10,407.77	39%

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

	CURRENT PERIOD THIS YEAR		CURRENT PERIOD LAST YEAR		YEAR TO DATE THIS YEAR		YEAR TO DATE LAST YEAR	
		%		%		%		%
FOOD & BEVERAGE SALES								
FOOD SALES - CLUBHOUSE	\$ 6,445.66	25%	6,447.58	29%	12,148.01	30%	7,509.88	31%
FOOD SALES - HW HOUSE	-	0%	-	0%	-	0%	-	0%
BEVERAGE SALES - CLUBHOUSE	7,624.03	30%	6,811.44	31%	11,292.84	28%	7,407.30	30%
BEVERAGE SALES - HW HOUSE	-	0%	-	0%	-	0%	-	0%
BEER	11,010.52	43%	8,808.40	40%	16,561.51	41%	9,589.27	39%
VENDING MACHINES	653.90	3%	-	0%	791.12	2%	-	0%
TOTAL FOOD & BEVERAGE SALES	25,734.11	100%	22,067.42	100%	40,793.48	100%	24,506.45	100%
COST OF SALES								
FOOD	3,128.65	12%	2,811.34	13%	10,014.47	25%	5,150.48	21%
BEVERAGE	1,779.16	7%	709.14	3%	3,421.20	8%	2,090.14	9%
BEER	2,542.00	10%	1,425.60	6%	3,976.70	10%	3,004.90	12%
TOTAL COST OF SALES	7,449.81	29%	4,946.08	22%	17,412.37	43%	10,245.52	42%
PERSONNEL EXPENSE								
WAGES - SEASONAL	4,540.37	18%	3,441.39	16%	7,966.26	20%	3,948.22	16%
PAYROLL TAXES - BENEFITS	640.60	2%	489.17	2%	5,042.33	12%	5,718.70	23%
TOTAL PERSONNEL EXPENSE	5,180.97	20%	3,930.56	18%	13,008.59	32%	9,666.92	39%
OTHER EXPENSE								
SMALLWARE	-	0%	-	0%	-	0%	-	0%
LICENSES	275.00	1%	-	0%	854.50	2%	979.50	4%
REPAIRS & MAINTENANCE	414.19	2%	351.60	2%	1,304.48	3%	2,261.66	9%
SUPPLIES	1,979.07	8%	1,442.80	7%	3,834.67	9%	3,281.64	13%
UNIFORMS	200.00	1%	75.99	0%	406.40	1%	575.99	2%
CASH OVER/SHORT	4.10	0%	54.75	0%	144.20	0%	33.87	0%
MISC. EXPENSE	-	0%	-	0%	-	0%	-	0%
TOTAL OTHER EXPENSE	2,872.36	11%	1,925.14	9%	6,544.25	16%	7,132.66	29%
TOTAL FOOD & BEVERAGE EXPENSE	15,503.14	60%	10,801.78	49%	36,965.21	91%	27,045.10	110%
NET INCOME (LOSS)	10,230.97	40%	11,265.64	51%	3,828.27	9%	(2,538.65)	-10%

INVER WOOD GOLF COURSE
GOLF MAINTENANCE
STATEMENT OF OPERATIONS
MAY 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	18,567.52	93,548.77	97,105.69
WAGES - SEASONAL	8,463.35	7,068.08	13,782.50	11,789.33
WAGES - OVERTIME	-	-	-	-
PAYROLL TAXES - BENEFITS	7,819.41	7,633.05	42,004.08	44,762.72
TOTAL PERSONNEL EXPENSE	34,957.96	33,268.65	149,335.35	153,657.74
OTHER EXPENSE				
CONFERENCES & SEMINARS	-	-	93.00	263.00
DUES, LICENSES & SUBSCRIPTIONS	-	-	1,149.00	1,469.00
FERTILIZER	5,189.86	11,338.28	19,617.93	11,338.28
FUELS	3,831.93	-	3,852.36	-
GOLF COURSE ACCESSORIES	1,075.00	-	1,806.32	2,934.02
LUBRICANTS	1,326.49	648.95	2,191.47	1,239.92
OTHER RENTALS	-	69.38	-	69.38
OUTSIDE LABOR	-	-	364.80	367.20
PESTICIDE	13,771.02	12,481.26	22,350.66	17,403.36
REFUSE REMOVAL	-	-	-	72.55
RENTAL EQUIPMENT	-	-	-	-
REPAIRS & MAINT - BUILDING	105.00	32.03	268.70	832.61
REPAIRS & MAINT - EQUIPMENT	905.60	1,948.54	10,945.18	17,133.12
REPAIRS & MAINT - FENCE	-	-	-	-
SMALL TOOLS	-	93.59	33.43	727.75
SUPPLIES - CLEANING	-	-	-	68.08
SUPPLIES - GOLF COURSE	4,616.21	2,750.29	5,729.96	5,272.83
SUPPLIES - IRRIGATION	3,841.65	720.52	3,841.65	4,116.73
SUPPLIES - OFFICE	-	-	-	-
SUPPLIES - OTHER	-	222.79	722.63	1,033.25
SUPPLIES - SAFETY	-	-	-	94.12
SUPPLIES - SHOP	169.36	-	223.23	675.67
SUPPLIES - TIRES	457.34	-	457.34	887.68
SUPPLIES - TRAINING	725.00	961.12	725.00	961.12
TRAVEL, MEALS, LODGING	-	-	-	8.10
UNIFORMS	708.72	109.85	4,041.47	2,667.08
UTILITIES - ELECTRIC	3,538.84	1,868.51	5,397.66	4,918.86
UTILITIES - GAS	116.63	-	1,125.86	1,684.35
UTILITIES - SEWER	850.00	-	1,275.00	325.00
MISC. EXPENSE	-	-	-	-
TOTAL OTHER EXPENSE	41,228.65	33,245.11	86,212.65	76,563.06
TOTAL GOLF MAINT EXPENSE	76,186.61	66,513.76	235,548.00	230,220.80
NET INCOME (LOSS)	(76,186.61)	(66,513.76)	(235,548.00)	(230,220.80)

INVER WOOD GOLF COURSE
COMMON
STATEMENT OF OPERATIONS
MAY 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	7,023.08	45,070.45	36,887.71
WAGES - PART TIME	-	3,665.60	-	10,631.18
PAYROLL TAXES - BENEFITS	3,528.91	3,498.03	19,059.96	19,591.19
TOTAL PERSONNEL EXPENSE	14,323.61	14,186.71	64,130.41	67,110.08
OTHER EXPENSE				
ADVERTISING	1,989.77	9,527.89	18,680.24	16,238.07
ALARM SERVICES	435.00	-	1,035.00	1,206.66
BANK/ CREDIT CARD CHARGES	-	117.82	1,337.79	342.65
CONFERENCES & SEMINARS	-	-	-	-
DUES & SUBSCRIPTIONS	812.00	406.00	1,422.00	1,016.00
INSURANCE - LIQUOR LIABILITY	-	-	-	-
MISC. EQUIPMENT	-	-	4,075.18	300.00
POSTAGE	-	-	-	16.15
PRINTING	-	-	1,000.00	263.73
PROF/TECHNICAL SERVICES	-	-	3,790.00	-
REFUSE REMOVAL	-	-	-	-
REPAIRS & MAINT - BUILDING	613.92	1,987.23	9,220.62	3,148.42
SUPPLIES - OFFICE	342.88	91.67	342.88	1,092.67
SUPPLIES - OTHER	569.70	811.19	972.20	6,228.11
TELEPHONE	943.39	267.96	2,991.61	2,866.16
TRAVEL, MEALS, LODGING	-	-	84.95	-
UTILITIES - ELECTRIC	1,147.11	-	2,300.45	2,003.90
UTILITIES - GAS	47.51	-	455.72	842.54
UTILITIES - SEWER	850.00	-	850.00	-
UTILITIES - WATER	-	14.04	31.77	45.13
MISC. EXPENSE	-	-	-	-
TOTAL OTHER EXPENSE	7,751.28	13,223.80	48,590.41	35,410.19
TOTAL COMMON EXPENSE	22,074.89	27,410.51	112,720.82	102,520.27
ALLOCATIONS				
INSURANCE - ALLOCATION	-	5,775.00	-	28,875.00
MIS - ALLOCATION	-	833.33	-	4,166.65
TOTAL ALLOCATION EXPENSE	-	6,608.33	-	33,041.65
NET INCOME (LOSS)	(22,074.89)	(34,018.84)	(112,720.82)	(135,561.92)

INVER WOOD GOLF COURSE
STATEMENT OF NET OPERATIONS
DEPARTMENTAL
MAY 2012

	CURRENT PERIOD THIS YEAR	CURRENT PERIOD LAST YEAR	YEAR TO DATE THIS YEAR	YEAR TO DATE LAST YEAR
DEPARTMENTAL ACTIVITIES				
NET GOLF OPERATIONS	103,681.51	89,627.76	171,190.94	65,457.91
NET GOLF CARS	37,425.62	31,249.28	66,264.20	5,269.34
NET GOLF SHOP	32,156.04	37,324.28	1,617.26	(143.66)
NET PRACTICE CENTER	19,262.42	20,482.33	43,507.74	10,407.77
NET FOOD & BEVERAGE	10,230.97	11,265.64	3,828.27	(2,538.65)
NET GOLF MAINTENANCE	(76,186.61)	(66,513.76)	(235,548.00)	(230,220.80)
NET COMMON	(22,074.89)	27,410.51	(112,720.82)	102,520.27
NET ALLOCATIONS	-	6,608.33	-	33,041.65
DEPARTMENTAL ACTIVITIES	104,495.06	157,454.37	(61,860.41)	(16,206.17)
NET INCOME (LOSS)				

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: July 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 checked="" type="checkbox"/>	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.

Commissioner Meyer has indicated a need to resign from the Commission as she is moving out of Inver Grove Heights. It is recommended that her vacancy on the sub-committee be filled by Commissioner Mary Hapka. Commissioner Meyer's vacancy on the PRAC will be address by the City Council who will appoint a replacement.

The tentative schedule is as follows:

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

Commission Comments

Meeting Date: July 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:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE requested – N/A
 Other

PURPOSE/ACTION REQUESTED

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

SUMMARY

None.