

**Inver Grove Heights
Park and Recreation Advisory Commission
Wednesday, January 8, 2014
8150 Barbara Avenue
7:00pm**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action.
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; February 12, 2014 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 November 13, 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 Revisions to the Park Dedication Ordinance and Set 2014 Park Dedication Rates
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Discuss Changes to the City's Alcohol Ordinance
 - B. Department Happenings
 - C. Review the Role of a Park Commissioner
 - D. 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, November 13, 2013**

1. CALL TO ORDER:

Chair Eiden called the November 13, 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: Willie Krech, Jim Huffman, Mary Hapka, and Deb Tix

Parks and Recreation Director Eric Carlson

Absent: Commissioners: Stan Johnson, Joe Boehmer, and Mark Freer

Recording Clerk Sheri Yourczek

3. PRESENTATIONS:

A. Presentation for Recreation Coordinator – Jen Graham

Parks and Recreation Director Eric Carlson stated that Recreation Coordinator Jen Graham is here this evening to provide the Commission and the audience at home an update on Recreation happenings in the City.

Jen Graham, Recreation Coordinator, stated that today is actually her 12th Anniversary with the Department. She will speak about some upcoming things we have going on with Parks and Recreation.

-Photo Contest: This is going on through December 2nd. It is our fourth year of the contest for City Residents. All photos need to be taken within Inver Grove Heights. We are hoping to use some of those photos within City publications and throughout the building at the Community Center.

-Weather permitting, we are hoping to open our outdoor rinks at the end of December.

-Holiday events such as the Candy Cane Hunt, Skate with Santa, and Holiday on Main Street are coming up.

-They are busy with rentals at the Community Center with the Holiday's upon us.

-We are working on our Winter/Spring Brochure which should be coming out the first week of December. That will take us through April.

-Some new basketball programs are starting up.

Commissioner Huffman asked about the strength equipment. We have quite a lot of new things in there now.

Director Carlson responded we recently purchased some new strength equipment for the Fitness Center. We have received quite a bit of positive feedback from those that use the area. It was time to update and replace some of the equipment that we had.

Chair Eiden thanked Recreation Coordinator Jen Graham for taking time out on her Anniversary date. Congratulations on 12 years. The next 12 should be easier.

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: December 11, 2013. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Minutes of August 14, 2013

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

Aye: 6

Nay: 0

Motion carried.

6. PUBLIC COMMENT:

None

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Approve Proposed 2014 Park and Recreation Fees

Director Carlson stated the proposed fees cover the areas of Recreation, the Community Center, and the Golf Course. Under the area of Recreation and the Community Center, we are not proposing any fee increases. Under the Golf Course we are proposing a \$1.00 per round increase on 18 hole rounds, and a .50 cent per round increase on the nine hole rounds, as well as some other small increases for services provided at the Golf Course.

Vice Chair Schueller asked if there was much of an increase last year in cost per round?

Director Carlson responded we did not increase the cost of rounds at the Golf Course in 2013. We did change a bit of the variable pricing structure that we have, but we did not increase round cost. These increases will be proposed for next season, 2014.

Vice Chair Schueller stated in 2012, revenue per round was \$29.69. And in 2013 it is anticipated to be in excess of \$30.00. Was there a small increase?

Director Carlson stated revenue per round is the calculation of the rounds played and the total revenue generated by the golf course. It is not specifically related to the cost of a single round of golf. Revenue per round figures include revenue derived from the Pro Shop, concession operations, the driving range, etc. You get the revenue per round calculation from this.

Commissioner Krech had a question about the ice rink. Monday no-prime/prime. Is that summer ice? How much of the ice is used? Does Inver Grove Hockey use the ice during the summer?

Director Carlson stated ice used from March through September is considered the summer months. We have one rink in use during the summer. While he doesn't know the number of hour's off-hand that we sell, he felt we are doing a pretty good job of selling the ice time during that period, it's been better than the past. Regarding the use by the Inver Grove Hockey Association, there will be some use, but very little organized usage. There are a lot of camps and clinics that residents might participate in during that time.

Commissioner Krech was concerned with discounts given for a lot of rentals. We know ice time here is not cheap. He is unsure how much of a deal we give the Association.

Director Carlson stated discounts apply to any single user that uses 600 or 700 hours of ice. They receive a \$10.00 per hour discount on their total ice purchase. That is during the hockey season, from October through February.

Vice Chair Schueller felt that if we raise it \$1.00 per round at the Golf Course, it isn't going to be a cure all for the problems there. We are dealing with maybe making a little more money, but not making enough to make up the difference for what we are losing. That is if people don't stop going due to the increased fee. \$1.00 seems fair, but we may lose some golfers because of that, and if you lose about ten golfers a day, you are not going to make up the difference. The course has many; many, problems, and those won't be solved by increasing the rounds. We need more golfers and we need to look at new programming and budget cuts over there.

Commissioner Huffman commented the Rock Island Swing Bridge flood plain looks pretty good.

Chair Eiden asked if there were any time limits for people to check out the equipment kits at the parks, such as volleyball, or croquet, etc.

Director Carlson responded those items are typically used for the time they rent the shelter.

Chair Eiden asked about the Mountain Bike Course. What is happening there with the fees?

Director Carlson responded we started to see more interest in using the Course for different events. When events wanted to use the Course, we wanted to capture some revenue from that as we have to close that down to other users. We have seen some popularity with that.

Chair Eiden asked about the new Wedding Package Plan B? What is the maximum capacity of the gym?

Director Carlson responded we have a wedding package for the 0-300 people in attendance, and Package B is for 300 and above. Since there will be more people, we are going to charge more as it would be more work, more garbage, etc. Maximum capacity is 600.

Chair Eiden asked if charging less than .50 cents at the Golf Course was worth the extra effort? Wouldn't it be easier rounding up to a full dollar?

Director Carlson commented we want to make sure whatever we are charging is competitive in the marketplace.

Vice Chair Schueller asked about School District 199 paying a \$100,000 payment with the last payment being December 15th, 2014. Is that the last payment of all payments?

Director Carlson responded we have a lease agreement for the arena side of the building. The agreement expires in 2014. The City and the School District are discussing renewal of that lease. We do not know the terms of this at the time.

Vice Chair Schueller asked if the \$100,000 isn't above and beyond what they are paying for ice time? It was their way to help build the arena. He wasn't confident they would be willing to keep paying that for the arena. He asked if Director Carlson had any idea as to whether they will continue to pay that above and beyond what they pay for ice time?

Director Carlson commented the lease also allows them access to the facility for different things. It's too early to speculate at this time on how the new lease arrangement may be structured.

Motion by Vice Chair Schueller, seconded by Commissioner Hapka, to send this proposal forward as presented.

Aye: 6

Nay: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Review 2014 Proposed Budgets

Director Carlson commented the information contained in the report is fairly straight forward. He will stand by for questions.

Commissioner Krech commented it really hasn't gone up other than wages and benefits?

Director Carlson stated we have tried to be as lean as possible. There have been some increases and decreases in allocations for insurance, etc. We try to put together a budget that doesn't put a heavier burden on the general fund. We try to cover as much of the cost with user fees as much as possible.

Vice Chair Schueller noticed the Golf Course states it has 80,000 visitors annually, and they have 46,000 golfers. Who are the other people?

Director Carlson stated there are people who use the driving range, as well as people who come for clinics and lessons. Those types of events add up to about 80,000 annually.

Commissioner Krech asked about years back, when they made money at it, were there more golfers?

Director Carlson responded when golf was popular back in the 90's and early 2000, there was close to 70,000 to 80,000 rounds played annually. There were clinics, lessons, and people using the driving range. Those are just approximate numbers.

Commissioner Huffman commented we don't have more than 34,000 people in Inver Grove Heights.

Chair Eiden stated that only one out of four people who played that course were from Inver Grove.

Vice Chair Schueller commented it is a great facility.

Chair Eiden commented that it looked like in all departments the proposed budget maintains, or slightly decreases, the number of FTE's on the payroll. That's what it should be. What concerns him is regarding park maintenance. Is there any consideration on how much their jobs have increased in terms of trails and sidewalks, etc? He isn't objecting to the that. But just has a question. Are they able to keep up without additional help?

Director Carlson responded they are monitoring the work load as close as they can. They see when additional resources, such as Staff or a Sub Contractor, are necessary. As the City grows, as we add parks and trails, we will have to closely watch the workload of Staff, and perhaps add more resources for help. We are always watching our overhead and our costs, but we try to stay within the resources we have to manage.

Commissioner Huffman asked about the development by Target. Is there going to be a Park up there at all?

Director Carlson responded we have not pursued a park up there at this point, but hope to be working on that issue within the next few months. In our comprehensive planning we drew some circles for parks in the area, but it's time to get a bit more specific in areas. We have added 100 rooftops in the northwest area at this point,

and the development is starting to pick up. Sometime in 2014 the Commission will be looking at making recommendations to the City Council that includes the acquisition of land for future parks.

Commissioner Huffman stated he knows the landowner that owns the vegetable stand up there and has been looking to sell the land.

Vice Chair Schueller stated the improvements to the driving range at the Golf Course is a great idea. The range is a bit inefficient because of the fact that the golfers have to tee off from the same 10 foot area. There is 30 yards beyond that they could use but they don't as they hit the balls too far. He asked what is being done? Lengthening it? He felt some users may be leaving the course due to that problem. Maybe fixing it would encourage more people to come to the course.

Director Carlson responded the changes you will be seeing to the driving range next year will include reinstating mats, but still allowing people to hit off the turf, but not at the beginning of the year when the ground is still soft. We will also be putting up netting in the back to the south to protect the property back there. This needs to be approved by the City Council.

Commissioner Krech asked how tall the fencing is now? 30 feet?

Director Carlson responded it is about 25 feet, but there are a number of times the ball goes over that. We have met the owner and we have seen the evidence of that happening. Nothing bad has happened to date, but we don't want that to be the case.

Vice Chair Schueller stated golfers prefer hitting off turf rather than mats. If we don't lengthen the driving range, they will be hitting off mats, which isn't preferable. If we don't move them to the better grass, they are back to the same problem of hitting off terrible turf.

Director Carlson responded which is why we are reinstating mats. The driving range isn't big enough to allow golfers to hit off the turf all the time. If you look at it today, that's a perfect example of why that doesn't work, it's in very poor shape.

Vice Chair Schueller commented that 30 yards ahead it is in very good shape.

Director Carlson responded you can't move ahead because we are already hitting off the course to begin with.

Vice Chair Schueller stated his proposal was to extend the driving range back about 30 yards from where the current mats are. Then you can have golfers golf off turf during the entire season. You have about 20 to 30 yards you can use. That is probably more of an expense than what you are looking at, but would suggest that as an option. Then you can have people hitting off turf the entire season. He has heard people complain about how bad the grass is there. He thought the solution was going to be to extend the driving range. He feels the current solution isn't going to solve the existing problem.

Commissioner Krech asked how many yards a standard range is? 250?

Vice Chair Schueller responded that was average back then, but now people are coming in with new equipment and it is unbelievable how much further they are hitting it into the road and onto other property. He would do almost anything short of hitting off of mats. Maybe mats are fine for those that don't mind mats, but a golfer prefers turf.

Commissioner Krech asked if you can't move all of it back, can you move some of it back for some people to use?

Vice Chair Schueller agreed that would be better than none of it at all, but you really have to have everyone at the same distance back for safety.

Chair Eiden asked that Director Carlson add that to the conversation and investigate if there are solutions to try to try to accommodate the current day golfers.

Vice Chair Schueller felt we needed to ask the golfers. Any way you can get input from anyone who has golfed on that driving range is beneficial. All he can do is speak from experience because of what has happened to the driving range. Maybe employees have heard complaints too.

B. Department Happenings

Commissioner Huffman felt the bridge looks great. They took out the buckthorn. Simley High School has been out there helping out.

Commissioner Krech stated you could be like Mr. Grannis and get some goats to get rid of the buckthorn.

Director Carlson had nothing to report and would stand by for questions.

Vice Chair Schueller didn't know we had moved on from the budget, but wanted to ask about the park maintenance budget. He asked Director Carlson if he could highlight anything that would lead us to believe that won't be as big of a problem?

Director Carlson asked if he was talking about the maintenance budget or the operating budget. These budgets in front of you are operating budgets. These are the budgets, that in the parks case, is for cutting the grass, maintaining the ball fields, flooding the rinks in the winter. The Park Plan revolves around the Parks Capital Replacement Fund, which replaces picnic shelters, park equipment, etc. There isn't anything to review on that at this point.

C. Future of Our Parks Report – Park and Recreation System Plan

Commissioner Hapka attended the last meeting of the Park Champions and they wanted to figure out where they want to go next with the group. We want to make sure we are utilizing their time correctly. The consensus was that we would have the Park and Recreation Department email them and keep them updated with happenings in the Park and Recreation Department. If there is a particular project with the park plan, or the comprehensive plan, such as with the northwest quadrant, we would contact them and have a special meeting. They seemed happy with that. We extend an invitation to all residents if they are interested in the Parks and Recreation to attend the meetings. We want to thank those that have been involved for their time thus far.

Chair Eiden asked if there are any tentative timelines for things to be happening?

Director Carlson stated we are reviewing a proposal to do some more specific park and trail planning in the northwest area. Developers are starting to get interested in developing there again. It's time for us to identify exactly where we want parks in the Northwest area. In the next couple of months you will be seeing information and will be asked to work on that as a Commission, and along with the Park Champions as well. At the City Council meeting we spoke to the Council about franchise fees and increases to the general funds to help with funding parks, trails, parking lots, etc. City Staff is still gathering information on that. The Council did have an interest in getting more information on that, as well as feedback from the public. This will take a number of months before they get to that conclusion, whatever that may be.

10. COMMISSION COMMENTS:

Commissioner Hapka had no comment.

Commissioner Huffman had no comment.

Vice Chair Schueller had no comment.

Commissioner Krech commented about how they repainted the doors in the arena, and they didn't put the markers back on the bathroom doors. They are some down on the far end, but he hadn't been that far down. He spoke to Director Carlson about that and they are getting that done. Maybe we can hang something down from the bar joists that points to where the bathrooms are.

Commissioner Tix had no comment.

Chair Eiden commented that we are heading in to the Holiday season. Thanksgiving is just around the corner and then four weeks until Christmas. Please keep tuned to the website as there will be several activities going on between now and Christmas.

11. ADJOURN

Motion by Commissioner Huffman, seconded by Commissioner Tix, to adjourn the meeting at 7:46 p.m.

Aye: 6

Nay: 0

Motion carried.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Revisions to the Park Dedication Ordinance and Set 2014 Park Dedication Rates

Meeting Date: January 8, 2014
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Tom Link, Mark Borgwardt
 Allan Hunting, Heather Botten

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 Commission is asked to review the recommended changes to the Park Dedication Ordinance as outlined in the staff report.

SUMMARY

The State of Minnesota updated the State Statutes related to Park Dedication during the 2012 Legislative Session. The City of Inver Grove Heights last updated the Park Dedication Ordinance in early 2007. Since that time neither the language nor the rates have changed. A committee of employees including the Community Development Director, City Planner, Assistant Planner, Parks Superintendent, and the City Attorney meet several times to discuss the new State Statutes and has determined that some updates are necessary.

Land Dedication

Zoning	Density per Acre	Proposed Land Dedication	Current Land Dedication
A and E-1, E-2		To be determined by the Council at time of final plat	5%
R-1 and R-2	3 units	9%	10%
R-3A and R-3B	9 units	18%	20%
R-3C	15 units	30%	30%
B-1, B-2, B-3, B-4		4.5%	10%
I-1 and I-2		4.5%	10%
P		4.5%	10%

Cash Dedication

Zoning	Density per Acre	Proposed Cash Dedication	Current Cash Dedication
A and E-1, E-2		\$2,850	\$4,011
R-1 and R-2	3 units	\$2,850	\$4,011
R-3A and R-3B	9 units	\$4,000	\$3,950
R-3C	15 units	\$4,900	\$3,950
P		\$7,000 per acre	\$7,000 per acre
B-1, B-2, B-3, B-4		\$7,000 per acre	\$7,000 per acre
I-1, and I-2		\$6,000 per acre	\$5,500 per acre

Definition of Buildable Land

Provides for a definition of buildable land so calculation can be done consistently between plats.

Tentative Schedule

Park and Recreation Commission	Wednesday, January 8 th
Planning Commission	Tuesday, January 21 st
City Council (1 st Reading)	Monday, January 27 th
City Council (2 nd Reading)	Monday, February 10 th
City Council (3 rd Reading)	Monday, February 24 th

Also attached is a resolution that outlines the process/calculations that should be used to calculate park dedication fees in the future.

This evening the Commission is asked to support the updated ordinance and resolution as outlined in the report.

**Current
Park Dedication
Ordinance**

Chapter 4

PARK, TRAIL AND RECREATION DEDICATION OR CASH IN LIEU

11-4-1: PURPOSE AND INTENT:

- A. The city council recognizes it is essential to the health, safety and welfare of the residents of the city and persons working in the city that the character and quality of the environment be considered to be of major importance in the planning and development of the city. In this regard, the manner in which land is developed and used is of high priority. The preservation of land for park, playground and public open space purposes as it relates to the use and development of land for residential and commercial/industrial purposes is essential to maintaining a healthful and desirable environment for all citizens of the city. The city must not only provide these necessary amenities for our citizens today, but also be insightful to the needs of future citizens.
- B. The city council recognizes that the demand for park, playground, trail and public open space within a municipality is directly related to the density and intensity of development permitted and allowed within any given area. Urban type developments mean greater numbers of people and higher demands for park, playground and public open space. To disregard this principle is to inevitably overtax existing facilities and thus, diminish the quality of the environment for all.
- C. The city parks and recreation advisory commission has established minimum community criteria for meeting the needs of the residents of the city. In order to meet the community needs for parks, ten (10) acres of park shall be required for each one thousand (1,000) residents. This shall be the standard upon which the city shall establish its park land dedication and parks cash contribution.
- D. It is the policy of the city that the standards and guidelines of this chapter for the dedication of land for park, playground and public open space purposes (or cash contributions in lieu of such dedication) in the subdividing and developing of land within the city shall be directly related to the density and intensity of each subdivision and development.
- E. The state has recognized the importance of providing for parks and open space in Minnesota statutes section 462.358, subdivision 2(b), which clearly gives the right to the

city in its subdivision regulations to require reasonable portions for public use. (Ord. 1157, 6-11-2007)

11-4-2: DEDICATION OR CASH IN LIEU REQUIRED:

As a prerequisite to subdivision approval, subdividers shall dedicate land for parks, playgrounds, public open spaces, and trails and/or shall make a cash contribution to the park acquisition and development fund as provided by this chapter. Final approval of the park dedication/contribution requirements shall be made by the city council. (Ord. 1157, 6-11-2007)

11-4-3: SUITABILITY OF LAND:

Dedicated land shall be reasonably suitable for its intended use, and shall be at a location convenient to the people to be served, and shall be consistent with the "Comprehensive Park Plan And Development Guide Plan" used in evaluating the adequacy of proposed park and recreation areas. These factors shall include size, shape, topography, geology, hydrology, tree cover, access and location. Land with dead trees, trash, junk, pollutants and unwanted structures is not acceptable, unless the developer first removes the unacceptable material. (Ord. 1157, 6-11-2007)

11-4-4: GENERAL REQUIREMENTS:

- A. Parks And Recreation Advisory Commission Recommendation: Prior to the preliminary plat approval, the parks and recreation advisory commission shall recommend to the city council the land and/or cash contribution requirements for proposed subdivision.
- B. Change In Density: Any increase in density of a platted or proposed subdivision shall be reviewed by the parks and recreation advisory commission and the council for reconsideration of park land and/or cash contribution requirements.
- C. Additional Purchase: When a proposed park, playground, recreation area, or other public ground is indicated in the city's official map or adopted comprehensive plan and is located in whole or in part within a proposed subdivision, it shall be designated as such on the plat. If the subdivider elects not to dedicate an area in excess of the land required

hereunder for such proposed public site, the city may consider acquiring the site through purchase.

- D. Relationship To Other Open Space: The amount of land to be dedicated by a subdivider shall be based on the gross area of the proposed subdivision. The amount of land to be dedicated by a subdivider shall be based on the density of development. Such dedication shall be consistent with the comprehensive plan and "Comprehensive Park Plan And Development Guide Plan" for future parks.
- E. Partial Credit: Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas may be used for partial credit, at the discretion of the city council, against the land or cash dedication requirement for park and recreation purposes, provided the city council finds it is in the public interest to do so.
- F. Change Of Requirements: The city, upon consideration of a particular type of development, may require larger or smaller parcels of land than provided in section 11-4-5 of this chapter to be conveyed to the city if the city determines that present or future residents would require greater or lesser land for park and playground purposes. (Ord. 1157, 6-11-2007)

11-4-5: LAND DEDICATION:

- A. In a subdivision where a land dedication is required, the following formula will be used as a guide to the park land dedication requirements which shall be made at time of final plat approval:

Zoning District	Land Dedication (Percentage Of Land Subdivided)
A and E	5
R-1 and R-2	10
R-3A and R-3B	20
R-3C	30
B, I and P	10

- B. Land proposed to be dedicated for public purposes shall meet identified needs of the city as contained in the "Comprehensive Park Plan And Development Guide Plan" and the comprehensive plan.
- C. Prior to dedication, the subdivider shall deliver to the city attorney a title insurance commitment and a title insurance policy in favor of the city. The dedicated land shall be conveyed by warranty deed. Such title shall vest in the city good and marketable title, free and clear of any mortgages, liens, encumbrances, assessments and taxes. The conveyance documents shall be in such form acceptable to the city.
- D. The required dedication and/or payment of fees in lieu of land dedication shall be made at the time of final plat approval.
- E. The removal of trees and topsoil, the storage of construction equipment, the burying of construction debris, and stockpiling are strictly forbidden without the written approval of the director of parks and recreation.
- F. Grading and utility plans which may affect or impact the proposed park dedication shall be reviewed and approved by the parks and recreation director prior to dedication, or at such time as reasonably determined by the director of parks and recreation.
- G. 1. To be eligible for park dedication credit, land dedicated must be located outside of drainways, floodplains or ponding areas. Land with grades exceeding twelve percent (12%) or unsuitable for parks development shall be considered for partial dedication.
2. Where ponding has been determined by the city council to have a park function, credit will be given at a rate of fifty percent (50%) of the pond and adjoining land area below the high water level. A minimum of seventy percent (70%) of land above the high water mark shall be dedicated before pond credit is granted. Other city park dedication policies relating to pond dedication must also be complied with.
3. In those cases where the subdividers and developers of land provide significant amenities such as, but not limited to, swimming pools, tennis courts, handball fields, etc., within the development for the benefit of those residing or working therein, and where, in the judgment of the director of parks and recreation, such amenities significantly reduce the demands for public recreational facilities to serve the development, the director of parks and recreation may recommend to the parks and recreation advisory commission and the city council that the amount of land to be dedicated for park, playground, and public open area space (or cash contributions in lieu of such dedication) be reduced by an amount not to exceed twenty five percent (25%) of the amount calculated under this section.

- H. The city may determine that the subdivider create and maintain some form of on site recreation use by the site residents such as tot lots and open play space. This requirement may be in addition to the land or cash dedication requirement.
- I. The subdivider must provide finished grading and ground cover for all park, playground, trail and public open spaces within the development as part of the development contract or site plan approval responsibilities. Landscape screening shall be in accordance with city policy.
- J. The subdivider must establish park boundary corners for the purpose of erecting park limit signs. The developer shall contact the appropriate parks and recreation department personnel for the purpose of identifying park property corners.
- K. The subdivider must provide sufficient public road frontage of not less than three hundred feet (300') for neighborhood parks and additional frontage for community parks. (Ord. 1157, 6-11-2007)

11-4-6: CASH CONTRIBUTION:

- A. Residential Subdivisions: The following cash contribution fees shall be made at the time of final plat approval:

Single-Family Detached		
Average Market Value	Units Per 100 Population	Cash Equivalent Per Residential Unit
\$129,362.00	32.25	\$4,011.00

Multi-Family Units (eg., Condominium, Townhome, Apartments)		
Average Market Value	Units Per 100 Population 3x	Cash Equivalent Per Residential Unit
\$216,056.00	54.7	\$3,950.00

B. Commercial (B), Industrial (I) and Institutional (P) Subdivisions: The following cash contribution fees shall be made at the time of final plat approval:

Zoning District	Cash Dedication (Per Acre)
P	\$6,000.00
B	7,000.00
I-1 and I-2	5,500.00
OP	7,000.00

C. Review Of Rates: Cash dedication rates will be reviewed annually and established by ordinance of the city council. (Ord. 1158, 6-11-2007; amd. 2008 Code)

11-4-7: COMBINATION OF CASH AND LAND:

The city and developer may arrange a combination of cash, land, and/or development of the land for park purposes to fulfill the dedication/contribution requirements. (Ord. 1157, 6-11-2007)

11-4-8: MIXED USES:

Planned developments with mixed land uses shall make cash and/or land contributions in accordance with this chapter based upon the percentage of land devoted to the various uses. (Ord. 1157, 6-11-2007)

11-4-9: PARK ACQUISITION AND DEVELOPMENT FUND:

Cash contributions shall be deposited in the city park acquisition and development fund and shall only be used for purposes authorized by state law. Expenditures from the park acquisition and development fund shall be authorized by the city council. The parks and recreation advisory commission may recommend expenditures to the city council. (Ord. 1157, 6-11-2007)

**Proposed
Park Dedication
Ordinance**

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
SECTIONS 11-4-5 AND 11-4-6 RELATING TO PARK DEDICATION AND
CONTRIBUTION REQUIREMENTS**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section 1. Amendment. Section 11-4-5 of the Inver Grove Heights City Code is hereby amended to read as follows:

11-4-5: LAND DEDICATION:

A. In a subdivision where a land dedication is required, the following formula will be used as a guide to the park land dedication requirements which shall be made at time of final plat approval:

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Zoning District	Land Dedication (Percentage Of Land Subdivided)
A and E	5
R-1 and R-2	10
R-3A and R-3B	20
R-3C	30
B, I and P	10

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Zoning District	Land Dedication (Percentage Of Land to be Dedicated to the City)
A and E-1 and E-2	to be determined by Council at time of final plat
R-1 and R-2	9%
R-3A and R-3B	18%
R-3C	30%
B-1, B-2, B-3, B-4	4.5%
I-1 and I-2	4.5%
P	4.5%

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Pursuant to Minn. Stat. § 462.358, Subd. 2b(a), the percentages shown above shall be multiplied by the buildable land within the subdivision. For this calculation, the buildable land means the area being subdivided remaining after excluding those portions that are either:

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1. Encumbered by right of way for arterial roads as defined in the Inver Grove Heights comprehensive plan:
2. Lying below the ordinary high water level of public waters as identified in the shoreland overlay district (see chapter 13, article B of title 10); or
3. Lying within the boundaries of wetlands delineated according to the Minnesota wetland conservation act; or
4. Bluffs in shoreland overlay districts abutting public waters.

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When outlots are part of the subdivision and are intended to be replatted into buildable lots in the future, the percentages of dedication shown above shall not be applied to the land area within the outlots; when the outlots are later replatted into buildable lots, the dedication percentages shall then be applied. If the outlots are not intended to be replatted, but are intended to remain as outlots, the dedication percentages shown above shall be applied to the land area contained in such outlots.

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B. Land proposed to be dedicated for public purposes shall meet identified needs of the city as contained in the "Comprehensive Park Plan And Development Guide Plan" and the comprehensive plan.

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C. Prior to dedication, the subdivider shall deliver to the city attorney a title insurance commitment and a title insurance policy in favor of the city. The dedicated land shall be conveyed by warranty deed. Such title shall vest in the city good and marketable title, free and clear of any mortgages, liens, encumbrances, assessments and taxes. The conveyance documents shall be in such form acceptable to the city.

D. The required dedication and/or payment of fees in lieu of land dedication shall be made at the time of final plat approval.

E. The removal of trees and topsoil, the storage of construction equipment, the burying of construction debris, and stockpiling are strictly forbidden without the written approval of the director of parks and recreation.

F. Grading and utility plans which may affect or impact the proposed park dedication shall be reviewed and approved by the parks and recreation director prior to dedication, or at such time as reasonably determined by the director of parks and recreation.

G. 1- To be eligible for park dedication credit, land dedicated must be located outside of drainways, floodplains or ponding areas. Land with grades exceeding twelve percent (12%) or unsuitable for parks development shall be considered for partial dedication.

2- Where ponding has been determined by the city council to have a park function, credit will be given at a rate of fifty percent (50%) of the pond and adjoining land area below the high water level. A minimum of seventy percent (70%) of land above the high water mark shall be dedicated before pond credit is granted. Other city park dedication policies relating to pond dedication must also be complied with.

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3- In those cases where the subdividers and developers of land provide significant amenities such as, but not limited to, swimming pools, tennis courts, handball fields, etc., within the development for the benefit of those residing or working therein, and where, in the judgment of the director of parks and recreation, such amenities significantly reduce the demands for public recreational facilities to serve the development, the director of parks and recreation may recommend to the parks and recreation advisory commission and the city council that the amount of land to be dedicated for park, playground, and public open area space (or cash contributions in lieu of such dedication) be reduced by an amount not to exceed twenty five percent (25%) of the amount calculated under this section.

H. The city may determine that the subdivider create and maintain some form of on site recreation use by the site residents such as tot lots and open play space. This requirement may be in addition to the land or cash dedication requirement.

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I. The subdivider must provide finished grading and ground cover for all park, playground, trail and public open spaces within the development as part of the development contract or site plan approval responsibilities. Landscape screening shall be in accordance with city policy.

J. The subdivider must establish park boundary corners for the purpose of erecting park limit signs. The developer shall contact the appropriate parks and recreation department personnel for the purpose of identifying park property corners.

K. The subdivider must provide sufficient public road frontage of not less than three hundred feet (300') for neighborhood parks and additional frontage for community parks. (Ord. 1157, 6-11-2007)

Section 2. Amendment. Section 11-4-6 of the Inver Grove Heights City Code is hereby amended to read as follows:

11-4-6: CASH CONTRIBUTION:

A. Residential Subdivisions: The following cash contribution fees per residential unit shall be made at the time of final plat approval:

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Single-Family Detached		
Average Market Value	Units Per 100 Population	Cash Equivalent Per Residential Unit
\$129,362.00	32.25	\$4,011.00

Multi-Family Units (eg., Condominium, Townhome, Apartments)		
Average Market Value	Units Per 100 Population	Cash Equivalent Per Residential Unit
\$216,056.00	54.7	\$3,950.00

Zoning District	Cash Contribution Per Residential Unit
A, E-1 and E-2	\$2,850.00 per unit
R-1 and R-2	\$2,850.00 per unit
R-3A and R-3B	\$4,000.00 per unit
R-3C	\$4,900.00 per unit

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B. Commercial (B), Industrial (I) and Institutional (P) Subdivisions: The following cash contribution fees per acre shall be made at the time of final plat approval:

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Zoning District	Cash Dedication (Per Acre)
P	\$6,000.00
B	7,000.00
I-1 and I-2	5,500.00
OP	7,000.00

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Zoning District	Cash Dedication (Per Acre)
P	\$7,000.00 per acre
B-1, B-2, B-3, and B-4	\$7,000.00 per acre
I-1 and I-2	\$6,000.00 per acre

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Pursuant to Minn. Stat. § 462.358, Subd. 2b(a), the per acre contribution shall be applied to the portion of buildable land in the subdivision; for this calculation, the

buildable land means the area being subdivided remaining after excluding those portions that are either:

1. Encumbered by right of way for arterial roads as defined in the Inver Grove Heights comprehensive plan;
2. Lying below the ordinary high water level of public waters as identified in the shoreland overlay district (see chapter 13, article B of title 10); or
3. Lying within the boundaries of wetlands delineated according to the Minnesota wetland conservation act; or
4. Bluffs in shoreland overlay districts abutting public waters.

C. Review Of Rates: Cash dedication rates will be reviewed annually and established by ordinance of the city council. (Ord. 1158, 6-11-2007; amd. 2008 Code)

D. Already Existing Residential Unit: If the subdivision includes a residential unit that existed prior to the subdivision and if that already existing residential unit previously paid a park contribution or was constructed at a time that the City Code did not require a park contribution fee, then that particular residential unit shall not be subject to the park contribution fee imposed by this Section.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the ____ day of February, 2014.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Melissa Kennedy, Deputy City Clerk

**Resolution Outlining
Park Dedication
Methodology**

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION MEMORIALIZING THE METHODOLOGY USED TO ESTABLISH
PARK DEDICATION AND CONTRIBUTION FEES**

WHEREAS, Minn. Stat. § 462.358, Subd. 2b(a) grants the City the authority to require that a reasonable portion of the buildable land, as defined by City ordinance, of any proposed subdivision be dedicated to the City for parks, recreational facilities as defined by Minn. Stat. § 471.91 and playgrounds.

WHEREAS, Minn. Stat. § 462.358, Subd. 2b(c) provides that the City may “accept a cash fee as set by ordinance from the applicant for some or all of the new lots created in the subdivision, based on the average fair market value of the unplatted land for which park fees have not already been paid that is, no later than at the time of final approval or under the city’s adopted comprehensive plan, to be served by municipal sanitary sewer and water service or community septic and private well as authorized by state law. For purposes of redevelopment on developed land, then municipality may choose to accept a cash fee based on fair market value of the land no later than the time of final approval.”

WHEREAS, Minn. Stat. § 462.358, Subd. 2c(a) provides as follows:

Subd. 2c. Nexus. (a) There must be an essential nexus between the fees or dedication imposed under subdivision 2b and the municipal purpose sought to be achieved by the fee or dedication. The fee or dedication must bear a rough proportionality to the need created by the proposed subdivision or development.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Inver Grove Heights, Minnesota does hereby memorialize the methodology and computations that the City made in setting the park contribution and dedication fees in or about February, 2014:

1. **Need for Parkland.** Per national standards, the City needs minimum of ten (10) acres of parkland for every 1,000 persons; or one (1) acre for every 100 persons.
2. **Single Family Development-Persons per Household.** Single family development yields about three (3) persons per household.
3. **Multi-Family Development-Persons per Household.** Multi-family development yields about two (2) persons per household.
4. **R-1 and R-2 Zoned Land.** The average fair market value of unplatted land zoned R-1 or R-2 is \$95,000.00 per acre.

R-1 and R-2 zoned land yields about three (3) residential units per acre and approximately nine (9) persons per acre.

The dedication requirement was established at nine (9%) percent of the land being subdivided. The contribution requirement was determined by multiplying \$95,000.00 by nine (9%) percent and then dividing by three (3) units per acre to arrive at a contribution fee of \$2,850.00 per residential unit.

5. **R-3A and R-3B Zoned Land.** The average fair market value of unplatted land zoned R-3A or R-3B is about \$200,000.00 per acre (which is about eighty (80%) percent of R-3C valued land at \$245,000.00 per acre).

R-3A and R-3B zoned land yields about nine (9) residential units per acre and approximately eighteen (18) persons per acre.

The dedication requirement was established at eighteen (18%) percent of the land being subdivided. The contribution requirement was determined by multiplying \$200,000.00 by eighteen (18%) percent and then dividing by nine (9) units per acre to arrive at a contribution fee of \$4,000.00 per residential unit.

6. **R-3C Zoned Land.** The average fair market value of unplatted land zoned R-3C is \$245,000.00 per acre.

R-3C zoned land yields about fifteen (15) residential units per acre and approximately thirty (30) persons per acre.

The dedication requirement was established at thirty (30%) percent of the land being subdivided. The contribution requirement was determined by multiplying \$245,000.00 by thirty (30%) percent and then dividing by fifteen (15) units per acre to arrive at a contribution fee of \$4,900.00 per residential unit.

7. **B-1, B-2, B-3 and B-4 Zoned Land.** The average fair market value of unplatted land zoned B-1, B-2, B-3 or B-4 is \$3.50 per square foot or \$152,460.00 per acre.

Based on 4.5 persons per acre in terms of park need, the per acre contribution amount is \$6,860.70 per acre (rounded to \$7,000.00 per acre) and the dedication amount is 4.5% of land. The dedication amount of 4.5% is about one-half of the impact of single family land.

8. **Industrial (I-1 and I-2) Zoned Land.** The average fair market value of unplatted land zoned I-1 or I-2 is \$3.00 per square foot or \$130,680.00 (say \$130,000.00) per acre.

Industrial land has about one-half the impact of single family land. Industrial land will yield about 4.5 persons per acre in terms of park need. Industrial land is worth about \$3.00 per square foot or \$130,000.00 per acre. The per acre contribution is \$5,850.00 (rounded to \$6,000.00) per acre and the dedication requirements is 4.5% of land.

9. **Institutional ("P") Zoned Land.** The average fair market value of unplatted land zoned P is \$3.50 per square foot or \$152,460.00 per acre.

Based on 4.5 persons per acre in terms of park need, the per acre contribution amount is \$6,860.70 per acre (rounded to \$7,000.00 per acre) and the dedication amount is 4.5% of land. The dedication amount of 4.5% is about one-half of the impact of single family land.

10. **Agricultural and Estate (A, E-1 and E-2) Zoned Land.** For land zoned A, E-1 or E-2, the contribution fee per residential unit was set at the same amount as the contribution fee per residential unit for land zoned R-1, namely the amount of \$2,850.00 per unit.

The dedication requirement will be determined by the Council at the time of final plat.

Adopted by the City Council of Inver Grove Heights this ____ day of February, 2014.

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Discuss Changes to the City’s Alcohol Ordinance

Meeting Date: January 8, 2014
 Item Type: Administrative Presentation
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Tracy Petersen
 Al McMurchie

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

Discuss alcohol in Park and Recreation facilities.

SUMMARY

On December 9, 2013 the City Council reviewed proposed changes to an Ordinance Amending City Code Provisions related to Alcoholic Beverages. The City is trying to clear up existing ordinances and make sure we are in compliance with updated/revised Minnesota State Statutes. As it relates to Parks and Recreation the issues are as follows:

Current Alcohol Ordinance

Parks

Sale, possession and/or consumption of alcohol (non-intoxicating or intoxicating) is prohibited in all Inver Grove Heights Park. With the following exceptions:

A person of lawful age may possess and consume 3.2% malt liquor in South Valley Park but must be within 150’ of the picnic shelter and they must be a part of a private party that has rented the shelter. No sale is allowed.

A person of lawful age may possess and consume 3.2% malt liquor in Rich Valley Park. No sale is allowed.

VMCC/Grove

Sale, possession and/or consumption of alcohol (non-intoxicating or intoxicating) is prohibited in the VMCC/Grove at all times without exception.

National Guard Armory

Sale, possession and/or consumption of alcohol (non-intoxicating or intoxicating) is prohibited in the National Guard Armory at all times with the following exceptions:

A person renting the National Guard Armory can hire a licensed caterer to sell alcohol during a private function in which the person has rented the facility and invited guests to attend. There are additional rules/regulation that must be followed.

A person renting the National Guard Armory can hire a licensed retail on-sale provider to dispense (without sale) alcohol during a private function in which the person has rented the facility and invited guests to attend. There are additional rules/regulation that must be followed.

Inver Wood

Inver Wood Golf Course has a 3.2% non-intoxicating malt liquor license which allows the Course to sell non-intoxicating malt liquor (beer) to persons of legal age. The City's insurance requires that all alcohol consumed at the course be purchased at the course.

Given the "family" nature of our Park and Recreation facilities staff is not recommending any changes to the way in which alcohol is sold, consumed, or dispensed within facilities managed and operated by the Parks and Recreation Department. We do not receive significant feedback from customers that use/rent our facilities that would suggest we consider changing our current practices and we don't believe that changing our current practices will provide for any substantial financial gains that outweigh the additional costs in managing, training, and potential vandalism caused from persons that have consumed too much alcohol.

**Current
Park
Ordinance**

7-5-1: CONDUCT IN PARKS AND RECREATION AREAS:

A. Purpose And Applicability: The rules in this chapter are enacted to ensure the quiet, orderly, and responsible use and enjoyment of the city's public park facilities. The rules apply in all city parks and recreation areas, unless expressly exempted.

B. Definitions: For the purpose of this chapter, these terms, wherever used in this chapter, shall mean and be interpreted as follows:

ANIMAL: Any cat, dog, mink, ferret, fowl, reptile, bird, or other similar wild or domestic animal.

CITY ADMINISTRATOR: The Inver Grove Heights city administrator or his or her designee(s).

HE/HIS: Shall include masculine or feminine.

PARK/PARK FACILITY/RECREATION AREA: A park, conservation area, playground, beach, recreation center, trail, or any other area in the city owned, leased, operated or used, wholly or in part, by the city, as a park or for active or passive recreational purposes, or which is designated by the city council as a park.

C. Hours Of Operation:

1. Parks and public trails will be open for public use between six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. No person, except employees in the performance of their duties or law enforcement officers, shall be on such property between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. except as otherwise permitted in this chapter or pursuant to a permit granted by the city.
2. Any park or any section of any park may be declared closed to the public by the city administrator at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise), and either entirely or merely for certain uses, if there exists or it is anticipated that there will exist, conditions which prevent safe and practical use of the area. When closed in accordance herewith, any person shall have the right to appeal such decision to the city council at its next regular meeting.
3. Individuals participating in or observing games at lighted athletic fields must exit the field and park by no later than ten thirty o'clock (10:30) P.M.

D. Prohibited Activities: No person shall do any of the following in a park:

1. Distribute or display, or place on vehicles parked within a park, any circulars, cards, or announcements when the intention of such activity is to promote a commercial enterprise.
2. Leave unattended in any park any goods, wares, merchandise, items, recreational apparatuses such as soccer goals, portable basketball hoops, or other articles which interfere with the free use and enjoyment of the park by the public.
3. Sell, solicit, or carry on any business or commercial enterprise or service unless explicitly authorized to do so by a permit issued by the city; provided that refreshments or other articles may be sold by the city or by persons authorized by the city to do so.
4. Destroy, deface, damage, or remove any land, building, or personal property of the city, including, but not limited to, trees, vegetation, ruins, relics, and geological formations.
5. Post, paste, fasten, paint or affix any placard, bill, notice or sign upon any structure, tree, stone, fence, thing or enclosure, other than on a designated billboard, without the written permission of the city administrator.
6. Plant, cut, burn, damage, disturb, or remove any soil, flower, plant, tree, or other vegetation from a park, with the exception of items grown in a person's individual community garden plot and removed by the lessee of the garden plot or his or her designee.
7. Kill, injure, molest, pursue, trap, capture, or remove any wild animal except when necessary to protect the immediate safety of a person or domestic animal, or destroy or damage its habitat. This prohibition does not apply to a law enforcement officer or other persons authorized by the city administrator who are performing official duties.
8. Launch or remove motorboats or other mechanically propelled boats from or across city park property. This section shall not apply to boats being used in an emergency recovery, for emergency training purposes, or for maintenance of waters abutting city park property.
9. Enter into waters adjacent to any city park from or through park property. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
10. Throw, deposit, place, or leave in any park or waters thereon any paper, garbage, rubbish, waste, cans, substance, bottles, grass, snow, or refuse of any kind except in receptacles provided for the collection of waste or with written permission from the city administrator. A person must not discard large items or items unrelated to the use of the park facilities into dumpsters or other garbage containers located in a park.
11. Ride a horse or pony except in areas designated and posted for the riding of such animals. The city administrator shall designate and cause the proper posting of those areas in parks where horses and ponies may be ridden. Horses must be maintained under control at all times, and shall not be ridden in a manner that endangers the safety or property of any person.

12. Unlawfully interfere with, obstruct, or tend to obstruct or render dangerous for passage any area without first obtaining permission from the city administrator.
13. Shoot or discharge any weapon, including a pistol or bow and arrow, or fireworks, explosives, model rockets, or similar items in a park, or possess any weapon, fireworks, or explosive within a park unless authorized to do so by the city administrator, as part of a city authorized program, by city ordinances, or by state statutes. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
14. Possess or bring into a park any pistol, revolver, rifle, shotgun, BB gun, air gun, spring gun, slingshot, bow or other similar weapons except as part of a city authorized program or as otherwise allowed by state or federal law. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
15. Use a golf club to hit, chip, putt, drive, or otherwise propel a golf ball or other object, except in designated golfing areas located at the Inver Wood Golf Course or as a part of a city authorized program.
16. Engage in sexual conduct, including sexual intercourse or masturbation.
17. Possess any glass bottles or other glass objects.
18. Use a park shelter at a time when it has been reserved by another.
19. Use or possess any illegal drugs.
20. Feed wild animals or birds except pursuant to a city authorized program.
21. Erect, use, or allow to be used any inflatable structure, including bounce houses and similar structures, without first obtaining a permit from the city.
22. Fail to obey all posted rules and park regulations.
23. Operate a radio, musical instrument, stereo, or other device used for the conveyance of sound in a manner that causes the sound from such device to be plainly audible from a distance of fifty feet (50'). This provision shall not apply to scheduled musical performances authorized by the city occurring in park facilities.
24. Engage in any violent, loud, or other disorderly conduct creating or tending to create a breach of the peace.
25. Enter a posted restricted area. This prohibition does not apply to law enforcement officers, emergency personnel, or other persons authorized by the city administrator while performing official duties.
26. Release any insect, fish, or other wildlife, or introduce within a park any plant, chemical, or other agent potentially harmful to vegetation, with the exception of chemicals permitted by the community garden policies to be used in community garden plots, which may be used by a lessee in his or her rented garden plot.

- E. Fires: No person shall start or maintain any fire in a public park, except recreational fires in fire rings, stoves, or fireplaces provided for such purpose, or in portable metal grills, or leave any fire made or used by him or her unextinguished when he or she leaves the park. Portable grills must be placed on a concrete surface. Ashes or coals from any fire must be thoroughly wet before being disposed of in a trash container.
- F. Animals: No person shall bring any animal into any park unless it is on a leash no more than six feet (6') long or a flexi lead or similar retractable leash. All animals are prohibited in the following areas: within a designated high activity area or playground area, on all athletic fields, including within all fenced in athletic areas, park buildings, the Lions Park fishing area, the South Valley picnic area, the North Valley Disc Golf Course, and the fishing pier at Simley Island. Animals may not be brought into any other areas designated as areas where animals are not allowed within a park. No animal may be off leash in any park except in a designated off leash animal area. Persons in control of animals within a park must promptly remove and dispose of the animal's waste. The prohibitions in this subsection shall not apply to service animals or to animals kept by the city, under the city's direction, or otherwise permitted by the city administrator.
- G. Trails And Sidewalks: On a recreational trail or a sidewalk, a person must:
1. Provide sufficient room for other trail users traveling in the opposite direction;
 2. Use caution when passing another user traveling in the same direction;
 3. Stay on the improved portion of the trail;
 4. When riding a bicycle, yield the right of way to pedestrians and comply with state laws governing the use of bicycles on public roadways; and
 5. Obey all official signs and traffic control markings and signals.
- H. Camping: No person shall be permitted to camp overnight in any park, nor shall anyone be permitted to park a camper or camp trailer in a park parking lot except during the hours of operation specified in subsection C of this section.
- I. Permits: Applications for permits for activities requiring a permit under this chapter must be submitted to the city in accordance with the procedures prescribed by the city administrator. The city administrator may deny a permit application if it is incomplete, not accompanied by a required fee or proof of insurance, or when the proposed activity may adversely affect the public health, safety, or welfare, or the condition of the park facility. The city administrator may add conditions to any permit to mitigate potential adverse effects or to ensure the quiet and orderly use and enjoyment of the park facility. Any

person aggrieved by an action of the city administrator under this section may appeal the action to the city council by submitting a request in writing to the city administrator within ten (10) days after notice of the action.

- J. Activity Fees: Where the city charges a fee for an activity or an event occurring within a city park, no person shall participate in that activity or event without first paying the fee for the activity or event; provided, however, the city council by resolution may waive or modify the fee.
- K. Large Group Gatherings: No large group gathering may be held at a park without first obtaining a permit from the city for the gathering. Large group gatherings are defined as uses or activities which during the course of their operation are likely to attract twenty (20) or more people.
- L. Alcoholic Beverages¹: No person shall sell, consume, possess, mix or prepare any alcoholic beverages in any city park, including in any parking areas, subject to the following exceptions:
1. If a license is obtained, 3.2 percent malt liquor may be sold at Inver Wood Golf Course and may be consumed at Inver Wood Golf Course if purchased from Inver Wood Golf Course, but sale and consumption shall only occur in the areas specifically prescribed in the license.
 2. Persons of lawful age may possess and consume 3.2 percent malt liquor in South Valley Park but only in or within one hundred fifty feet (150') of the group picnic shelter located in the park, and only in conjunction with an event for which the sponsor has obtained a permit from the city to use the group picnic shelter, and only if the person possessing or consuming the 3.2 percent malt liquor is an invited guest of the event sponsor.
 3. Persons of lawful age may possess and consume 3.2 percent malt liquor in Rich Valley Park subject to such rules and regulations as the city council, by resolution, may from time to time impose.
- M. Rules, Regulations And Policies:
1. Rules, regulations, and policies applicable to one or more city parks may be adopted from time to time by the city council. The rules and regulations shall be listed in the city code, be prominently posted in the places where they are intended to apply, be listed on the city's website, or be made available for review at city hall.
 2. Emergency rules or regulations may be implemented by the city administrator on a temporary basis when deemed necessary in the public interest, and shall become

effective upon posting in the affected area. Such rules or regulations shall remain in effect for a period not to exceed thirty (30) days.

N. Prohibited Conduct; Penalty: It is unlawful for any person to engage in an act or in any behavior prohibited by this chapter. Violation of any provision of this chapter is a misdemeanor and may be punished as provided in title 1, chapter 4 of this code. Individuals who fail to comply with the rules and regulations in this chapter may be excluded from the use of the park where the violation occurred. The provisions of this chapter may be enforced by city authorized peace officers, officers of the Dakota County sheriff's office, community service officers, and other authorized licensed peace officers. (Ord. 1236, 5-23-2011)

**Current
National Guard Training
and
Community Center
Ordinance**

4-1A-17: NATIONAL GUARD TRAINING AND COMMUNITY CENTER REGULATIONS:

- A. Purpose And Intent: By this section, the city seeks to control the conditions by which intoxicating liquor may be served, consumed and sold at the National Guard Training And Community Center (hereafter referred to as the armory) located in the city. The city has a lease with the owner of the armory, and it is expected that the city in turn will be renting the armory to various individuals and organizations for meetings, social affairs, conventions, conferences, wedding and anniversary receptions and similar events.
- B. Sales: Intoxicating liquor may be sold at the armory only under the following conditions:
1. The intoxicating liquor may only be sold by the holder of a caterer's permit issued by the chief of police pursuant to Minnesota statutes section 340A.404, subdivision 12.
 2. The holder of the caterer's permit must comply with Minnesota statutes section 340A.404, subdivision 12 and the other statutes, ordinances, rules and regulations that govern sale of intoxicating liquor. (Ord. 1078, 2-9-2004)
 3. No sale shall occur between the hours of twelve o'clock (12:00) midnight and eight o'clock (8:00) A.M. (Ord. 1078, 2-9-2004; amd. 2008 Code)
 4. Sales shall only occur in conjunction with an event for which the sponsor has a rental agreement with the city to use the armory.
 5. At least five (5) days prior to the event, the holder of the caterer's permit shall deliver to the city a certificate of insurance providing off premises liquor liability coverage in at least the amount of the statutory limits, naming the city of Inver Grove Heights as an additional insured.
 6. No sale shall occur unless the sponsor of the event has made arrangements at the sponsor's expense to have a peace officer or other security personnel approved by the city police chief present at all times while sales are occurring. No sale shall occur unless the peace officer or approved security personnel is present.
 7. The event shall not be open to the public; the event shall only be open to invited guests of the event sponsor.
 8. Sales shall only be made to the invited guests of the event sponsor.
 9. Sales shall only be made in the area of the armory that the director of parks and recreation so designates. The designated areas shall be specified in the rental agreement. In no event shall sales occur in the parking lot or in the veterans memorial community center in the corridor that connects the armory to the veterans memorial community center.

C. Dispensing Without Sale: Intoxicating liquor may be dispensed at the armory, provided there is no sale thereof, only under the following conditions:

1. The intoxicating liquor may not be sold either directly or indirectly to those attending the event. There shall be no direct or indirect charge to those attending the event for the intoxicating liquor, and the dispensing of the liquor shall not be part of a commercial transaction between the sponsor of the event and the attendees.
2. The intoxicating liquor may only be dispensed by a holder of a retail on-sale intoxicating liquor license issued by the city or by an adjacent municipality. The sponsor of the event shall make arrangements with the retail on-sale intoxicating liquor licensee to dispense the liquor at no charge to the attendees of the event.
3. No dispensing shall occur between the hours of twelve o'clock (12:00) midnight and eight o'clock (8:00) A.M.
4. Dispensing shall only occur in conjunction with an event for which the sponsor has a rental agreement with the city to use the armory.
5. At least five (5) days prior to the event, the holder of the retail on-sale intoxicating liquor license must provide the city with a copy of the license and must also deliver to the city a certificate of insurance providing off premises liquor liability coverage in at least the amount of the statutory limits naming the city of Inver Grove Heights as an additional insured.
6. The retail on-sale intoxicating liquor licensee must comply with all statutes, ordinances, rules and regulations that govern the dispensing of intoxicating liquor.
7. No dispensing shall occur unless the sponsor of the event has made arrangements at the sponsor's expense to have a peace officer or other security personnel approved by the city police chief present at all times while dispensing of intoxicating liquor is occurring. No dispensing of intoxicating liquor shall occur unless the peace officer or approved security personnel is present.
8. The event shall not be open to the public; the event shall only be open to the invited guests of the event sponsor.
9. Dispensing of intoxicating liquor shall only be made to the invited guests of the event sponsor.
10. Dispensing of intoxicating liquor shall only occur in the area of the armory that the director of parks and recreation so designates. The designated areas shall be specified in the rental agreement. In no event shall any dispensing of intoxicating liquor occur in the parking lot or in the veterans memorial community center or in the corridor that connects the armory to the veterans memorial community center.

D. Consumption: No consumption of intoxicating liquor shall occur at the armory unless under the following conditions:

1. The consumption of intoxicating liquor shall only occur if the intoxicating liquor has been lawfully sold at the armory pursuant to subsection B of this section or if the intoxicating liquor has been lawfully dispensed pursuant to subsection C of this section.
2. No consumption shall occur between the hours of one o'clock (1:00) A.M. and eight o'clock (8:00) A.M.
3. Consumption shall only occur in conjunction with an event for which the sponsor has a rental agreement with the city to use the armory.
4. Consumption shall only occur by invited guests of the sponsor of the event.
5. Consumption shall only occur in the areas of the armory that the director of parks and recreation so designates. The designated areas shall be specified in the rental agreement. In no event shall any consumption occur in the parking lot or in the veterans memorial community center or in the corridor that connects the armory to the veterans memorial community center.
6. Consumption shall only occur in compliance with the other statutes, ordinances, rules and regulations that govern consumption of intoxicating liquor. (Ord. 1078, 2-9-2004)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Department Happenings

Meeting Date: January 8, 2014
Item Type: Administrative Presentations
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

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

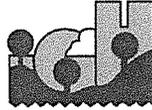
SUMMARY

Items included:

- Department Happenings Report
- Miscellaneous



Parks & Recreation Department Department Happenings



Parks

Tree Trimming

Parks crew continues to trim trees throughout the winter dormant season. It is an opportune time to trim oaks to minimize spread of oak wilt disease and get a better view of branching pattern in crown of trees. .

Gun Club Lake Aerator

The lake aerator in Gun Club Lake at Lions Park is scheduled to be installed in January. Parks crew installs this DNR provided aerator every year to prevent DNR stocked fish from dying in lake due to lack of oxygen. The DNR monitors the oxygen level of lake water and notifies Parks when aerator should be installed. This fish stocking program provides angling opportunities for IGH residents at fishing pier installed a few years back at Lions Park. Park crew has installed required warning signs around lake and placed warning notice in paper notifying public of aerator operation in lake.

Holiday Decorations On Cahill

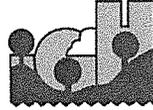
Park crew installed holiday banners, new flags and decorations on light poles along Cahill Avenue. In addition a spruce tree at pump house along Cahill was also decorated for the holidays. .

Ice Skating/Winter Maintenance

Daily maintenance of ice skating sites, started in early December, continues to take place. The parks crew works an early shift over school break to provide best ice possible. Daily sweeping, blowing and flooding of rinks, along with early cold weather this winter, has provided excellent ice conditions this season. Hopefully this weather will continue into mid February to give an extended skating season. We have had many compliments on plowing of trail along Highway 52. The Parks crew has also done an excellent job of plowing Park parking lots, trails and sidewalks. A snow and ice free sidewalk at City Hall is also Parks responsibility. In addition the Parks crew helps the Streets Division with plowing of streets, cul-de-sacs and sidewalks.



Parks & Recreation Department Department Happenings



Inver Wood Golf Course

Golf Course Closing

The golf courses were closed for the season on Wednesday, November 20th. All final soil aerations and winter turf applications were executed prior in early November. The irrigation system was shut down and winterized on October 23rd.

On-site golf shop merchandise sales finished on November 11th with all remaining merchandise removed to a liquidation venue for the final phase of the annual retail cycle.

Winter Maintenance

Tree maintenance work was executed through December, with the removal of any diseased trees a priority.

Other winter procedures currently underway include reel sharpening, preventative maintenance to equipment, overhaul of selected equipment, and refurbishment of on-course fixtures. In addition, clubhouse maintenance including furnace duct cleaning, fire sprinkler and alarm maintenance, and other general repairs are being executed.

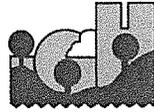
Inverwood.org

For 2013, the golf course's website received 69,471 visits, a year-over-year increase of 12 percent. Pages viewed increased by 19 percent with a total of 120,046 pages viewed. This continues the upward trend of increased visits to the site and longer visits with more pages viewed.

The 2013 season was characterized by significantly less weather days with just 150 days compared with 2012's 194 days, a decrease of 23 percent. As a consequence, on-line tee time booking decreased year-over-year by 2 percent to 4,637 tee times booked. However on-line booking continues to increase in popularity with 29 percent of total tee times for both golf courses booked through inverwood.org in 2013, up from 26 percent in 2012.



Parks & Recreation Department Department Happenings



Recreation

Time to Think Summer!

Staff is in the process of working on summer programming and outdoor facility usage. This year, we will be distributing our summer recreation brochure in March to allow users more time for planning their summer activities. This will also coincide with our Summer Registration Kick-Off on March 8. Persons that register that day will be eligible to receive discounts on summer program registrations.

Picnic Shelter Reservations

The Recreation Division will be accepting park reservations for shelters beginning January 2, 2014. Many people take advantage of booking the South Valley shelter early for a prime summer weekend. A shelter application is available online at www.invergroveheights.org

New! Partnership with Dr. Jennifer Orthodontics

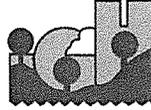
The Recreation Division recently formed a new partnership with Dr. Jennifer Orthodontics. They will be providing facepainting, photo booth and their icee truck at many of our events and also working with our lacrosse and soccer programs on mouth guard fitting.

North Valley Disc Golf to Host 2014 World Amateurs!

Staff is working on preparations to be one of the nine (9) sites to host the 2014 World Amateur Disc Golf Championships in July. The event coordinators are also working with the River Heights Chamber of Commerce on developing deals for the week with local businesses.



Parks & Recreation Department Department Happenings



Veterans Memorial Community Center

Health Fair & Open House

Join us on Feb. 22 from 9a.m.-noon for this free event! Come learn from our health-related vendors, attend a free fitness class or demo, receive nutrition info, check your blood pressure, strength and cardiovascular endurance, posture and sample healthy snacks.

Arts & Crafts Fair

Our popular arts & crafts fair is scheduled for Saturday, February 22 from 9 a.m.-2 p.m. at the Community Center. Admission is free and open to the public.

Pool Specials

Winter is a great time to come use our indoor pools! We have a number of specials going on including Dairy Queen Day, Family Fun Fridays, Splash Dance and Early Bird Swim times. Check out www.funatthegrove.com for more info.

New! Open Skate Fun Nights!

Have fun with us on these special themed open skate nights. Come dressed in attire to match the theme and you could win a special prize! Snacks will be provided. All skate nights are on Saturdays from 6-7:30pm at Veterans Memorial Community Center. January 25 is Olympic Pride, February 15 is Sweetheart Skate and March 15 is St. Patrick's Skate.

Adult Time Out

Take a break from parenting and let us entertain your children while you enjoy a night out! Child will enjoy crafts, games and physical activity! Dates are scheduled for January 10, February 14, March 14 and April 11 from 7-9:30pm in the VMCC Childcare Room. Cost is \$12 per child.

Indoor Walking

In partnership with District 197, 199 & SSP District 6, we offer a walking button for \$5 that is good for walking through May 31 at Simley, South St. Paul and Henry Sibley High Schools and the Community Center (west rink only 7am-2pm).

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Review the Role of a Park Commissioner

Meeting Date: January 8, 2014
 Item Type: Administrative Presentations
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Tracy Petersen
 Mark Borgwardt

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

PURPOSE/ACTION REQUESTED

The Commission is asked to review/discuss their role as “Commissioner”.

SUMMARY

Commissioner Eiden has requested the Commission have a discussion regarding the Commission's role. Attached is a copy of the City Ordinance, Commissioners Job Description, and Commission Role and Responsibility which are a part of the Commission Handbook.

City Ordinance outlines the duties and functions of the Park and Recreation Commission as follows:

- To act in an advisory capacity to the council in matters related to a park and recreation program in the city.
- To prepare and recommend updates to the parks component of the comprehensive plan.
- To periodically examine the need for new park and open space with recommendations to be submitted to the council
- To review development applications for conformance to park dedication requirements of the comprehensive plan

As we look forward into 2014 we will be working on some of the following issues with the Commission:

- NW Area Park Plan
- Future of Our Parks Park Plan
- Funding to sustain our park system
- Rock Island Swing Bridge Trail Head Construction and Operations in cooperation with Dakota County
- Updating the Park Dedication Ordinance and revising Park Dedication rates
- Updating the City Ordinance on Alcohol and its impact on the Park System, Golf Course, and VMCC/Grove
- VMCC/Grove Splash Pool Re-use Plan

Over the last several years the national, state, and local economy has been as challenging as it has ever been. However, as a Commission and a Department we have experienced growth in our facilities and programs, all while trying to manage our expenses as effectively as we can and a great deal of credit needs to be given to all of the department staff based on some of the following facts:

- We have reduced the size of our overall department by more than 22 FTE's over the last several years
- Our staff manages and maintains \$40,000,000 worth of city property, buildings, and equipment
- We have added the Swing Bridge and Heritage Village Park
- We recover 57% of our departments operating expenses through program revenues
- We have experienced an increase in the use of the VMCC/Grove of 64% due to the fantastic programs and services we provide
- We have assisted the BEST Foundation in raising \$760,000 in College Scholarships for Simley HS graduates through the BEST Foundation Golf Tournament held at Inver Wood Golf Course
- And there are many more that could be pointing out

We will always continue to look at our operations to make sure we have the most up-to-date policies and procedures in place and we will also continue to evaluate our programs to make sure they respond to what is popular and that they generate the revenue we need to support our operations. If we make changes to our programs, policies, or procedures it will be because that is what is appropriate for all citizens of Inver Grove Heights and not for just those with a narrow focus or a special interest.

As we move forward our staff and the Park and Recreation Commission will need to remain supportive of our efforts and that we will both support our mission which is:

- 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

I also expect that we will all live our City Values which are:

- Ethics
- Excellence
- Engagement

Chapter 3

PARKS AND RECREATION ADVISORY COMMISSION

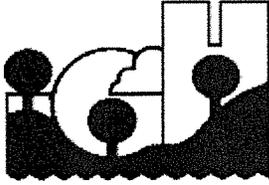
2-3-1: ESTABLISHED; COMPOSITION; TERMS:

The city parks and recreation advisory commission is hereby established with the powers and duties given it by this chapter. The parks and recreation advisory commission shall consist of nine (9) members appointed by the mayor, with the consent of the council. The membership shall be comprised of those persons currently in office. The term of office of current members shall be according to conditions under which they were originally appointed. As each term expires, the new term shall be for three (3) years. Three (3) terms expire in 2004, three (3) in 2005 and three (3) in 2006. The anniversary date of all appointments shall be June 1. (Ord. 1090, 5-24-2004; amd. 2008 Code)

2-3-2: DUTIES AND FUNCTIONS:

The duties and functions of the parks and recreation advisory commission shall be as follows:

- A. To act in an advisory capacity to the council in matters relating to a park and recreation program in the city.
- B. To prepare and recommend updates to the parks component of the comprehensive plan.
- C. To periodically examine the need for new park and open space with recommendations to be submitted to the council.
- D. To review development applications for conformance to park dedication requirements of the comprehensive plan. (Ord. 1090, 5-24-2004)



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

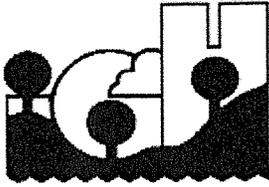
To provide insight and recommendations for planning, organizing and coordinating the activities for the Parks and Recreation programs and facilities. Important to keep abreast of development in the field of Parks and Recreation and confer with other agencies, user groups, and the public to ensure a quality,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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Future of Our Parks Report

Meeting Date: January 8, 2014
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 and Commissioners Mary Hapka 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: January 8, 2014
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.