



**Inver Grove Heights  
Park and Recreation Advisory Commission  
City Council Chambers  
REGULAR MEETING AGENDA  
Wednesday, January 12, 2022  
7:00pm**

***Televised on Town Square TV***

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – NA
4. ANNOUNCEMENTS
  - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at [www.ighmn.gov](http://www.ighmn.gov)
  - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
  - C. Follow us on Twitter at @IGHParks
  - D. Follow us on Instagram: @ighparksrec
5. Next Meeting; February 9, 2022 Regular Meeting 7:00 pm
6. 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 items will be enacted in one motion. There will be no separate discussion of these items unless a Commission member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.
  - A. Approval of Agenda
  - B. Approval of Regular Meeting Minutes of November 10, 2021
7. 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.
8. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
9. REGULAR AGENDA - Items requiring action that are new to the Commission.
  - A. Introduction of the new Parks and Recreation Director, Adam Lares.
  - B. Recommend approval of 3 year portable toilet contract with Rent N Save for park system.
  - C. Recommend acceptance of Donations and Sponsorships to the Parks and Recreation Department. (Will distribute prior to meeting)

10. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
    - A. Department Happenings
      - i. Parks Superintendent Update
      - ii. Recreation Superintendent Update
    - B. Commissioner Greg Stone has announced his resignation of his seat on the Commission.
    - C. Reminder of maximum \$5 gift policy for city employees and commission members; donation to a program is a more appropriate contribution.
  
  11. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
    - A. Commission Comments
    - B. Input from Commissioners on the Next Agenda
  
  12. 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 Adam Lares at 651-450-2587 or TDD/TTY 651-450-2501*

**THIS IS A PUBLIC MEETING**

**THIS MEETING IS TELEVISED ON TOWNSQUARE TELEVISION**

<https://www.townsquare.tv/webstreaming>

**MINUTES ARE REVIEWED/APPROVED  
BY THE COMMISSION AT THE FOLLOWING MEETING**

---

---

**City of Inver Grove Heights Minutes of the Proceedings  
Of the Park and Recreation Advisory Commission  
8150 Barbara Avenue  
Wednesday, November 10, 2021: 7:00 p.m.**

**Televised on Town Square Television**

**1. CALL TO ORDER:**

Chair Steve Cook called the November 10, 2021 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

**2. ROLL CALL:**

**Present:** Chair Steve Cook; Commissioner's: Curt Ellingboe, Willie Krech, Sandra Christensen, Elaine Prickel, and Derek Schwanz.

Interim Parks and Recreation Director Bob Bierscheid, Recreation Superintendent Julie Dorshak, and Community Development Director Heather Rand.

**Absent:** Vice Chair Niki Barker (excused); Commissioner Greg Stone (excused) and Commissioner Kari Miller (excused). Parks Superintendent Brian Swoboda (excused).

**3. PRESENTATIONS:**

There were no presentations.

**4. ANNOUNCEMENTS:**

**A. You can find information regarding the City of Inver Grove Heights by visiting our website at: [www.ighmn.gov](http://www.ighmn.gov)**

**B. Find us on Facebook at Inver Grove Heights Parks & Recreation**

**C. Follow us on Twitter at @IGH Parks**

**D. Follow us on Instagram: @ighparksrec**

**E. Next Meeting: Tentative: December 8. Regular Meeting 7:00 p.m. (may be cancelled).  
The next meeting will be taking place on January 12, 2022.**

**5. CONSENT AGENDA:**

**A. Approval of Agenda**

**B. Approval of Regular Meeting Minutes of October 13, 2021**

**Motion by Commissioner Krech, second by Commissioner Christensen, to approve the Regular Meeting Minutes of October 13, 2021.**

**Ayes: 6**

**Nays: 0      Motion carried.**

**6. PUBLIC COMMENT:**

There were no public comments.

Chair Cook encouraged the public to attend a meeting to share thoughts, impressions, what they like, and what they believe they should be doing more of.

**7. UNFINISHED BUSINESS:**

## **8. REGULAR AGENDA:**

## **9. ADMINISTRATIVE PRESENTATIONS:**

### **A. Department Happenings**

#### **i. Parks Superintendent Update**

Interim Parks and Recreation Director Bob Bierscheid gave the Parks Update due to the absence of Parks Superintendent Brian Swoboda.

Interim Director Bierscheid referenced the River Heights handout stating the partnership with the Friends of the Mississippi is moving forward. There is a Grant. Substantial changes will be noticed early spring.

Chair Cook said it was uncertain the Grant would come through. Staff has been working to get the site prepared for plantings that would come as a result of the Grant. The goal is to restore the area and plant native grasses and flowers. This process will take several years.

Interim Director Bierscheid updated the Commission on the following:

Vista Pines Park:

- Much of the concrete has been installed
  - Due to colder temperatures some will be held off until spring
- Anticipated date to open will be in the Summer. (Original date was June 1<sup>st</sup>)
- Playground equipment arrives next week
  - Parks Superintendent Swoboda has arranged for an installer
  - Installation next spring
- Tree Trust will be coming up with a tree planting plan for Vista Pines Park
  - Donating 50 trees and organizing a volunteer planting event the first Saturday in June 2022

Miscellaneous:

- Final mowing is taking place
- Leaf cleanups
- Winterizing buildings
- Dormant seeding (River Heights Park)
- Changing equipment over for winter
- Installed new Mountain Bike signs at Harmon Reserve
- Installed steel on the roofs of the shelters at the Dog Park
- Cleaned out the Community Garden
- Added another water line spigot at the Community Garden
- Preparing the rinks for flooding for ice season
- Removed tennis/volleyball nets for the winter

Land Conservation Program from Dakota County:

- Next week an application form with instructions will be sent out for sites regarding the Restoration Program.
  - Met with this group at Heritage Village Park and the Dog Park area, discussed what the group would do.
  - Would be taking on a lot of the natural areas to make sure invasive plants are removed and non-invasive plants are taken care of.
  - Would give the city a Grant to be able to do this in several parks within the city. (More information on this to come).

## ii. Recreation Superintendent Update

Recreation Superintendent Julie Dorshak gave the following update related to Recreation:

- Membership/Attendance:
  - Has been steady and positive for the months of October and early November.
- Transitioning to the new software program.
  - Unable to run membership reports at this time.
  - Still in organization mode to be able to run those reports. Will get that information to the Commission at the next meeting.
- Hockey season has started.
  - Second rink was converted from turf to ice. Now have two sheets of ice.
  - Concession stand is open. Area was very busy today.
- Fall events are wrapping up.
  - The Ghostly Gathering that took place on October 22<sup>nd</sup>, was extremely well attended with close to 400 people in attendance.
    - The National Guard and the State of Minnesota allowed this event to take place before closing the gym down for COVID Testing.
- The first Dog Party event was held at the Dog Park at Heritage Village Park.
  - Approximately 150 in attendance.
  - Costume Contests and a Kissing Booth.
- Winter Brochure.
  - Working to get the winter brochure put together. (The software update has complicated things slightly, working hard to get this completed).
  - Scheduled to be launched December 1<sup>st</sup>.
- Holiday in the Heights Program
  - Invitations were sent out to local businesses for sponsorships and partnerships on these events. Typically receive a great response from the sponsors in the community.
  - Program runs for four weeks throughout the month of December.
  - Begins with tree lighting on Thursday, December 2<sup>nd</sup>. Town Square TV will come out and tape the event. If you miss the event, you can still watch it on television or online.
  - Swim With Santa takes place on Thursday, December 2<sup>nd</sup>.
  - Holiday Lighting Contest. Sponsored by the Convention and Visitor's Bureau and the Chamber of Commerce. They help with the program and help contribute prizes.
  - Breakfast with Santa.
  - Skate with Santa.
  - New Program: Parents Shopping Night. Parents can drop off their children for a few hours while being cared for by Staff. Activities will take place with the kids in the Bright Sides Room.
- Still working on the Parks and Recreation Master Plan.

Chair Cook asked how the new system was working out. Recreation Superintendent Dorshak responded there are still challenges. A new Trainer who has more experience has been helping out. She said the company didn't realize how big of an organization this is and how complicated the different facilities are. There are three pools, two ice rinks, three community rooms, a gym. That's a lot of programs and facility scheduling. She gave an example of a small issue that took place during the conversion: There are several different

memberships: Silver Sneakers, Senior Club, Membership to the facility. Only one membership per household came over with the transition. There has been a lot of manual entry and review.

Chair Cook asked how things are going with Staff. Superintendent Dorshak responded staffing was better, they still need Life Guards, Child Care Workers, and Facility Staff. A lot of promoting and marketing has been done, they have hired quite a few. One of their biggest challenges took place again today where someone said they would not start for less than \$12.00 or \$12.50 an hour. They were making \$12.50 at their previous position. This creates an issue when the position starts at minimum wage, \$10.50 an hour. They just have to bump the budget.

Chair Cook said he was impressed with the graphics and quality of the flyer.

Community Development Director Heather Rand introduced herself stating she was also the Economic Development Authority's (EDA) Executive Director for the city. She oversees a Department of great people that include Building Inspector's, Code Enforcement Officers, City Planners, and Environmental Planners. She has also assisted with both Interim Parks and Recreation Director's Bob Biersheid and Jon Oyanagi, Superintendents Julie Dorshak and Brian Swoboda, and those at the Golf Course as they are transitioning to having a new Parks and Recreation Director within the next six weeks.

Chair Cook mentioned that Community Development Director Rand has been doing an excellent job with all she has done, including things in her own Department.

Chair Cook asked if there was anything she would like to share regarding projects or development. Community Development Director Rand responded that in the last six months they have realized with new housing plats coming forward in the northwest area, it's important to get that information in front of the Parks and Recreation Commission so input can be provided on park development options. She thanked the Commission for their work and said they are optimistic with continued housing and industrial growth in the coming year.

### **iii. 2022 Budget Presentation - December 13 Council Meeting**

Recreation Superintendent Dorshak provided the following overview:

Recreation Fund - supported by the General Fund (separate from the Community Center Budget) - Primary Functions:

- Youth and Family Programming
- Community Events
- Reserve all outdoor Athletic Fields and Shelters
- Warming House Program begins in December
- Total of 7 Staff supported by this Budget (3.0 FTE Benefitted Staff)
- Seasonal/Temporary Staff (Varies)

Commissioner Prickel requested additional information on Staffing. Superintendent Dorshak responded there are 3 FTE's that are supported and paid for. For example, her time is split between the Recreation Department and Community Center. The same applies to other Recreation Staff.

Superintendent Dorshak presented the Recreation Fund - 2022 Highlights:

- South Valley Park is going to be under construction. As a result, Staff has reduced the estimate for park shelter rentals for that facility.
- Staffing Challenges. Significant increase expected for staffing costs.
- Parks and Recreation Seasonal Brochure.
  - Additional information was requested by the City Council on printing and distributing the brochure.
  - A Petition was received from the older adult population requesting to print the brochure so that everyone in the community can get a copy.
  - Working to provide Council with that information.
  - The City Council will be making that decision.
- Working on the Parks and Recreation Master Plan.
  - Helps identify areas for growth potential and any new trends in the field.
- Fully utilizing the new software for facilities and registration. Will be a great product once fully functioning.

Recreation Fund - Revenues by Category for 2022 Proposed Budget:

- Program Fees: \$143,000
  - Up due to increased programming.
  - Return to normal programs.

Chair Cook asked if programming would be affected by South Valley Park's construction and moved to another location. Superintendent Dorshak responded yes.

Commissioner Schwanz asked how that compares to 2020. Superintendent Dorshak responded the 2020 Program Fee Budget was \$148,000.

Superintendent Dorshak continued with Revenues by Category for the 2022 Proposed Budget:

- Field Rentals: \$64,000
- Other Revenues: Up slightly to \$19,900. Donations, Sponsorships, other activities and events
- Total Revenue: \$227,800
- Traditionally have a transfer from the General Fund: \$299,300 (same amount as last year)
- Total Revenues and Transfers: 2022 Proposed: \$527,100

Recreation Fund - Expenditures by Category for 2022 Proposed:

- Personnel: \$381,500
- Professional and Technical: \$75,900. Ties to another revenue source.
  - Contract with RevSports, Heart Performing Arts. Agencies that provide staffing and instruction for some of the Summer Camps, other programs and activities. This allows to partner with them and be able to offer more programs.
  - The artwork on the flyers charge is a change recently made with costs being charged directly to Recreation and the Community Center.
- Purchased Services/Property Equipment: \$18,700
- Other Purchased Services: \$17,100. Specifically, the printing and mailing of the brochure. If that changes, this line item will go back up.
- Total expenses for 2022 Proposed: \$538,200

Recreation Fund Budget: 2022 Proposed:

- Revenues and Transfers: \$527,100
- Expenditures: \$538,200
- Difference of \$11,100

She explained that in 2020 the Recreation Fund received their full transfers from the General Fund even though program activities were diminished. This resulted in a positive fund balance growth of \$66,500 as of December 31, 2020. The recommendation is to use fund balance in 2022 to bridge the \$11,100 gap between Revenue/Transfer and Expenditure Budgets. She said the Council seemed to be fine with this concept.

Chair Cook asked if there has been any feedback on the brochure. Superintendent Dorshak responded there was nothing prior, but this fall now that things are returning to normal, quite a few people are requesting mailing out the brochure again. Costs of that need to be discussed by Council.

Commissioner Prickel asked if the Personnel line item was an increased number, raises, or both. Superintendent Dorshak responded it applies to both part time and full time Staff. There are several new Staff moving through steps as well as cost of living increases every year, at about 5%. There is an increase paid to seasonal Staff. It's costing more to get people to come work for them.

Commissioner Prickel asked if the remaining \$55,000 was carried forward. Superintendent Dorshak responded yes, there is a significant fund balance in there. She said the Finance Director shared that figure with the City Council during their meeting, but she didn't have that number with her tonight.

Superintendent Dorshak discussed:

Community Center Budget - Primary Functions:

- Guest Services/Memberships/Admissions
- Fitness Class and Fitness Center Equipment
- Childcare
- Summer Kids Rock Program
- Senior Center
- Scheduling
  - Ice and Turf
  - Aquatics Center
  - Community Rooms
  - National Guard Gym and Classrooms
- 19 benefitted Staff (13.9 FTE)
- 133 non-benefitted part time and seasonal staff (current)
- VMCC is open daily from 5:00 a.m. to 9:00 p.m. Monday through Friday, 7:00 a.m. to 7:00 p.m. Saturday/Sunday
- Ice Center Hours - Ice is rented until 10:00 p.m. in winter months.
  - Maintenance Staff is in the building until midnight with a re-opening of the building at 4:00 a.m.
  - Facility is staffed for 20 hours a day.

Community Center - 2022 Challenges:

- Transitioning out of COVID
  - Membership is at about 80% of the 2019 numbers
  - Fitness Classes



- Still have concerns regarding COVID
- Still want to social distance
- Offering a lot more Virtual Options, which are popular
- Many people have also purchased their own equipment during the Pandemic
- Due to options such as Peloton that people can get for free, classes have seen a reduction in numbers.

Chair Cook questioned if they would keep the virtual option. Superintendent Dorshak responded yes.

Superintendent Dorshak discussed:

- Aquatics.
  - Noticed a lot of growth
  - Swim Lessons are up 80%, (gross revenues)
  - Need to be careful to balance membership needs with Swimming Lessons. Hearing from members there is not as much Open Swim times.
- Fully utilizing the new software
- Staffing challenges
- Aging facility and rising utility costs

Community Center - Operating Revenues: 2022 Proposed Budget:

- Membership/Admissions: \$1,129,800
- Rentals: \$726,700
- Lessons/Tuition: \$308,500
- Contributions/Donations: \$310,500
- Kids Rock/Child Care: \$162,000
  - In 2021 there were 72 kids in the Kids Rock Program
  - In 2019 there were 115 kids in the Kids Rock Program
    - The difference is that a majority of kids would come 3-5 days per week
    - This time they only came 2-3 times per week
    - Only had 18 kids that came every day
    - Staff believes it will take time to build that number back up
- Other Revenues: \$115,300 such as concessions and vending
- Total Operating Revenues: \$2,752,800. An increase of 29%

Chair Cook asked if Other Revenues included money received from Health Plans. Superintendent Dorshak responded that figure is included in Memberships/Admissions.

Superintendent Dorshak discussed:

Community Center - Operating Expenditures: 2022 Proposed Budget:

- Personnel: \$2,302,000
- Professional/Technical: \$34,000
- Purchased Services/Property/Equipment: \$844,400 (specifically Utilities, cost to operate the facility)
- Other Purchased Services: \$131,600 (printing and postage)
- Supplies: \$178,800
- Other Expenses/Expenditures: \$49,100
- Total Operating Expenditures: \$3,539,900 (overall increase of 5.06%)

Community Center - Operating Revenues vs. Expenditures: 2022 Proposed Budget:

- Total Operating Expenditures: \$3,539,900
- Total Operating Revenues: \$2,752,800
- Transfer from the Host Community Fund: \$787,100
- Percentage of Operating Budget from the Host Community Fund (HCF): 22.2%

Chair Cook asked what the Host Community Fund was. Superintendent Dorshak responded the Host Community Fund is a Fund provided to cities that have Landfills. Inver Grove Heights and Burnsville are the two cities with those funds.

Superintendent Dorshak discussed the Community Center Operating Support and displayed a graph showing Operating Transfers In and previous averages. In 2020 and 2021 the average was fairly high. The new Operating Support level would be at \$787,100 for the 2022 Budget.

For the Community Center Performance Measures, the City Council would like to see the Community Center operate at an 80-85% cost recovery. The current proposed budget for 2022 would be at 76.8%.

Community Center - 2022 Capital Requests: Items that are in need of being replaced:

- Aquatics: \$23,000
  - Diving Board and Lifeguard Stand
- Fitness: \$40,000 (annual cost)
  - Fitness Equipment - Want to stay relevant, make sure equipment is up to date, at standards. There is several equipment past warranty. Time to replace those such as cardio and strength training equipment that is on the schedule to be replaced.
- Mechanical:
  - Pool Filters and Pumps: \$884,200
    - This company is no longer around and cannot get new parts
    - Current items are between 10-11 years old
    - Need replacing. Will take place in May 2022

She stated at the City Council meeting she had Phil Stier, the Operations and Maintenance Supervisor with her to help answer any questions the Council may have had.
  - Condensing Unit #6 (Fitness Studio): \$95,000
    - Original to the building, past its useful life.
  - ADA Door Opener: \$13,000
 

Staff frequently hears about the need for a door opener between the Grove Side/Ice Arena side. There is no automatic door there. Want to make sure the building is assessable to all people. Important to have this installed early next year.
- VMCC - Other:
  - Carpeting/Paint/Lights Community Rooms: \$105,000
    - Necessary. The rooms are dark, old, and looking worn. Believes it would be beneficial to update.
  - Racquetball Space Remodel: \$150,000
    - Would like to put a Sport Court in the space, basketball hoop, closet; make it more functional for a variety of different activities.
- Total Capital Requests: \$1,310,200

Chair Cook asked if they sell the equipment. Superintendent Dorshak responded it is sold back to the Vendor they purchased from through a buyback program.

Superintendent Dorshak discussed the Community Center Capital Requests 2023-2026. These are upcoming expenditures the facility is likely needing to update:

- Aquatics: \$254,750
  - Dive board (tall 3-meter board), pool features (log roller), seating
- Arena: \$654,600
  - LED Lighting
  - New matting on the floors
- Custodial Equipment: \$115,000
  - Scissors Lift
- Fitness: \$282,000
  - Could use a refresh, new flooring, new paint, annual equipment needs
- Mechanical: \$1,187,600
  - Majority of the mechanical equipment is 20 years old, if not more. Original to the building. For example:
    - Boiler
    - Dehumidifier
    - HVAC Units
    - Roof top Units
    - Arena Roof
    - Rink Compressors
- VMCC - Other: \$1,649,600
  - Benches
  - Would like the facility to have card access for more security.
  - Lockers. Those in the Aquatics and Fitness area are wood. Beginning to show age/wear. Need replacing.
- Total Capital Requests over the next 5 years: \$4,430,950

Community Center - Capital Transfers from the Host Community Fund:

- Over 8 years the facility only cost in terms of Capital Expenditures, \$375,000

Commissioner Prickel asked when the City Council votes on the Budget. Superintendent Dorshak responded December 13<sup>th</sup>.

#### **iv. Parks and Recreation Director Position Update**

Interim Parks and Recreation Director Bob Bierscheid stated he met with the City Administrator this afternoon. He was told the person for the position of Parks and Recreation Director has been given an offer and has accepted. That information may be announced on Friday. The anticipated starting date would be the first week in January.

Chair Cook mentioned that Interim Parks and Recreation Director Bierscheid is finishing up with the city this week. Friday is his last day. He thanked the Interim Director for coming out of retirement on June 1<sup>st</sup>. The Commission has really appreciated him being here. He said the Interim Director has been with them throughout the process, filled other aspects of the position, and helped move the Commission forward so they are ready when the new Director comes. He said it has been very important to have him and the previous Interim Director Oyanagi help prepare them.

Interim Director Bierscheid said next week the former Interim Jon Onayagi and himself will be doing a presentation for the Minnesota Recreation of Parks Association. He said Mr. Oyanagi asked that he give his greetings to this Commission and said that he wasn't happy that he had to leave when he did, but really enjoyed his time here.

Chair Cook said his intention is to invite Bob Bierscheid, Jon Oyanagi, and Eric Carlson to the Dedication of the new park, Vista Pines, when that takes place because all had a part in that park. He said it would be great to see all together and catch up.

Chair Cook presented Interim Director Bierscheid with an inscribed paperweight as a thank you for the time he has been with the city, how much the Commission has appreciated having him, and as a remembrance of his time with the city. Interim Director Bierscheid thanked the Commission.

### **B. Review 2021 PRAC Work Plan Progress**

Interim Director Bierscheid said he has been unable to do this item for the Commission.

### **C. Interim Director Bierscheid Update and Items for Future Consideration**

Interim Director Bierscheid shared the following thoughts and observations he had regarding the Inver Grove Heights Parks and Recreation Department. It's information for the Commission and Staff to use for discussion.

- Thoughts:
  - Observations. Having been here since June 1<sup>st</sup>. Watching people use the facilities. Working with Staff and the Commission.
  - Past Practices. His over 50 years of experience in this field.
  - Best Practices. Things the profession has brought forward.
- Some are directly for the PRAC (Park and Recreation Advisory Commission).
- Some is for Staff, but things the Commission can help with and promote.
- Some will be quick.
- Some will be longer term.
- Some are cheap.
- Some are costly.
- All of this is for the people of Inver Grove Heights.

He said the engagement process, which Recreation Superintendent Julie Dorshak has led in working with HkGi, has been exceptional. This includes reaching out to people, reaching out through the internet, and at events.

- Concepts: There is a need for:
  - Mission
  - Vision
  - Organizational Chart

The above three the city has. Whether that changes or not is up to the city.

- Gap Analysis/Needs Assessment:

The report was received about a year ago. He encouraged the Commission to look at this constantly, even after the plan is developed. Any kind of gap that will come through doesn't go away just because there is a plan.

- City Wide Development of Parks, Trails, and Open Space (Needs Updates):

There has been one, but it hasn't been updated. With the northwest area it has been project by project. They need to look at the whole city again and plot out parks all over. This will help with

planning. He said as the city ages, it's going to turn over. He has worked in two other communities where this has happened, commercial areas changed to residential, or vice versa.

- Strategic Plan:

Encouraged them to make sure it's an actual Strategic Plan.

- Needs Objectives. Need to be specific, what is it, what are you trying to do, when, how much, who is going to lead it, and are you going to take the time to evaluate it.
- Timeline
- Measurable
- Task Leader
- Evaluation

- Community Inventory of Facilities, Programs, and Services:

Need to have an inventory of the whole community and area. Private sources.

- City's
- Community's:
  - Schools
  - Community Organizations
  - CorporationsWhen discussing the competition with some of the fitness activities, he recommends not duplicating some of those services. Have a good inventory of what kind of things others are offering, then you can offer a different type to meet another part of the community's needs.
- Other Government Agencies such as the County
- Demographics:

Encourages the Park and Recreation Commission to take a look at this. Communities are changing.
- Partnerships:
  - Schools
  - Community Organizations
  - Corporations
  - Other Government Agencies
- Facilitations

- Concepts:

- Level of Service:

- Standards
- Benchmarks

What are the types of standards wanted. For example: In park maintenance, how often to mow and how often they would do other types of services. Evaluate, see the result, change it or not. With Parks, he said the city has one of the best Parks Superintendents he has seen. He said Parks Superintendent Swoboda is very committed and smart.

He suggested thinking about succession planning. They need to be able to have something in place so when other people come in and take over, the continuity is there. They don't have to start over again.

- Policy Manual

There are policies, but they are all over. His recommendation to the new Director coming in, is that is not organized, but there should be a policy manual. People need to be trained in policies so they know what to do. So, they are not having to deal with it from a safety standpoint after, or a public issue standpoint later.

- Policy should be approved

- Approving Authority. Set this and question if the Park and Recreation Commission could do some policies, or the City Administrator and City Council. A decision needs to be made.
- Dated
- Annual Review
- Other Issues:
  - Asset Management
 

An Asset Management Program realizes every physical thing has a life span. There is a process to plan out. He said the city needs to start setting aside money to go into the plan.

    - Inventories
    - Replacement Schedules
    - Appreciation Fund
  - Operational Plans (Easy to access, reviewed annually)
    - Each Plan should contain:
      - Dated Timeline
      - Plan Manager
      - Evaluation

Interim Director Bierscheid referenced a handout listing Plans, and said those were the types of plans he would encourage be developed. Evaluation is very important and holds people to a standard. For example:

- Risk Management. Can crush a departments operation if something from a safety standpoint takes place and isn't planned for.

The need for a Policy Manual was previously mentioned. He showed a two-page handout listing the types of samples they could use for Parks and Recreation Policies. For example:

- Cost Recovery Program. This is something the city should set in Best Practice. An official policy of what they should try to do. From his point of view, the whole purpose of having City Government is to serve the people of the community.

- Sponsorships

- Other Ideas to Consider:

- Natural Area Restorations - Dakota County (In progress)
- Inver Grove Heights Parks and Recreation Foundation

Creating a Foundation.

- In the City of Roseville there has been a Foundation since the mid 1960's. The lady that owned Har Mar Mall became President of the Foundation. For many years a Fundraiser was held in Har Mar Mall that brought in a lot of money. At first the Foundation would bring in \$100,000 a year, then it dropped down to \$20,000 to \$25,000. When he worked there, he received a letter addressed to the Foundation. Included in that letter was a donation for \$450,000 from a lady that lived in St. Paul, moved to Roseville where she walked her dog in a park, and saw a sign for the Foundation.
- Five years later while creating an Arboretum, a lady's caretaker would watch the construction of the Arboretum and the planting of trees and flowers. That lady donated \$500,000.

Could have a Foundation even if they don't have go out and do Fundraising efforts. Some people won't give their money to the Government, but they would for a Foundation.

- Adopt A Park/Park Friends (Need to more actively promote)
  - Has not noticed this designated in parks.

- Unsure of how many there are.  
Areas he has worked at have been successful with neighborhoods, organizations, and companies, to help in the park, observe in the park.
- Youth on the Commission
  - Have youth on the Commission giving advice or create a special small Youth Commission.
- Volunteer Park Agents/Host
  - City of Roseville does this. People that volunteer use bicycles and golf carts, go out to parks, welcome people, answer questions, report when something happens.
- Mobile Recreation/POP Ups
  - Have a van or wagon go around to where people are. The pop up was popsicles. They would interact, do some activities, teach a new sport.
- Forestry Unit
  - Maintenance needs extra help in Forestry.
- Tree City USA
  - Encouraged the Commission to apply to be a Tree City USA.
- Horseshoe Pits. Has not noticed any in the city.
- Bocce Ball Courts. This is not just for seniors, kids play too.
- Triangleball
- Rink Bandy
  - Bandy is field hockey on ice skates. The entire program takes place on an ice sheet the size of a soccer field. The goalie uses their hands with the goal being twice the size of a hockey goal. 11 players on each team. Can also be done on hockey rinks.
- AARP/MN Bicycle Alliance Bike Program
  - If the community applies, this gets seniors active.
- Facility Inspection Checklist for Parks and Recreation
- Sponsorships  
When he worked in St. Paul, they had a Sponsorship with Toyota. The city received over \$250,000 a year in cash and 8 automobiles were given to the city to use over that period of time.
- Succession Planning
- CAPRA (Commission for Accreditation of Parks and Recreation Agencies). This is done through the National Recreation of Parks Association. It's a formalized program with an expense if belonging to it. There are 155 Best Practice Standards. The Agency does a self-assessment. A team is sent out to audit, to prove things were done.  
He said former Parks and Recreation Director Eric Carlson has actually started some of that planning. He encouraged taking the self-assessment and go through the 150 standards to compare how the city is doing.

He stated that Parks and Recreation is not a nice thing, it's an essential thing. It gets people active, engaged, physical health, mental health, social interaction. Those come if having a good Parks and Recreation Department. Just like Police and Fire, this provides an essential service.

Interim Parks and Recreation Biersheid took time to say thank you. He said none of this could have been done without the help of the Parks and Recreation Staff, Brian Swoboda and Julie Dorshak. He said they have taken over the role of Director for a lot of things, they worked hard. He said he

kept reminding them that they are providing great recreational services, but they need recreation themselves.

He thanked all of the Parks and Recreation Staff, Golf, Parks, Recreation, and the VMCC.

He thanked Heather Rand, the Community Development Director. She was the Acting Administrator when he came in. She has been really helpful in guiding him and answering questions. She has worked very closely and helped the Department.

He thanked the new City Administrator Kris Wilson. He said he had a meeting with her today. She told him that she is committed to Parks and Recreation, it is one of the important areas in the city.

He thanked the City Clerk, Rebecca Kiernan. He said he often went to her asking how to do something or asking what needed to be done.

He thanked the City Planner Allan Hunting and the Associate Planner Heather Botten, City Engineer Tom Kaldunski, and Finance Director Amy Hove.

He thanked the City Council. They have listened and asked questions during his interactions with them.

He thanked the Parks and Recreation Advisory Commission. He mentioned that the things they have done, such as going on tours and the questions asked, he appreciated what they have done for hi, and what they are doing for the community. He said it makes a difference.

Commissioner Krech thanked the Interim Director for all of the information provided. He said in the 30 years he has been here, a lot of what was discussed or suggested has been thought about.

Interim Director Bierscheid mentioned that he often tells Staff that he works with that all of the training that people in the profession go through is extremely important. The best course they need to have is Basic Math. You have to be able to count to three. If you can't count to three, it doesn't happen. He said that means there are five City Council Members, it takes three to pass a vote. Interacting and back and forth is important.

## **10. COMMISSION COMMENTS:**

### **A. Commission Comments**

Chair Cook stated at this point they are not planning to have a December meeting unless something comes up. By then they should have a new Parks and Recreation Director on board and would set the Agenda up prior to the January meeting.

Commissioner Ellingboe thanked Interim Director Bierscheid for his work.

Commissioner Krech thanked Interim Director Bierscheid for his work. He appreciated the information given. He said one of the things they have struggled with is getting the City Council to agree on some of the things that were suggested. He said it was important to meet with the City Council. He suggested Staff look into some of the things mentioned. He agreed with the importance of setting money aside for projects and maintenance. He said he was unsure how to get people involved in some things, for example the Dog Park. He wished everyone a Happy Thanksgiving.

Commissioner Prickel thanked Interim Director Bierscheid for his work. She said they feel fortunate for having him here. She thanked Recreation Superintendent Dorshak because she knows that she has had a lot on her plate.



Commissioner Christensen thanked Interim Director Bierscheid and said he has given the Commission a lot to think about. She was hopeful they can do some of the items mentioned. She wished him good luck.

Commissioner Schwanz thanked the Interim Director and appreciated the wisdom he has brought. He said he appreciates everything he has done for the Commission. He wished him the best of luck.

He said looking back on the year, this is the last meeting. He thanked Staff and Superintendents Dorshak and Swoboda.

Chair Cook thanked Interim Director Bierscheid, Superintendents Dorshak and Swoboda and Community Development Director Rand. He said this has been a team effort. Staff has stepped up and taken on additional responsibilities, that is how they kept going. He said the City Council approved Interim's so they could have somebody fill in for the position. He mentioned that the Commission wants to continue to do their work as well as they can and be responsive to Staff and the Community.

## **B. Input from Commissioners on the Next Agenda**

Chair Cook suggested that any questions or ideas for the Agenda be sent to him, Superintendent Julie Dorshak or Superintendent Brian Swoboda.

### **11. ADJOURN:**

**Motion by Commissioner Ellingboe, second by Commissioner Prickel, to adjourn the meeting at 8:28 p.m.**

**Ayes: 6**

**Nays: 0**

Minutes prepared by Recording Clerk Sheri Yourczek



**Request for Parks and Recreation  
Advisory Commission Action**

**TITLE: Approve Portable Toilet Contract**

		<b>Fiscal/FTE Impact</b>	<b>Mark all that apply</b>
Meeting Date:	January 12, 2022	None	
Item Type:	Consent Agenda	Amount included in current budget	x
Contact:	Adam Lares- 651-450-2587	Budget amendment requested	
Prepared by:	Brian Swoboda- 651-450-2582	FTE included in current complement	
Reviewed by:	Adam Lares-Parks & Recreation Director	New FTE requested - N/A	
		Other	

**PURPOSE/ACTION REQUESTED**

Approve a 3-year contract with Rent N' Save (Nature Calls) for portable toilets throughout our Park System. The contract timeline is April 1, 2022 - March 31, 2025. This expense is included in the annual Parks Department Operation Budget.

**SUMMARY**

Portable toilet quote requests were received from three vendors for provision/servicing of facilities for a three-year contract. Request included quotes for Regular, Handicap, Service one time per week, Service two time per week, Special Events, and Damage Waiver. The low quote was received from Rent N' Save for a monthly rate of \$70.00 for Regular Unit with 1 time/week cleaning and \$165.00 for Handicap Unit with a one time/week cleaning. All quotes also contain Damage Waiver protection cost, to prevent the City from any liability for damage or destroyed units including vandalism and arson. The bid tabulation is below.

<b>Description of Service</b>	<b>Rent N' Save</b>	<b>Biffs</b>	<b>On Site Sanitation</b>
Regular Unit Cleaned Weekly	\$70.00/Month	\$96.00/Month	\$105.00/Month
Handicap Unit Cleaned Weekly	\$165.00/Month	\$200.00/Month	\$200.00/Month
Regular Unit Special Event	\$62.00/Event	\$85.00/Event	\$105.00/Event
Handicap Unit Special Event	\$130.00/Event	\$180.00/Event	\$200.00/Event
Damage Waiver	Included	Included	Regular Unit- \$350.00 Handicap Unit- \$850.00

**STAFF RECOMMENDATION - Approve Contract with Rent N' Save**