

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, June 12, 2013
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
 - A. Presentation on the VMCC/Grove Aquatic Programs – Tammy Abrahamson
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.invergroveheights.org
 - B. Joint Meeting with City Council and Park Champions on June 17, 2013 7:00pm
 - C. Next Meeting; July 10, 2013 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 April 10, 2013
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. Consider Park Dedication Requirements for Don & Sue Schlomka – Case NO 13-19SC
 - B. Consider Park Dedication Requirements for Hallblade Properties LLC – Case NO 13-18SC
 - C. Consider the Purchase of New Playground Equipment for Groveland Park
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Review Park & Recreation Commission Handbook
 - C. 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, April 10, 2013**

1. CALL TO ORDER:

Chair Eiden called the April 10, 2013 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, Mary Hapka, Stan Johnson, and Mark Freer

Parks and Recreation Director Eric Carlson

Absent: Commissioners Willie Krech

Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

None

4. ANNOUNCEMENTS:

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

www.invergroveheights.org

B. Next Meeting: Wednesday, May 8, 2013. Regular Meeting 7:00 p.m.

Chair Eiden mentioned that this Saturday, April 13th at City Hall at 10:00, the City Council and all the Staff will be here for a Town Meeting. This will be your opportunity to come and ask questions and meet people you haven't met before.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of March 13, 2013

Motion by Commissioner Boehmer, seconded by Commissioner Hapka, 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. Consider Naming of Park Land

Parks and Recreation Director Eric Carlson stated we are asking the Commission to consider naming the property that surrounds the Rock Island Swing Bridge. In June of 2011 the City Council approved a Parks and Recreation facility naming policy. The policy outlines the criteria that should be considered when naming parks facilities in Inver Grove Heights. In October of 2009 the City acquired 17 acres for the purposes of park, trail, or scenic overlook. The City's intention in acquiring that property was to take the Swing Bridge and turn it into a recreational pier and use the surrounding property around that for park purposes. We completed the first phase of that project in 2010/2011 when we reconstructed the bridge into a recreational pier. The second phase happened in 2012 when the City reconstructed 66th Street, we constructed trails, installed a scenic overlook, and extended City utilities to the site. The third phase will happen this year in cooperation with Dakota County to construct a restroom facility, a 41 stall parking lot, and picnic structure. Artifacts will be displayed, as well as interpretation and way-finding signs. Given the location of the 17 acres, we are suggesting that the Commission name this as a separate park in the system. Using the criteria found in the naming policy we have developed three potential names for consideration, you may also have some options of your own.

1. Swing Bridge Park
2. Rock Island Swing Bridge Park
3. River Pier Park

The City is suggesting the name Swing Bridge Park.

Chair Eiden suggested the discussion begin with Commissioner Huffman as he has been with this project since its inception.

Motion by Commissioner Huffman to name the park Swing Bridge Park because of all the artifacts that will be placed down there. He thanked Commissioner's Krech and Boehmer as they helped him get the items and store them. These guys went beyond the call of duty to help out.

Commissioner Solberg asked when the naming needed to be done by?

Director Carlson didn't know of a timeline. The City and the County are working on the improvements plan for 2013. When they get completed by November, they want to have identified the area so that when the public comes down to visit the new improvements, those are in place and that everything is ready for the public's use.

Commissioner Freer asked why they are dropping the Rock Island part of the name?

Commissioner Huffman replied because the bridge name has been changed so many times. The swing was the span that opened the area.

Director Carlson responded it would help to keep the name simple and compact. He felt Swing Bridge Park kept it simple.

Commissioner Johnson liked Swing Bridge Park. It's short and simple.

Commissioner Boehmer liked Swing Bridge too. It's the main attraction. It's been there for years.

Vice Chair Schueller and Commissioner Hapka also agreed on the name.

Commissioner Solberg liked the name of Swing Bridge Park. He was going to suggest they open it to the public to have a naming contest and have a logo contest. He will go along with the Commission tonight. It's a great name. Could we expand on that to have a logo contest to the citizens?

Commissioner Johnson asked if we didn't have a logo on a pin or button?

Commissioner Huffman stated they do. He does not have one with him at this time. When we were given those plaques, it was the same thing.

Director Carlson asked what the purpose of a logo for the park would be?

Commissioner Solberg stated it would identify the park.

Director Carlson responded that the other parks have the name of the park and the City logo engraved on a rock. Our plan was to have the same type of rock with the name on it. It contrasts with everything else we have done regarding park ID signs. He wasn't sure what purpose having a logo would serve.

Commissioner Solberg would like to see a logo like the little pins. The current system doesn't preclude us from having a logo attached to it. We can do this through a contest.

Commissioner Huffman stated it goes before the City Council in June. It's their final say. Doing this may complicate things.

Motion seconded by Commissioner Johnson.

Aye: 8

Nay: 0 Motion carried.

Motion by Commissioner Solberg to have some sort of Swing Bridge logo to go along with the park name. Seconded by Vice Chair Schueller.

Vice Chair Schueller asked if we would still have the Park information etched on that stone and then maybe have the Swing Bridge Logo on there as well, or just one or the other.

Director Carlson stated the City standard for Park ID signs, are a rock sign with the park name and City logo engraved on it. If we change the standard we would have to change that for all of our parks. If the Commission is interested in creating a logo for that park, maybe we can use it in other ways instead of just the sign. Maybe it can be used on the website for marketing materials.

Commissioner Huffman suggested we place it on something like a picnic shelter, instead of on the sign.

Commissioner Boehmer felt the logo should be the same on the rock. Perhaps once we get everything in place down there, we could have a plaque that states these are pieces from the Swing Bridge.

Chair Eiden commented that if we want to do this it is fine, but it is going to be more involved. We have a standard, and a policy. In his mind if we start adding logos, and we know this is a special park, if we change this, we may have to change all the parks. We would have to change the criteria. He suggests voting to do this.

Commissioner Hapka commented it is a great idea, but there is an additional expense to think about here. Maybe there could be another way to incorporate the logo into the park on-site perhaps.

Commissioner Freer felt we were opening up more than what we need at this point. This is a new standard for a park. Other parks may want that there too. He thinks there is a lot there already.

Commissioner Solberg asked if once we get those artifacts down there, will there be an old picture of what the park looked like?

Director Carlson responded with interpretive displays around the park, there will be a number of panels that will help tell the story of the bridge, river, and railroad and its importance to Inver Grove Heights.

Commissioner Huffman has a picture of a couple of guys building the upper deck. It will all have meaning when it's done. There won't be any question about what this bridge is and was.

Vice Chair Schueller asked if we see logo's for the Lion's Club at Lion's Park, or a logo for the VFW at our Community Center?

Director Carlson wasn't sure about Lion's Park. At the Community Center we do recognize the five branches of the Armed Services in the lobby.

Commissioner Solberg commented that there was an "L" on a picnic shelter at Lion's Park.

Director Carlson responded regarding that. The Lion's Club made a significant financial contribution. You could say the same about the Community Center. He isn't sure that the Rock Island Swing Bridge, while it is a bridge, this was not due to an organization giving something.

Director Carlson felt it would be wise to do some research and see what other Communities do regarding this topic. We can bring back some information to consider. We can see what kind of information is out there beyond having a City logo or park district logo. He didn't feel that this is a pressing issue, but this is something we can think about and research.

Vice Chair Schueller stated Inver Wood started out with some shirts and hats of a car. That symbolized one of the assets of the park. This is something we can do; he doesn't see it as a tremendous cost. It doesn't hurt to take a look at it and see what other people do.

Chair Eiden reminded everyone that the original agenda item was to just name the park. There is a motion on the floor right now to pursue investigating a logo for the Swing Bridge Park.

Motion by Commissioner Solberg that we table this for now and let Director Carlson come back with further information at another meeting. Vice Chair Schueller agreed.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

Director Carlson stated he had nothing new to highlight. They are awaiting the arrival of spring so we can use our parks.

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

Chair Eiden stated at the last meeting they had about 18 citizens. The meeting was focused on an aerial tour of all the major parks in the system. He thought it was an instructive and productive meeting. He observed at the end of the meeting, because of the aerial views, we didn't get to show people the topography of some of the parks. There was a brief conversation about the types of amenities we think we want in the parks. We also discussed issues with financing and economics. The next meeting will include the consultants. We are getting to the point where we want to have a draft of the work that has been done.

Commissioner Solberg commented this group has been put together to conceptualize what the parks systems may look like 15 to 20 years down the line. Nothing is written in stone. This helps for when we get to that point, and then the City can look at the document and help them prioritize what needs to be done.

Commissioner Hapka agreed. Having the survey and educating the Park Champions on the current park system has helped. If we bring all the information together it will help the overall plan for the future. It's a diverse group that is bringing a lot of good input to our meetings.

Chair Eiden commented our plan is to have those people attend this meeting so the Commission can see the faces of those that are helping bring this together.

Chair Eiden mentioned that one of the citizens commented that the stone monuments that we use to identify the parks experience limited vandalism. In this day and age you expect more. Those stones are there and are not being vandalized, which is great.

Chair Eiden stated the date of the next meeting is April 24th at 6:30 at the Community Center. Any citizens out there please feel free to participate. It doesn't matter if you have or have not attended before. We are looking for people to help us market and support our parks system.

10. COMMISSION COMMENTS:

Commissioner Johnson had no comment.

Commissioner Solberg commented he put his snowshoes away to early.

Vice Chair Schueller had a comment regarding the lack of vandalism. He asked that someone please check the monument in front of the Swing Bridge. One of the Council member's names has been scratched off. We need to have someone check that.

Commissioner Huffman wanted to thank everyone for voting on the park. We appreciate the Commissions backing on this.

Commissioner Boehmer had no comment.

Commissioner Hapka stated her and her husband got on the new regional connection by Krech's and Highway 55. It's a beautiful trail back there. How far does that trail go?

Director Carlson responded it goes to the southern corner of Inver Grove Heights. Ultimately it will go all the way to Hastings. It will be a few years before all the connections are made.

Commissioner Freer stated the Easter Egg Hunt was a big hit for his grandson despite the snow.

Chair Eiden suggested that everyone in this Community get out and walk some of these trails, and look at some of these parks, and the programming going on. There's a lot going on and you don't need to go far to experience them.

11. ADJOURN

Motion by Commissioner Huffman , seconded by Commissioner Solberg, to adjourn the meeting at 7:35 p.m.

Aye: 8

Nay: 0

Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Park Dedication Requirements for Don & Sue Schlomka – Case NO 12-19SC

Meeting Date: June 12, 2013
 Item Type: New Business
 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

Approve park dedication and trail requirements as recommended.

SUMMARY

Don & Sue Schlomka are proposing to develop the vacant property located north of the Travel Plaza. The parcel is 4.07 acres in size.

Park Land

The adopted Comprehensive Park Plan and Development Guide does not identify a need for a park in this general area; therefore, staff is not recommending the developer provide any park land dedication for this development.

Cash Dedication

It is recommended that the developer be required to provide cash in the amount of the rates in affect at the time the final plat is approved. The current 2013 rate is as follows:

Zoned I \$5,500 per acre (4.07 acres x \$5,500 = \$22,385)

Trails/Sidewalks

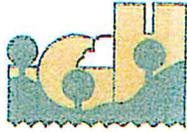
NA

Tree Preservation

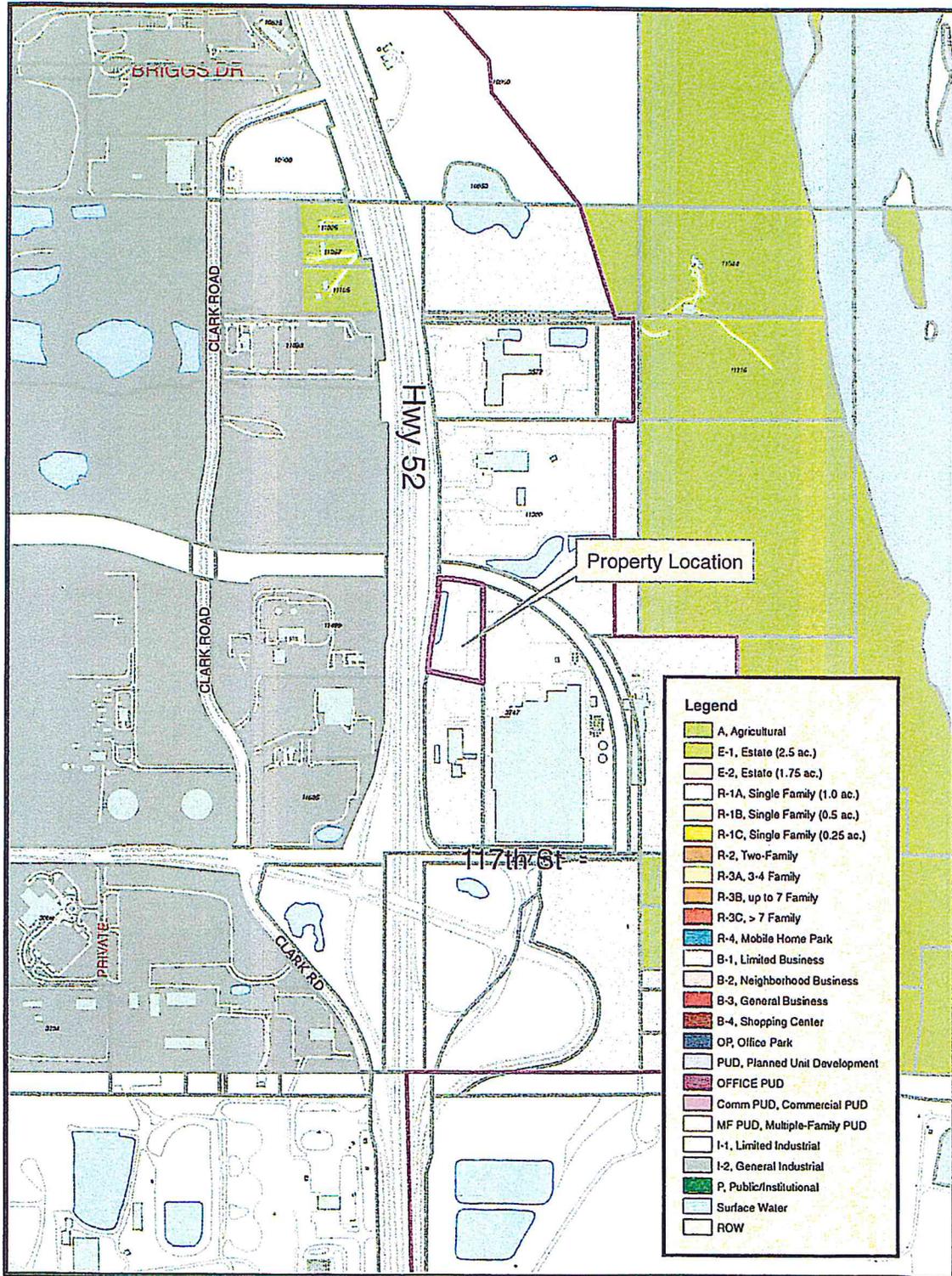
The issue of tree preservation is a planning issue and not a PRAC issue. However, the Planning Commission and City Council should be encouraged to make sure the City's ordinance related to tree preservation is followed and if the developer isn't replacing trees on a caliper per caliper inch as outlined that they are required to provide the necessary cash payment that would be deposited in the Tree Fund and used in public parks and open spaces.

Landscaping

Given the Emerald Ash Borer (EAB) epidemic, ash trees should not be allowed to be planted and if any exist on the site should be required to be removed.



Schlomka Case No. 13-19SC



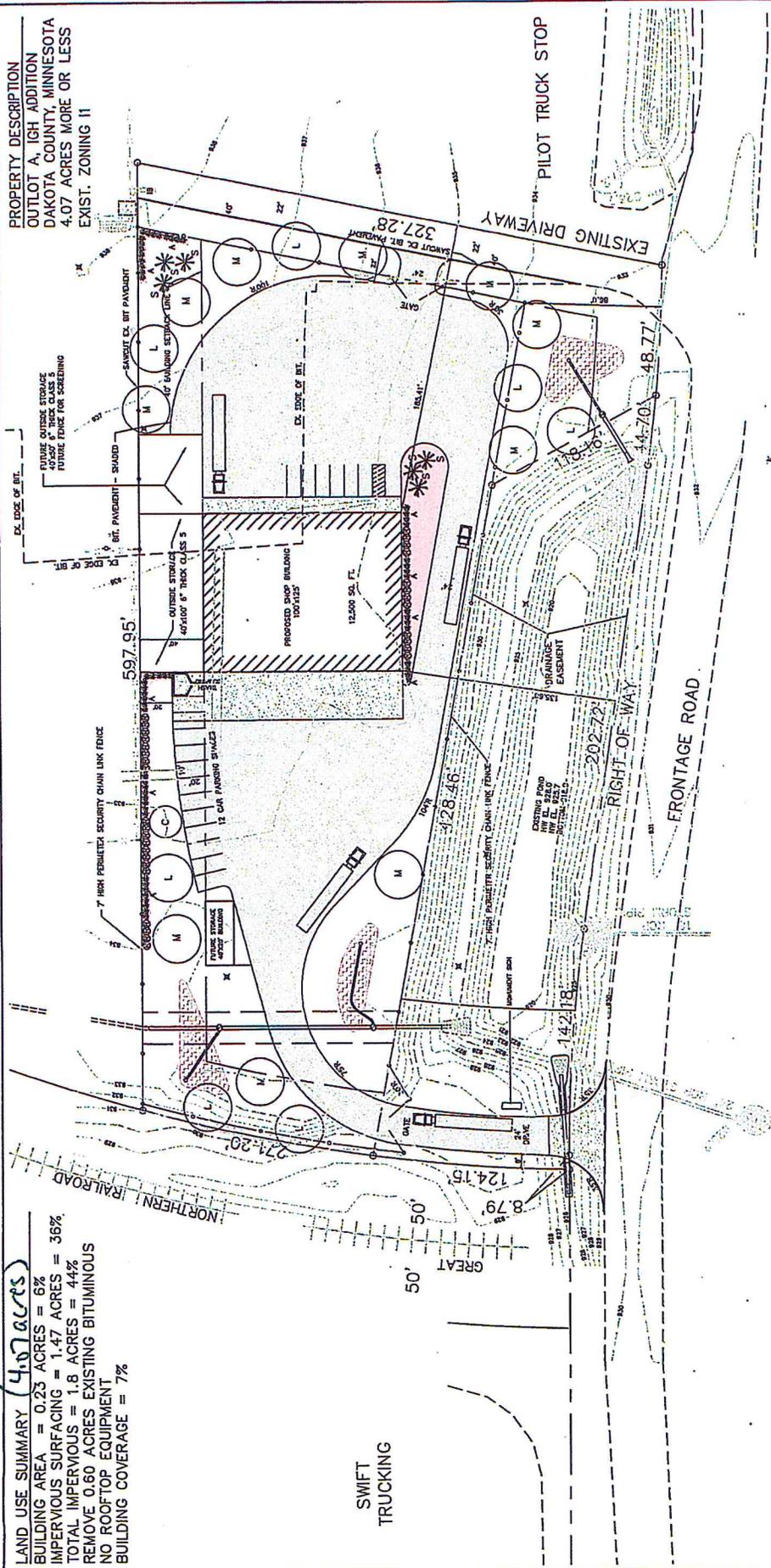
Map not to scale

Exhibit A
Zoning and Location Map

6

LAND USE SUMMARY (4.07 acres)
 BUILDING AREA = 0.23 ACRES = 6%
 IMPERVIOUS SURFACING = 1.47 ACRES = 36%
 TOTAL IMPERVIOUS = 1.8 ACRES = 44%
 REMOVE 0.60 ACRES EXISTING BITUMINOUS
 NO ROOFTOP EQUIPMENT
 BUILDING COVERAGE = 7%

PROPERTY DESCRIPTION
 OUTLOT A, IGH ADDITION
 DAKOTA COUNTY, MINNESOTA
 4.07 ACRES MORE OR LESS
 EXIST. ZONING II



SHEET INDEX

1	SITE PLAN
2	LANDSCAPE AND DRAINAGE PLAN
3	EROSION CONTROL PLAN
4	UTILITY PLAN
5	UTILITY PLAN
6	LANDSCAPE PLAN

CARTONERS TOLERANCE = 0.00 CL. 10%
 DIMANUMENT = 1/32 CL. 10%



GOVERNING SPECIFICATIONS
 THE 2010 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
 'STANDARD SPECIFICATIONS FOR CONSTRUCTION', SUBJECT TO ANY AMENDMENTS
 & THE 1999 EDITION OF THE 'STANDARD UTILITIES SPECIFICATIONS' AS PER THE
 CITY ENGINEER'S ASSOCIATION OF MINNESOTA AND THE CURRENT CITY OF
 INVER GROVE HEIGHTS STANDARD SPECIFICATIONS SHALL GOVERN, ALONG WITH THE
 CURRENT MUTCD MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

JOHNSON & SCOTFIELD INC.
 500 WEST MAIN STREET, SUITE 100
 INVER GROVE HEIGHTS, MN 56009
 PH: 763.429.2000 FAX: 763.429.2000

DESIGNED BY	DATE	LATEST REVISION	5-27-2013
DRAWN		Don and Sue Schlomka	
CHECKED		33540 18344 Sisy Em	
		Heathrow, MN 55033	
		FILE NO. 11-103	
APPROVED BY			
SCHLOMKA'S FIRST ADDITION		SITE PLAN	
SHEET 1 OF 6 SHEETS			

NB TH 52, 55 'AND 56
 CITY OF INVER GROVE HEIGHTS
 DAKOTA COUNTY, MINNESOTA
 2013 CONSTRUCTION

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Park Dedication Requirements for Hallblade Properties LLC – Case NO 13-18SC

Meeting Date: June 12, 2013
 Item Type: New Business
 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

Approve park dedication and trail requirements as recommended.

SUMMARY

Mike Hallblade is proposing to operate a recreational trailer sales lot on vacant property located just south of the Tractor Supply Store on the west side of Cahill Ave. The parcel is 3.15 acres in size.

Park Land

The adopted Comprehensive Park Plan and Development Guide does not identify a need for a park in this general area; therefore, staff is not recommending the developer provide any park land dedication for this development.

Cash Dedication

It is recommended that the developer be required to provide cash in the amount of the rates in affect at the time the final plat is approved. The current 2013 rate is as follows:

Zoned B \$7,000 per acre (3.15 acres x \$7,000 = \$22,050)

Trails/Sidewalks

NA

Tree Preservation

The issue of tree preservation is a planning issue and not a PRAC issue. However, the Planning Commission and City Council should be encouraged to make sure the City's ordinance related to tree preservation is followed and if the developer isn't replacing trees on a caliper per caliper inch as outlined that they are required to provide the necessary cash payment that would be deposited in the Tree Fund and used in public parks and open spaces.

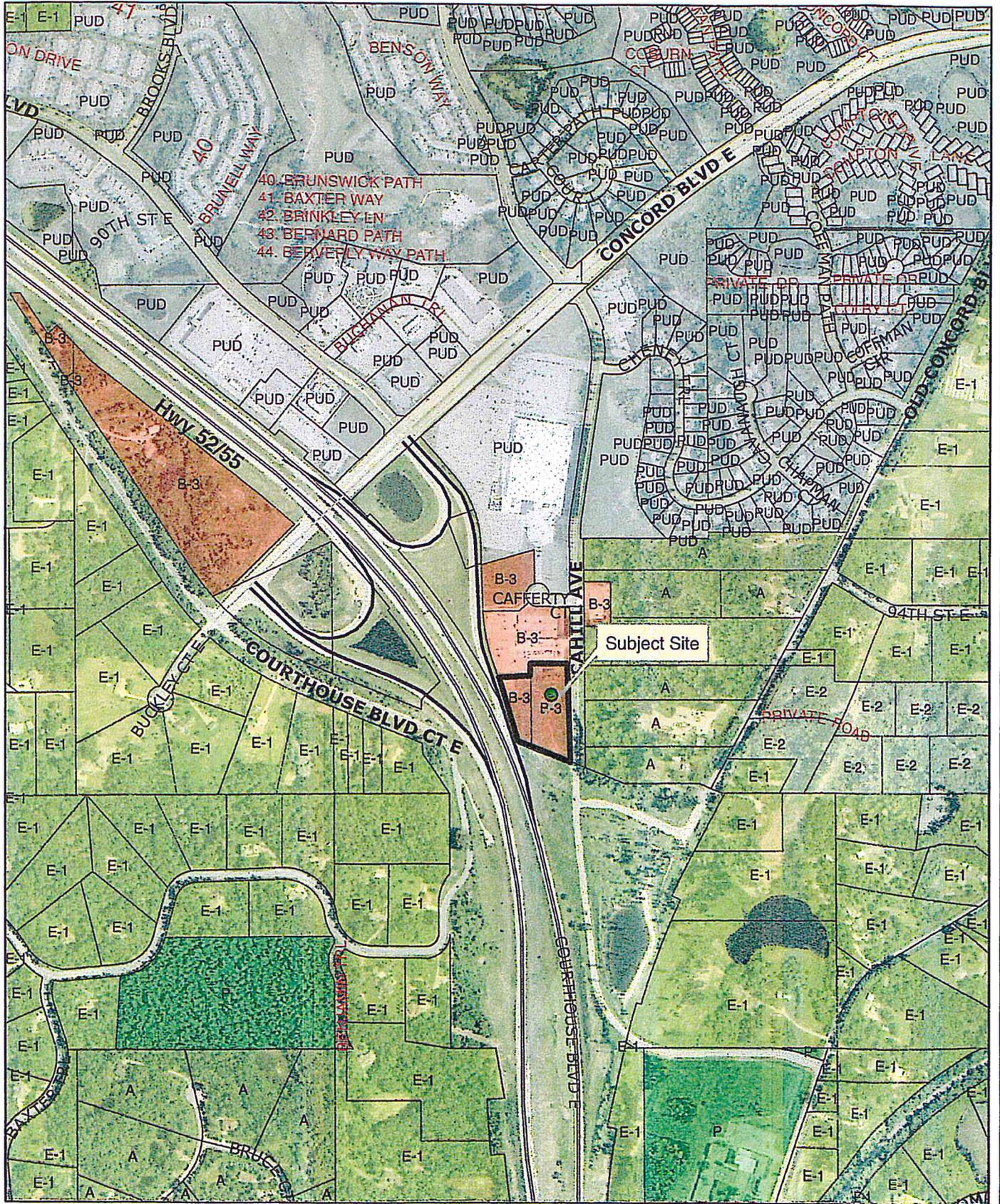
Landscaping

Given the Emerald Ash Borer (EAB) epidemic, ash trees should not be allowed to be planted and if any exist on the site should be required to be removed.



Location/Zoning Map

Case No. 13-18SC



Item name
Playground Replacement Groveland Park

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Meeting Date: June 12, 2013
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 Groveland Park playground equipment accepting bid of \$70,000.00 from Webber Recreational Design with funds coming from Park Maintenance Fund 444.

SUMMARY

Groveland Park playground, originally installed in 1996, is scheduled for replacement in 2013 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 Groveland Park playground, developed with the assistance of the city attorney, were sent to 3 playground vendors requesting bids. A bid of \$70,000.00 was received from Webber Recreational Design meeting all specifications. A neighborhood meeting was held with residents of the Groveland Park area to discuss different plan options for the playground structure. The neighborhood seemed evenly split between plans submitted by St. Croix Recreation and Webber Recreational Design with maybe a slight preference for Webber Recreational Design. Staff received many comments and suggestions and used input in awarding bid.

Staff suggests PRAC recommend to City Council awarding replacement of Groveland Park playground structure to Webber Recreational Design for \$70,000 with funding from Park Maintenance Fund 444.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: June 12, 2013
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

Items included:

- Department Happenings Report
- Miscellaneous



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

Inver Wood Junior Program

This year's Junior League begins on June 12th. Both on-line and in-person registration continues until league day. Currently, 56 junior golfers have registered for the first session to be played on the executive course Wednesday mornings through July 17th.

Registration also continues for the late summer league beginning August 7th with weekly play running for a four week season ending August 28th. Junior League play occurs on the Executive Course on Wednesday mornings.

This season, Inver Wood will be introducing an addition to its long successful Junior Program. A Junior Golf Camp, offered in collaboration with the Head Coaching Staff of the Simley High School Golf Team, is now offered for local youngsters interested in competitive play. The program consists of a four consecutive day Starter Camp geared for Junior High School age students and a five day Advanced Camp designed for High School age students. Both Camps will take place in the middle of July. Junior Camp details can be viewed on www.inverwood.org. Follow the link on the homepage or use the "Juniors" drop down tab for complete Junior Program details.

Free Instruction Clinics

Free Instruction Clinics continue for the 2013 season. Upcoming Women's Clinics on Saturday mornings include June 15th for full swing and June 29th for short game. All women's clinics begin at 9 AM and run through 10:30 AM.

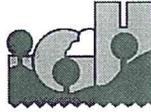
Weekly Free Junior Clinics begin Friday June 14th and run through July 26th for six total clinics. All junior clinics begin at 9:00 AM and end at 11:00 AM.

Executive Course Family Program

The Family Program continues for a fifth season in 2013. The program is available Fridays, Saturdays, and Sundays on the Executive Course. 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. As always, complete program information and registration are available at our website, www.inverwood.org.



Parks & Recreation Department Department Happenings



Recreation

2nd Annual National Trails Day Celebrates Two Events

Our second annual National Trails Day event at Harmon Park Reserve was a great success. About 50 participants were led on a guided trail walk on the mountain bike trails. Participants received a good bag of items and some refreshing after-walk snacks.

In addition, the City, Minnesota Off-Road Cyclists (M.O.R.C.) and REI coordinated a trails restoration event to help improve the bike trails and improve signage on the course. Over 66 volunteers came out to assist with the project.

Passport to Parks

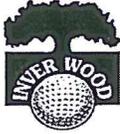
Learn where all the parks are in Inver Grove Heights! We are challenging residents to get out and explore all that our outdoor parks have to offer. Take a picture next to the park sign or a distinguishing feature of the area. Once you have visited ten parks, you can submit them for a prize.

Free Events at South Valley

Over the summer the Recreation Division provides free story time days and kid's music days at South Valley Park. These free activities for preschoolers have proven to be very popular for our residents. A list of dates and times can be found on our website at www.invergroveheights.org

Free MN Twins Clinic

Once again, Rich Valley Athletic Complex has been selected as a host site for a free youth Twins Clinic. The clinic will be held on Friday, July 12 from 2-3:30pm for kids ages 6-9 and from 3:30-5pm for kids ages 10-16. No pre-registration is required.



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Dairy Queen Days

The Recreation Department has partnered with Dairy Queen to offer DQ Days at the pool this summer. On June 28, July 26 & August 3, the first 100 people will get a coupon for a treat from Dairy Queen.

Summer Pool Special Events

The pools will be filled with summer fun this year with our pool special events. Events include School's Out Beach Party, Summer is Half Over, Party Like a Pirate, Poolside Bingo and Itty Bitty Beach Party.

Taking Fitness to the Parks!

The fitness staff has brought fitness to the parks! The Outdoor Fitness Clubs include a hiking, biking and running club as well as outdoor yoga.

New Brochure Layout Coming this Fall!

The Recreation Department will be launching a new brochure this fall featuring a new size and inside layout. After twelve years with the same format, staff determined it was time to give the document a new and fresh look that is easier to navigate and read.

REPORT / RECOMMENDATION



To: Edina Transportation Commission
From: Wayne D. Houle, PE, Director of Engineering
Date: October 16, 2012
Subject: Pedestrian and Cyclist Safety Fund Policy

Agenda Item #: VI. D.

Action	<input checked="" type="checkbox"/>
Discussion	<input checked="" type="checkbox"/>
Information	<input type="checkbox"/>

Action Requested:

Review and comment on the attached memo and proposed Pedestrian and Cyclist Safety Fund Policy (PACS).

Information / Background:

See attached correspondence from City Manager Neal.

ATTACHMENTS:

- Memo dated October 12, 2012 from City Manger Neal to ETC
- Proposed PACS Policy dated October 12, 2012

3 30 13
214
21
23



DATE: October 12, 2012

TO: Edina Transportation Commission

FROM: Scott H. Neal, City Manager

RE: PROPOSED Policy for Pedestrian & Cyclist Safety Fund

At the August 6 Council meeting, the Council approved the first reading of the two enabling ordinances to establish franchise fees for Edina customers of Xcel Energy and CenterPoint Energy. The Council is scheduled to give a second reading to the same two ordinances at their October 16 meeting. If the Council votes affirmatives to pass both ordinances, they will be adopted.

Following adoption, the City will notify both utilities of the new ordinances and direct them to implement the new franchise fees. The proposed franchise fee will add \$1.45/month for both Xcel and CenterPoint residential customers for a total of \$2.90/month. The franchise fee structure in the new ordinances will create approximately \$1.1 million each year in new revenue for the purpose of increasing the convenience, safety and options of the City's pedestrians and cyclists. Our discussions with both utilities have led us to understand that they will start charging the fee during the first quarter of 2013 and distribute the first quarter fee revenue to the City sometime during the second quarter. Because of the delay in implementation on the front end and the fact that we will receive the 2013 fourth quarter fee payment in 2014 (payments will run one quarter behind collections), I expect annual revenue in the initial year of the new franchise fees to be approximately \$825,000.

During their August 6 discussion, the Council asked for a proposed policy to be created that would establish parameters and expectations for the expenditure of these new revenues. Attached you will find my attempt to create such a policy. The attached has been reviewed by finance, public works, engineering and administration management staff. I have incorporated their input into the attached draft. I am interested in your input, comments and feedback as well before advancing I prepare the draft final policy for Council review at their November 20 meeting.

I have designed the attached draft policy with these five guiding principles in mind:

1. To tightly connect the new revenue to a specific new purpose: *Increase the options, convenience and safety of the City's Non-Motorized Transportation Facilities (NMTF) network for the City's pedestrians, cyclists and drivers.* I want to connection between the new funds and the new purpose to be as tight as possible. However, while I am trying to write a thorough policy, I am trying to refrain from creating a MnDOT-like system of legalisms and internal rules that cause us to struggle to accomplish our purpose. I am searching for balance in the "tight-loose" paradigm. You will see this objective reflected in the generalized language used to describe the improvements that are eligible for payment from this fund.
2. To be biased toward construction. When imposing a new tax or fee that is dedicated to a defined purpose, it is important the public be able to see related action or change that they perceive as being caused by their financial contributions/sacrifices. They need to see positive tangible changes that they

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connect to the franchise fees. We need to be able to point to positive tangible improvements in the community as well to show that we can be trustworthy stewards of public funds. You will see this objective reflected in the tight definition of the purpose of the funds. You will also see it reflected in the proposed ineligible expenses, such as consulting studies, non-standard street markings, benches, public art and trash receptacles.

3. To have conservative fiscal management. I am proposing this fund be segregated as a special revenue fund, which means the franchise fees will be managed *away* from the City's General Fund. This will make the fund more transparent for ETC, Council and the public. It will make it easier for the City to be accountable for the manner in which the funds are spent as well. I am proposing that we create an annual work plan that spends no more than 95% of the franchise revenue we forecast receiving during the budget year. And, finally, that we operate the fund and the work plan on a "pay-as-you-go" basis. You will also see this objective reflected by the proposed bar on using the funds for debt service payments.

4. To provide support to both maintenance of existing infrastructure and creation of new infrastructure. The proposed policy has been written to provide support for both maintaining our existing NMTF infrastructure as well as creation/construction of new NMTF infrastructure. I have not mandated that this support be equal. I would like the staff, ETC and Council to have the flexibility to make the decision of how to preference maintenance of old and creation of new on an annual basis.

5. To provide support and flexibility for staffing functions. Creating and implementing a plan to increase the options, convenience and safety of the City's Non-Motorized Transportation Facilities (NMTF) network for the City's pedestrians, cyclists and drivers is a staff-led and volunteer-supported activity. But working directly with property owners, designing public infrastructure improvements, striping new bike lanes, building new pedestrian crosswalks and installing new street lights are all staff functions. The policy has been composed to provide me with the flexibility to decide the best manner to carry out these staff functions. In some cases, it may be through City employees. In other cases, it may be through outsourced vendors/consultants. The only specific staffing decision that is built into the policy is the creation of a staff position that will coordinate this new function within our organization.

I appreciate your willingness to discuss the draft policy at your October meeting. I am looking for your "review and comment" on the proposal. I will consider incorporating your comments into the final draft that I will proposed to City Council on November 20. Even if I do not incorporate your comments into my draft, I will share all ETC comments with the City Council for their consideration at the November 20 meeting.

Thank you.



DATE: October 12, 2012
TO: Edina Transportation Commission
FROM: Scott H. Neal, City Manager
RE: Proposed Policy for Pedestrian and Cyclist Safety Fund

PROPOSAL: The Pedestrian and Cyclist Safety Fund (PACS Fund) is a special revenue fund created to account for the new utility franchise fee revenues. The franchise fee revenues will be considered as a dedicated revenue to the PACS Fund. Other potential revenues for the PACS Fund may include grants, gifts, special assessments and transfers from other City funds.

The purpose of the PACS Fund is to provide funding for the creation, maintenance and improvement of non-motorized transportation facilities for the primary benefit of pedestrians and cyclists in Edina. Non-motorized transportation facilities (NMTF) shall be defined as sidewalks, trails and other bicyclist-related facilities. Eligible expenses for the PACS Fund will include the following:

1. Construction costs (both outsourced and direct) of new NMTF
2. Maintenance costs (both outsourced and direct) of existing NMTF
3. Legal and consulting services necessary for the construction and maintenance of NMTF
4. Street lighting and traffic signals necessary to meet safety standards for new and existing NMTF
5. Street markings and signage consistent with MnUTCD standards for NMTF
6. Purchase of real property for right-of-way for new NMTF
7. Staffing and operational costs (compensation, overhead related employee costs) for an additional new 1.0 City employee that is 100% dedicated to the task of maintaining, improving and expanding the City's NMTF network.

Examples of ineligible expenses for the PACS Fund include the following:

1. Debt service
2. Consulting studies not related to the construction and maintenance of NMTF
3. Capital expenses not related to the construction and maintenance of NMTF
4. Non-standard signage and street markings
5. Snow removal
6. Storm water management facilities

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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review Commissioner’s Handbook

Meeting Date: June 12, 2012
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

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

Commissioner Willy Krech
 Commissioner James Huffman

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

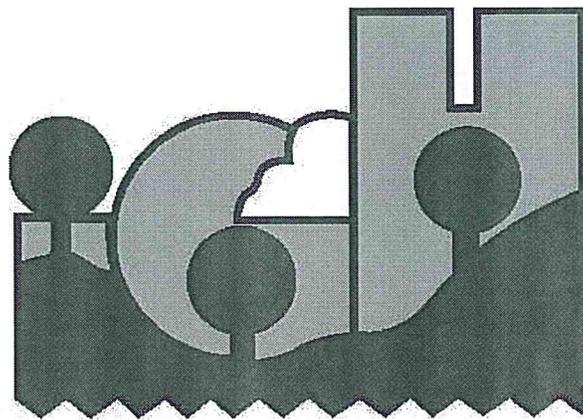
Commissioner Deb Tix

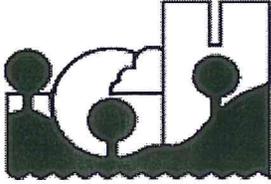
SUMMARY

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

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

Inver Grove Heights Parks & Recreation Advisory Commission Manual





June 2013

To Inver Grove Heights Park & Recreation Commissioner:

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

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

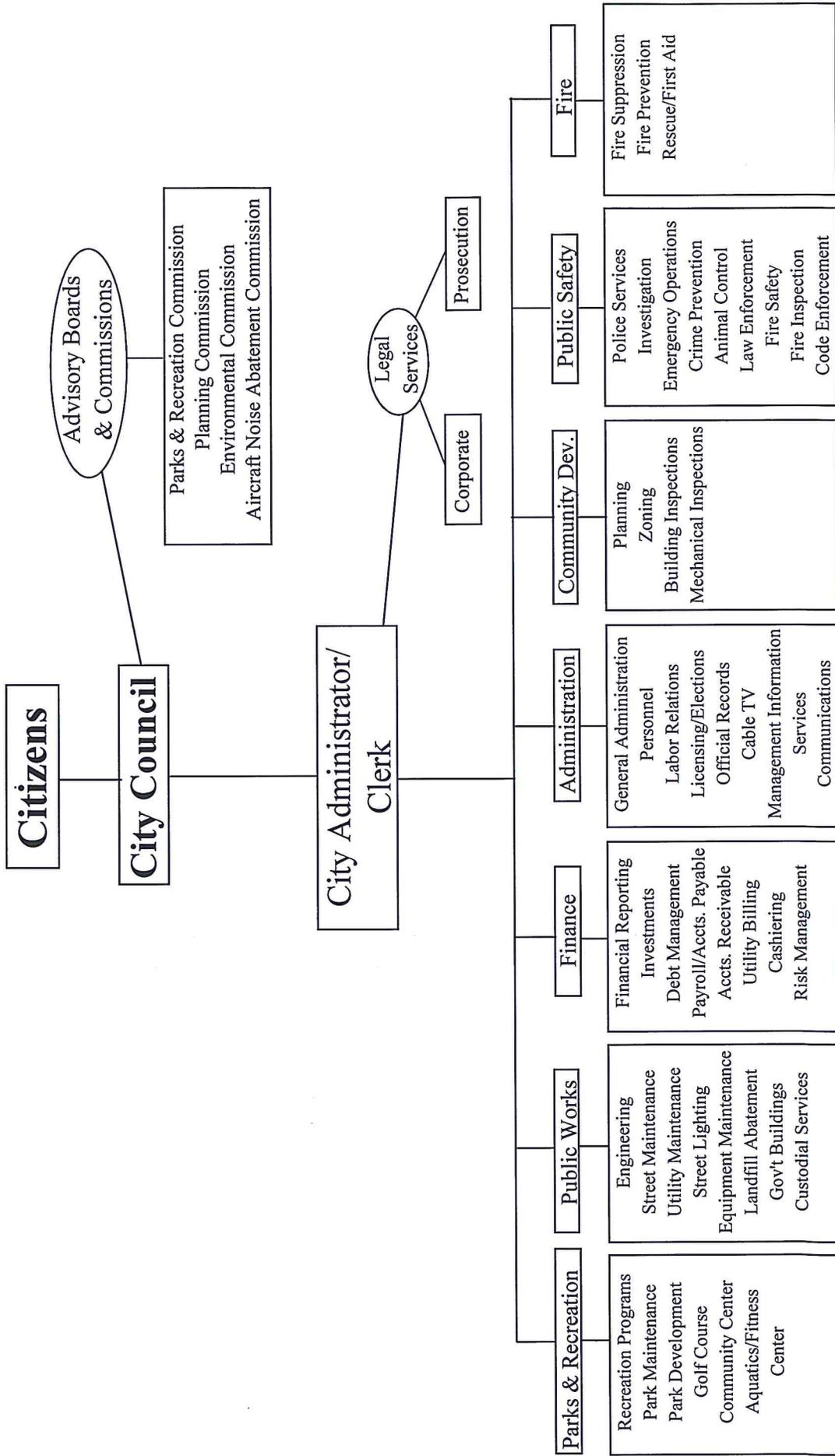
I hope this manual will be a useful tool as you carry out your responsibilities. If you need more information or have questions, please don't hesitate to let me know. I look forward to working with you.

Sincerely,

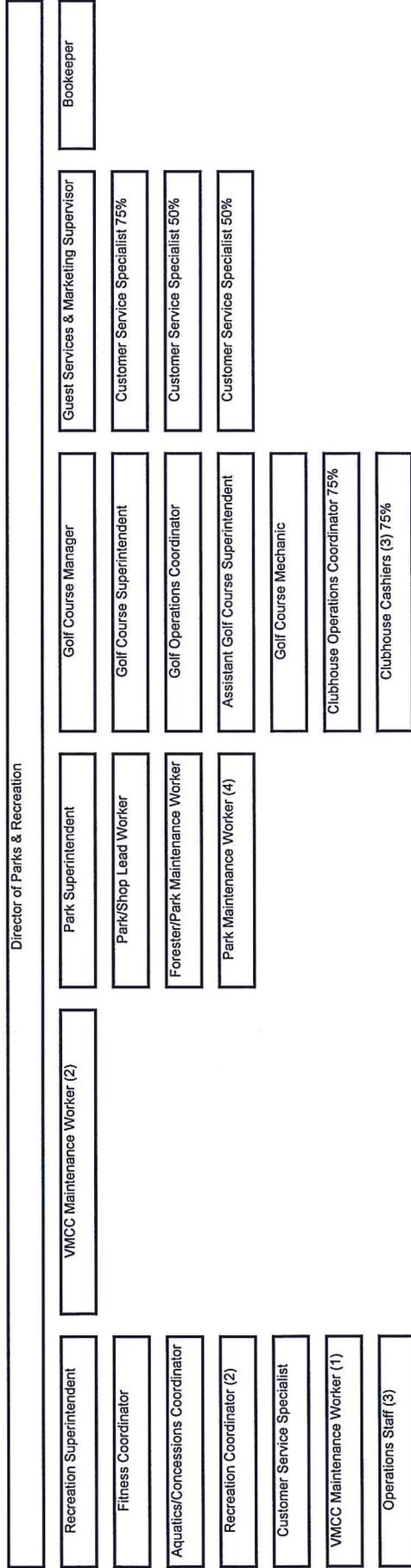
A handwritten signature in blue ink, which appears to read "Eric Carlson". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

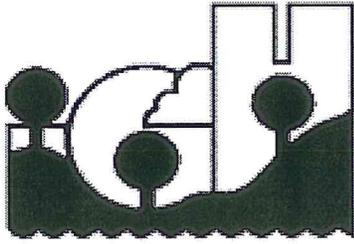
Eric Carlson
Parks & Recreation Director
City of Inver Grove Heights

City of Inver Grove Heights, Minnesota Functional Organization Chart



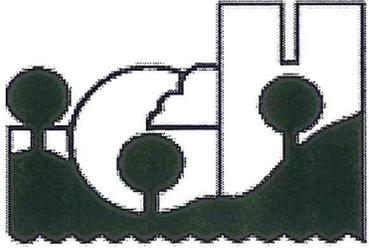
**City of Inver Grove Heights
Functional Organization Chart**





2013 Roster
Inver Grove Heights
Parks & Recreation Commission

<p>Stan Johnson 2040 100th St E Inver Grove Heights MN 55077 651.457.0962 Email: Johnson-Miller@msn.com Term Began: May 2005 Term Expires: May 2014</p>	<p>Mark Freer 7561 Barbara Ave Inver Grove Heights MN 55076 Work: Home: 651.451.2577 Email: moony426@yahoo.com Term Began: March 2013 Term Expires: May 2014</p>
<p>Joseph Boehmer 9320 Barnes Ave E Inver Grove Heights MN 55076 Home: 651.450.0167 Work: 651.451.1384 Email: monjoeb@aol.com Term Began: May 2000 Term Expires: May 2015</p>	<p>Albert Eiden 7810 Boyd Ave Inver Grove Heights MN 55076 Home: 651.451.0436 Work 651.355.5179 Cell: 651.324.5010 Email: atjaeiden@hotmail.com Term Began: June 1993 Term Expires: May 2014</p>
<p>Wilfred Krech 9574 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.6861 Work: 651.451.1384 Email: Term Began: June 1992 Term Expires: May 2016</p>	<p>Dennis Schueller 8081 Carmen Ave E Inver Grove Heights MN 55076 Home: 651.455.2614 Work: 651.303.5763 Email: dkschueller@comcast.net Term Began: May 2006 Term Expires: May 2015</p>
<p>James Huffman 4237 Denton Way Inver Grove Heights MN 55076 Home: 651.552.7082 Work Cell Email: Term Began: June 2008 Term Expires: May 2016</p>	<p>Deb Tix 8391 Corcoran Circle Inver Grove Heights MN 55076 Home: 651.451.3043 Work: 651.793.1231 Email: deborah.tix@metrostate.edu Term Began: June 2013 Term Expires: May 2016</p>
<p>Mary Hapka 9330 Inver Grove Trail Inver Grove Heights MN 55076 Home: 651.455.2564 Work: 651.270.7606 Email: hapkam@comcast.net Term Began: June 2012 Term Expires: May 2015</p>	<p>Eric Carlson (staff) 8055 Barbara Avenue Inver Grove Heights MN 55077 Work: 651.450.2587 Cell: 763.350.8850 Email: ecarlson@invergroveheights.org Employment Began: January 2007</p>



Parks and Recreation Commission Mission Statement

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

Inver Grove Heights Parks & Recreation Department

Mission Statement

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

Values

ACCOUNTABILITY

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

SAFETY

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

POSITIVE ATTITUDE

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

TEAMWORK

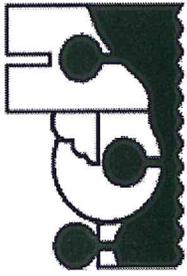
The ability to all work together toward a common vision or goal.

CUSTOMER SERVICE

Personable, direct attention that delivers customer satisfaction

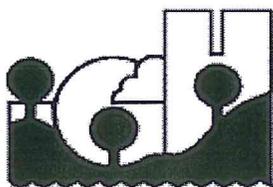
EXCELLENCE

Passion to do our best in each moment.



2013
Inver Grove Heights
Parks & Recreation Fact Sheet

<p><u>Park Facts</u></p> <p>27 City Parks 884 acres of City parkland 26 miles of paved trails 4 warming houses \ recreation buildings 20 baseball \ softball fields 4 lighted 4 soccer \ football fields 0 lighted 5 basketball courts 4 picnic shelters 14 playground sets 8 outdoor hockey rinks 4 outdoor skating rinks 11 tennis courts 4 lighted 2 sand-volleyball courts</p> <p><u>VMCC/Grove Facts</u></p> <p>2 NHL sheet of ice (200 x 85) Fitness Center Aquatic Center Gymnasium Senior Center Meeting Rooms Park & Recreation Administrative Office</p>	<p><u>Park Dedication</u></p> <p><u>Residential</u> Developers are required to pay \$4,011 per unit as a cash equivalent for single family and \$3,950 for multi-family. Or up to 30% land dedication</p> <p><u>Commercial/Industrial</u> Developers are required to provide 5% - 30% of land or \$5,500 - \$7,000 per acre as a cash equivalent.</p>	<p><u>Recreation Facts</u></p> <p>200+ programs annually 10,000 – 15,000+ participants annually</p> <p><u>Employee Facts</u> <i>Parks and Recreation Department (Parks, Recreation, Inver Wood Golf Course, Veterans Memorial Community Center)</i></p> <p>32.35 full-time (FTE's) 35.95 seasonal (FTE's)</p> <p><u>Inver Wood Golf Course</u></p> <p>18-hole Championship Course 9-hole Executive Course Clubhouse, Pro Shop, & Maintenance Facility</p>	<p><u>Miscellaneous Facts</u></p> <p>City is 28.7 square miles Water area covers 1.5 square miles Population is 34,000 (Year 2010) City Web Sites: www.invergroveheights.org Inver Wood Web Site: www.inverwood.org VMCC Web Site: www.funatthegrove.com</p>
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CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Date: June 2010

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

JOB SUMMARY

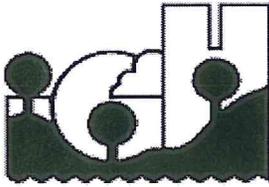
To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality,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

DUTIES & RESPONSIBILITIES

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

QUALIFICATIONS

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



Commission Role and Responsibilities

Introduction

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

Initial Thoughts on Commission’s Purpose

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

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

Advisory Role of Commission

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

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

Some Specific Goals of the Commission

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

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

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

Some "Pitfalls" that May Occur

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

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

Concluding Remarks

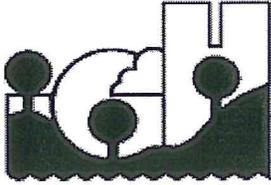
The following remarks are intended to provide thoughts for your discussion only. It is beneficial to regularly pause and take stock in an organization's planning, strategy development, and simply creative thinking.

Do

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

Don't

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



Some Common Commission Questions

What Do I Do If...

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

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

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

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

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

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

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

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

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

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

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

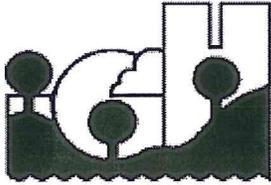
Again, Commissioners are encouraged to have contact with and gather information from the community. However, you may wish to notify the Director when approached regarding a more complex or long range questions or problem. When issues arise, the best forum may well be the Commission meeting, where they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

Parliamentary Procedure – At A Glance

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

Call to Order For Meeting

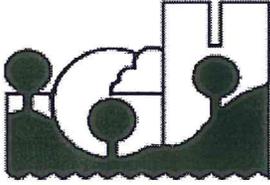
- 1) Call to Order the Inver Grove Heights Park and Recreation Commission meeting for *date*
- 2) Roll Call: Starting from my right and the viewers left.
- 3) Approval of the Agenda:
 - a) Is there any additions or deletions?
 - b) May I have a Motion?
 - c) May I have a Second to the Motion?
 - d) All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



Commission Meeting Procedure

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

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



Operating Procedures

Purpose

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

Terms

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

Calendar

June – May

Meetings

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

Officers

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

Committees

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

Meeting Procedures

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: June 12, 2013
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Mark Borgwardt
Tracy Petersen
Bethany Adams

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

The Commission set up a sub-committee consisting of Chair Al Eiden, Commissioners Mary Hapka and Chris Solberg along with Park Superintendent Mark Borgwardt, Recreation Superintendent Tracy Petersen, and myself.

We will provide the entire commission with an update each month.

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Commission Comments

Meeting Date: June 12, 2013
Item Type: Commission Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

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

SUMMARY

None.