



**Inver Grove Heights
Park and Recreation Advisory Commission
City Council Chambers
REGULAR MEETING AGENDA
Wednesday, October 13, 2021
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
 - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
 - C. Follow us on Twitter at @IGHParks
 - D. Follow us on Instagram: @ighparksrec
 - E. Next Meeting; November 10, Regular Meeting 7:00 pm
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 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 September 8, 2021
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. Presentation by HKGI on 3 Park Areas Study
9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Peltier Reserve, Highlands at Settler's Ridge and Riley Studies Review and Discussion
 - B. Northwest Area Park Updates
 - i. Commission Site Visits
 - ii. Vista Pines Park Update
 - C. South Valley Park Update
 - D. Heritage Village Park Update

- E. Department Happenings
 - i. Park Maintenance Update
 - ii. Recreation Programs Update
 - 1. Parks and Recreation Master Plan
 - 2. Budget Process Update
 - iii. Parks and Recreation Director Position Update
 - F. Discussion regarding proposed meeting with City Council in the Fall
10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
- A. Commission Comments
 - B. Input from Commissioners on the Next Agenda
11. ADJOURN
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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 Bob Bierscheid 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, September 8, 2021: 7:00 p.m.**

Televised on Town Square Television

1. CALL TO ORDER:

Chair Steve Cook called the September 8, 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, Sandra Christensen, Elaine Prickel Derek Schwanz, and Kari Miller.

Interim Parks and Recreation Director Bob Bierscheid, City Administrator Kris Wilson, Parks Superintendent Brian Swoboda, and Recreation Superintendent Julie Dorshak.

Absent: Vice Chair Niki Barker (excused), Commissioner's: Willie Krech (excused), and Greg Stone.

3. PRESENTATIONS:

Chair Cook welcomed the new City Administrator, Kristine Wilson, who is in attendance this evening and comes from the City of Bloomington.

Kris Wilson introduced herself as the new City Administrator stating today is Day 5 for her with the city. She is getting to know Staff and the Council and is excited to be here. She has 16 years of experience working for cities in Minnesota and has spent the last 5 ½ with the City of Bloomington as their Assistant City Manager and Director of Human Resources. Prior to that she was the Assistant City Administrator for the City of Shakopee for 10 ½ years. Shakopee was a growing city that had a lot of park development going on during the time she was there. She said she is excited to be here and getting to the know the geography of the area. She was present at last night's City Council meeting to hear Interim Parks and Recreation Director Bob Bierscheid's presentation which was very helpful. She looks forward to having the chance to work with the Commission.

She stated later in the Agenda there will be an update about the hiring of a new Parks and Recreation Director, that will be one of her key priorities during her first few months on the job. There are two open Department Head positions, getting those filled and getting the budget ready for 2022 will be major priorities in the first couple of months as well as getting to know people in the community. She thanked the Commission for their service in their volunteer roles.

4. ANNOUNCEMENTS:

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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: Wednesday, October 13, 2021. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda

B. Approval of Regular Meeting Minutes of August 11, 2021

Interim Parks and Recreation Director Bob Bierscheid stated two additional Agenda Items will be added to tonight's Agenda.

Chair Cook noted: Item 8. Regular Agenda, will now include the following two items:

Item B. Park Dedication to Carriage Heights

Item C. Discussion about a recommendation to City Council about a sign proposed for Heritage Village Park

Motion by Commissioner Miller, second by Commissioner Christensen, to approve the Consent Agenda as presented with the additions as described.

Ayes: 6

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

Beth Hoepfner, 6511 Arctic Way, and Benjamin Stone, 1378 66th Street West, Settler's Ridge Development. Ms. Hoepfner stated the need for parks in the northwest quadrant. They both live in the Settler's Ridge neighborhood where there are no walkable parks from their area. There are a lot of kids in the neighborhood with 575 residents and likely over 150 kids. Parks that are in their quadrant are not accessible from the northwest quadrant. She emphasized that there is a huge need and people are anxiously waiting.

She stated they believe there is an option for a stunning park near their neighborhood which came about because of the At Home Apartment that is being proposed for their area. The development consists of 57 acres north of 70th Street and west of Highway 3, abutting their neighborhood. The proposal from At Home Apartments would house up to 1,300 residents and donates back 4 acres of the land to the city for a park. According to the Comprehensive Plan it is supposed to be 10 acres per 1,000 residents, this is shy of that amount.

Mr. Stone displayed an arial diagram of the proposed development and indicated the 4.06-acre area denoted for park. He said they couldn't pick a worse 4 acres in the whole development. It is located where the old farm dump was. There is a lot of trash. A retaining wall would have to be built due to the steep topography. It is the steepest grade in the entire development with grades ranging from 12% to 24%. According to City Code anything over a 12% grade is not suitable for park development. He said there used to be a pond in the area that still collects water and is submerged in trees. From the outside it may look nice, but is a disaster in a lot of ways.

Ms. Hoepfner stated At Home Apartments did a partial tree survey picking three spots in the entire 57 acres to survey trees. Mr. Stone stated it could be strategic sampling but the bulk of trees were missed. They are the first developer to not do a full inventory. All 7 Developers in the northwest area have done a full survey. Ms. Hoepfner said within those three sampling areas 5 or 6 heritage trees were identified having a 27-inch diameter or greater. She said Ben Stone has gone out and measured all of the trees in this area and identified 50 heritage sized trees with only 5 falling in the area identified by the developer. She said there is a formula for calculating the age of trees and of those 50 trees many are 100-200 years old, a lot of them at 200 years have a 45-48-inch diameter. That area is the highest point in the northwest quadrant of the city. Due to there being many old

large trees there and because it is on the highest point with great views, it seemed to be a better spot for a park and gets them closer to the required 10 acres. She said they understand a developer can donate cash if short on acres, and know if needing to remove more than the limit of 40% of trees, they can do reforestation.

Chair Cook mentioned they do not need to accept land that a developer says they would donate if it is deemed not appropriate for what the Commission believes park development would be.

Interim Director Bierscheid stated Staff has entered into an agreement with consultant HKGi, who would be looking at that whole area. He said Staff agrees the spot the Developer originally came forward with didn't feel like it was an appropriate park site. The consultant would go through a process with this area. There is city owned land in the area that could be feasible for a larger park. If that ends up being the case, then the developer would give cash in lieu of land for the whole development to help develop the park.

Mr. Stone asked Interim Director Bierscheid if he was talking about the Cole property. Interim Director Bierscheid responded no; it is located in Settler's Ridge. The consultant would be looking at the following three locations:

1. Peltier Reserve. City Council has authorized. There is land in this area designated for park, has some topography issues.
2. The At Home Apartments proposed development.
3. The Riley property.

He said part of the reason they are looking at them together is to make sure there are trail connections. They would make sure they were accessible, look at topography, and look at trees. He said they hope to come back in October and look at options. At that point the Commission would open it up for neighborhood input.

Mr. Stone commented it was amazing to hear that Staff agrees the land is not ideal. He said their immediate concern is that At Home has already submitted an Application to the Planning Commission. If that is the case, At Home would clear cut all of the trees within the next two months. Interim Director Bierscheid responded that would be something they would need to go to the Planning Commission with.

Mr. Stone asked if there was a change in the initial plat application. Interim Director Bierscheid responded only as it relates to parks comes here. The Planning Commission handles the overall development and those types of questions. Then the City Council has to approve it. He stated it goes before the Planning Commission for the development itself, comes before the Parks and Recreation Commission as it relates to parks, trails, and open space.

Mr. Stone stated if providing the Planning Commission this same information, they may not appreciate the value of the trees as much as the Parks Commission would. He said he sees the benefit in making sure this Commission is aware of everything and applying pressure from all sides in letting them know about those trees. He said he has gone all over the northwest area and as far as he can tell there is nothing like these trees. Cutting them down would not be preserving the key natural features of the city.

Chair Cook stated that was something the Planning Commission should hear. There will be opportunity to come back to this Commission as things progress.

Ms. Hoepfner asked for further explanation on timing if the Developer goes to the Planning Commission and is now tweaking and finalizing the plan. She asked when the Park Commission weighs in during the process. She said if the park is moved, they would have to start their plan all over again. She questioned the sequence once they go to the Planning Commission. She asked if this Park Commission would then look at it. Interim Director Bierscheid responded the park portion goal from the Consulting Firm is to be before this Commission by mid-October. The firm would present options, not firming up plans. They would likely talk about the trees. With the development and where units are placed, that is the Planning Commission.

Mr. Stone asked what would happen if the Parks Commission went back to the developer and told them the area, they are denoting for park will not work. Interim Director Bierscheid responded the developer has been told this study is being conducted.

Chair Cook asked where Commission Members walked when they visited the site. Parks Superintendent Brian Swoboda responded this is the area north of 70th Street. Chair Cook stated it was not a good choice for a park.

Mr. Stone appreciated this Commission and felt like they were being heard. He said a lot of time has been put into collecting this information. Ms. Hoepfner commented there is a way to do it to make everyone happy. They are not saying they don't want the development. She felt there was a smarter way to work the park into the plan which could be a great centerpiece for the At Home development.

Mr. Stone asked if there was a way to send their information and presentation to the Parks Commission. Interim Director Bierscheid suggested he send the information to him and he would make sure the Commission receives a copy. He would also make sure Planning gets the information.

Chair Cook recommended they go to the Planning Commission with their concerns.

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

Recommendations to City Council:

A. Increase in Park Dedication Cash Payments for R1 and R2 Properties

Interim Parks and Recreation Director Bob Bierscheid discussed the requirements and Ordinance for Park Dedication stating the purpose is to make sure there is good park space for the community. In some cases where the space doesn't work for a park for various reasons, the city has the option to require cash in lieu of.

Basis for Park Dedication:

- Dedications are a means of providing park facilities in newly developed areas of a jurisdiction without burdening existing city residents.
- Conceptualized as a type of user fee because the intent is that the landowner, developer, or new homeowners who are responsible for creating the demand for new park facilities, should pay for the cost of new parks.
- The philosophy being that new development generates a need for additional park amenities.

- The people responsible for creating that need should bear the cost of providing new amenities.
- Neighborhood and community parks are intended to serve those people in the areas proximate to them.
 - This item matches up with the State Statute.
 - That Statute has been tested all the way up to the Supreme Court twice.
 - As a result of that, the Supreme Court has upheld the use of the Park Dedication Ordinance. It must serve the people there, that is what it is intended for.
 - Cannot use this just to get money. Has to pertain to the area it serves.

For example, if there is a development the park/land is to serve that area. If it is in lieu of, the money is to serve that area. In smaller communities if having a community park/larger park going in, that can reach out to others in the area. If building a neighborhood park, you can't take money from one side and put it over to the other side. It has to pertain to that park.

- Park Dedication comes in two forms:
 - Land and Cash in Lieu of

When land is going to be transferred from one use to another this requirement would kick in. A study was done pertaining to Residential R-1 and R-2 properties. It says Inver Grove Heights is toward the bottom with the \$2,850 amount. In Dakota County two of the largest cities have very low amounts because they are developed. After looking at comparisons the future and needs were discussed with Community Development.

Comparing the following values:

- Neighborhood Park, Open Spaces, and Trails
- Community Development Rates
 - There are other fees besides Parks and Recreation Dedication
 - There is a balance. Want to keep development coming to keep the community healthy
- Need for Park Development Revenues
 - In Inver Grove Heights the number of single-family residential development areas (including many without nearby accessible parks) is increasing
 - The costs of developing park spaces within these developments are increasing
 - Inver Grove Heights clearly needs additional community development resources
 - The Park Dedication Ordinance was last revised in 2014

Recommendation:

- The last change in rates was in 2014
- Based on data from other communities the current demand for housing in Inver Grove Heights would not be deterred by an increase
- Based on these reviews it is recommended to raise the R1 and R2 Park Dedication Cash fees from \$2850 to \$3850 per lot

Chair Cook asked why a \$1,000 increase. He asked how that works for the city going forward. He questioned if this would need to be revised again in 5 years. Interim Director Bierscheid responded Staff arrived at this by studying what the community has had, how much it has spent, and looking at how it compares to other communities and what they have done. He responded about whether that would be enough stating they are unsure. It would significantly help based on what is projected as future residential development comes in. He stated he had mentioned to Community Development Director Heather Rand to have a very detailed study about projected needs. In his opinion, the city shouldn't wait. The developments are coming soon. This would not apply to those already in process. This will be reviewed and may come back in future years for

further adjustment. Some communities have adjusted the other way. The money cannot be used to do park improvements, it must be used to service parks of new people that come in.

Commissioner Prickel asked if there was more development planned here compared to Rosemount, Eagan, or other Dakota County cities. Interim Director Bierscheid was unsure.

Commissioner Prickel asked how much of a decision factor Park Dedication is. She asked if it drives decisions. She commented that maybe they should be more aggressive near term if there are developments coming near term. Adjusting two years from now may be too late compared to now when the city is attractive to Developers. She asked if this was a big-ticket item for developers. Interim Director Bierscheid responded it wasn't a big-ticket item, it is a significance and a factor. He stated her questions were excellent, but would take more time to determine. He said adding this on will not inhibit, it will gain in the near term.

Chair Cook stated in regards to one of Commissioner Prickel's questions, they could think of how much development area is potentially left in Inver Grove Heights compared with other cities. That may be a factor and may need additional consideration in terms of how long the city would be developing and collecting here. Interim Director Bierscheid stated if the Commission felt strongly enough about that, this recommendation can be held off. Part of the reason he is doing this is was if he was going to be staying here, they would have the time to do this, but that's not going to happen. It will take awhile for someone else to come in. He said that doesn't mean that it can't be changed in a year. The idea was if this could be captured now because there is a need. If looking at funding balances to build the parks coming up, they are low.

Commissioner Prickel asked if these fees are meant to cover the land purchase. She agreed that it clearly doesn't come close to being able to fund. Interim Director Bierscheid responded the purpose of it is to get land. Land is either too small or to be combined with another area. If it is determined, for example, that two acres of land in one area really doesn't make sense, when another area develops within blocks, they could have a 10-12-acre park, they can take the money from the side that didn't work, to the side that did work and apply it there because it would serve those people. He said this community has a special challenge with topography. If able to get some of that extra money to help with extra grading or something else, that would be helpful.

Commissioner Ellingboe asked for more information about when this would take effect in terms of developments already in process. Interim Director Bierscheid responded this Commission's recommendation would go to the City Council. The City Council will make a decision. If the Ordinance is passed, the increase would apply to anything that is applied for after that point. It doesn't apply to something in place there now because of when they made application.

Commissioner Ellingboe asked how much of the northwest quadrant is included in the three developments that were studied. Interim Director Bierscheid responded he was unsure of the answer at this time, but can get him that information. Parks Superintendent Swoboda responded from Amana north to Upper 55th, divided by Argenta Trail, Robert Street, and the Eagan border. That area was divided into four quadrants with a goal to put a park in each quadrant. With Vista Pines Park, one is being developed in the southwest quadrant of the northwest.

Commissioner Ellingboe stated he felt a recommendation of any change in the Dedication fee would not apply to any of the parks that would be installed in the next 1.5 years. They would come in on the wrong side. Chair Cook responded unless there are new developments applied for

within those areas. Interim Director Bierscheid stated what could happen is that it may not apply to those developers coming in now. If there is other development in the area, because they serve the same area, it could apply to those parks. He said if this isn't moved forward now, it keeps pushing the timeline out so they would lose any development that comes in.

Chair Cook stated this would be a stop gap increase that would potentially be looked at again as the city moves forward.

Commissioner Schwanz stated with those numbers, about 1,000 residents is 250 homes. They are looking at the difference between three quarters of a million dollars versus one million dollars for a park. That is the type of impact this increase would have.

Motion by Commissioner Schwanz, second by Commissioner Christensen, to recommend to the City Council an increased adjustment of the Park Dedication fee by \$1,000 per lot for R1 and R2 Properties.

Ayes: 6

Nays: 0 Motion carried.

B. Park Dedication to Carriage Heights

Interim Director Bierscheid stated this is a Park Dedication recommendation for cash payment for Carriage Heights in the amount of \$2,850 due to one lot being created.

Motion by Commissioner Schwanz, second by Commissioner Ellingboe, to recommend Park Dedication cash payment in the amount of \$2,850 for Carriage Heights.

Ayes: 6

Nays: 0 Motion carried

C. Discussion about a recommendation to City Council about a sign proposed for Heritage Village Park

Interim Director Bierscheid stated the city has been approached by a person who would like to donate a sign to the City of Inver Grove Heights for Heritage Village Park. The requirement in the State of Minnesota requires that anything donated to a Governmental Agency must be approved by that Commission and the City Council. Because this would be in the park, they are asking the Park and Recreation Advisory Commission for their recommendation to go to the City Council for acceptance. The sign thanks people for their service during Covid.

Parks Superintendent Swoboda stated the sign would be located north of 65th on Doffing, across from the Marina.

Interim Director Bierscheid stated there was a donation by a company for the sign to go in. There is no recognition from the donator. He recommends the Commission request the City Council to ask Staff to make sure to look at the policy for this type of sign. If signs are done, they have to follow the Amendment of Freedom of Speech. They have to be careful.

Chair Cook stated his concern is that the sign is already done. It didn't come through process in terms of approval. It is very admirable. He doesn't question who is being recognized. He said it sets a precedent in some ways. If this sign is there, there may be other potential groups that would have the right to say something different should be recognized, or an achievement. Then the park

could potentially be full of signs recognizing different things. If approving this, the recommendation would be to suggest the City Council go ahead, but with the understanding that the Commission is in a spot because the sign is finished and worthy in terms of the thoughts expressed, but concerned about the lack of process to get to this point, and to look at what type of precedence this sets for the future.

Commissioner Ellingboe stated there was nothing on the sign that indicates Inver Grove Heights. He said there is nothing urgent, there is no need to do anything now. It could be repurposed anywhere else that would be happy to place it in a prominent area.

Commissioner Prickel asked who requested placing it at that park. Interim Director Bierscheid responded an individual donated the sign. Because it would go on city property, the request was to put it in that park. That is why the city must approve the donation. It can be moved or changed. There is nothing that says by giving permission to accept the sign, it is there permanently. It doesn't mean it can't be moved or combined with something else. The city can choose to accept or not accept it.

Commissioner Prickel stated the concern was that this could set a precedent. Chair Cook stated they are in a tough spot. Interim Director Bierscheid stated a review of a city-wide policy could help with this. Meaning anything in the future would have to meet that policy.

Motion by Commissioner Ellingboe to table the recommendation to accept.

Commissioner Schwanz asked if tabling has this sit indefinitely without further discussion. He requested clarification. Commissioner Ellingboe responded a Commissioner can bring it up again at the same or another meeting.

Commissioner Prickel asked what the purpose for tabling was. If it was because there wasn't enough information or if it would give the chance to think about a policy. She believed the sign is fine but was concerned this would encourage people to make the sign first to have greater probability of getting it accepted because Commissioner's would feel like they have already gone through the work to make it. She questioned when they would draw the line and say something was inappropriate. She is in favor of tabling if part of the tabling would be for more information about the policy. She asked if the person donating followed policy. She questioned if there was anything established in the policy that says it needs to be reviewed first.

Commissioner Ellingboe said he didn't like the idea of spending time putting together a policy to try to protect against anything the Commission deems objectionable. Trying to define that would be difficult. Commissioner Prickel responded she was not suggesting they do anything like that, but discussing process in terms of order.

Chair Cook asked if there wasn't a policy in place around this. Parks Superintendent Swoboda responded there is a policy that was done in 2010. It may be outdated and was along the lines of a small park bench or donating a tree.

Chair Cook asked if the policy stated it had to be approved by the City Council. Superintendent Swoboda was unsure, he has not looked at the policy recently.

Interim Director Bierscheid stated the approval process is State Statute. The City Council must accept anything donated. It doesn't matter how big or small.

Commissioner Prickel stated that would say it is fine this was already created. They didn't violate anything; they want to donate something and the Commission either has to approve or not approve. She said it was a different situation.

Interim Director Bierscheid stated because there wasn't a name it can become the sign of the city. It is different than if it was a group that came in. He said redefining the policy would help a lot. He said Commissioner Prickel was correct that protocols were not broken.

Commissioner Schwanz stated he would second this if there was some resolution, or to table it for a certain length of time. He did not like the idea of leaving it sit. He felt they should deal with it now.

Chair Cook stated this is difficult because it was such an admirable sign in terms of what those individuals contributed. He said there is a process and precedent to consider.

Recreation Superintendent Julie Dorshak stated she just had a brief discussion with the City Administrator and suggested one thing the Commission could do in terms of their recommendation would be to accept the sign and allow the City Council to determine the best location for it. One of the Public Service buildings or one of the Fire Stations could be a better location. An alternate location could be discussed rather than Heritage Village Park.

Commissioner Ellingboe questioned why it's being assigned to this Commission. If they say yes to accepting it but don't put it in a park and put it at a Fire Station, would mean it should have been approved by a different group.

Commissioner Prickel asked if this Commission is approving or just recommending. Interim Director Bierscheid responded the Commission can say this Commission is not going to approve this but it can be taken directly to the City Council.

Chair Cook asked if the Commission can say they are deferring this decision to the City Council and encourage them to look at the policy process and precedence this type of proposed donation creates.

Motion by Commissioner Miller, seconded by Commissioner Prickel, to defer a recommendation about the acceptance of this sign to the City Council and strongly encourage them to review the policy around such donations, the precedence set, and determination of where it would be best located if accepted.

Ayes: 6

Nays: 0 Motion carried.

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings

i. Budget Process Update

Interim Director Bierscheid stated the budget process is moving forward, it has been a little bit different this year. He is not involved at all because he wasn't here before and is not going to be staying. Because there has been an Interim City Administrator it has been broken down into smaller pieces, that is why there hasn't been as much detailed information. Staff is hopeful to get it before the City Council on October 4th. Information would then come to the Parks Commission.

ii. Parks and Recreation Director Position Update

Interim Director Bierscheid stated a week from Friday will be the initial time they would look at applications. They have approximately 20 to 30 of them. The consultant would recommend a selection of Candidates after screening the applications. Another advantage of the consultant would be that they may have screened some of these candidates for other positions. It would be screened down to a lower number of candidates. He said it is the City Administrator's responsibility to make sure the person can be selected and recommended to the City Council.

City Administrator Wilson added that the Interim Parks and Recreation Director made it clear that a representative from this Commission participate in the interview. She welcomes that. The selection process involves interviews with a couple of groups of people. A representative from this Commission, herself, possibly another Park and Recreation professional a Director in a neighboring city. The Department Heads will have an opportunity to interview the finalist and provide feedback as well as Superintendents Julie Dorshak and Brian Swoboda. It has to be looked at from all angles, who they work with, who they would supervise, receive input from all those perspectives.

Chair Cook appreciated having a representative from this Commission. He asked when it comes down to the end, if the individual meets with different groups throughout the city, if this group and other Commissioners would have a chance to meet.

Interim Director Bierscheid stated one of the suggestions Staff made when the City Administrator process came about was holding a meet and greet for people.

City Administrator Wilson stated the city has hired several Department Heads over the last five years, she has been told they have used a slightly different process for each one. There does not appear to be a real standard. Her commitment is to get 360-degree input into the process.

B. Parks and Recreation Master Plan Update

Interim Director Bierscheid stated HkGi is involved in helping to focus the process. The emphasis this far has been on community engagement. He said Recreation Superintendent Julie Dorshak has been working with the consultant and with a number of groups.

Recreation Superintendent Dorshak stated the survey is still on the website and are still encouraging people to participate so they can gather feedback.

C. Discussion regarding proposed meeting with City Council in the Fall

Chair Cook stated there is not a firm time at this point for the Commission to meet with the City Council. They are continuing to look at October and November.

Interim Director Bierscheid stated he had a phone discussion with the Mayor awhile back and brought up that this Commission would like to get together at a Work Session for discussion. He said the Mayor had indicated maybe in October. He stated his feeling was that it may be better off doing later because the Council has to get the new City Administrator caught up and involved in processes and the budget. He said it was something they could pass on to the Administrator for discussion.

Chair Cook stated there used to be times in the past when the Commission would have a Work Session with City Council to share ideas and find mutual interests. This has not been done for years. He said he wants to get back into that again. City Administrator Wilson understood the request,

saying it has been shared with her. She stated she needs to get a better handle on what the topics would be and what else is on tap for October and November. She said it may be something they could do once there is a new Director hired and onboard. They could look at a 2022 work plan and what priorities would be within Parks and Recreation for 2022. That may be the best opportunity to bring everybody together. She said she felt October would be tough to make it happen, it would likely be later than that.

Chair Cook responded that won't work for the Commission because they wanted to wait and meet as a group in a Work Session to talk specifically about the kinds of things, they wanted to bring to the City Council. The Commission would need some time for discussion. City Administrator Wilson responded she would make sure to notify the Commission prior.

D. Northwest Area Park Updates

i. Vista Pines Park Update

Parks Superintendent Brian Swoboda gave the following update relating to Vista Pines Park:

- The Contract with Steininger has been settled today.
- Staff gave them notice to proceed.
- They will be breaking ground tomorrow beginning with removing stumps, trail grading, and site layout and surveying of where the amenities should go.
- The Subcontractor building the skills bike course is roughly 75% done with the big course. When that is done, he would begin working on the smaller course on the north end.
- Working with electricians to get power to the park.
- Waiting for amenities to arrive that have been on backorder.

Interim Director Bierscheid stated the Parks Superintendent has put together temporary signs to go into the park to let people know this is their park and that it is coming. Parks Superintendent Swoboda stated the signs say "Future Home of Vista Pines Park".

Chair Cook stated there was a trailer in the area by the cul de sac and asked if that was a part of the work. Superintendent Swoboda responded that was not. It is a part of the Argenta Trail Extension. It is the County and Contractor's trailer. The trailer is sitting on County land, not park land.

ii. Peltier Reserve, Highlands at Settler's Ridge, and Riley Studies Review and Discussion

Interim Director Bierscheid stated this topic was previously discussed when speaking about the consultant HKGi.

Chair Cook asked if the study would be ready in October. Interim Director Bierscheid responded the preliminary work has begun. The goal would be to come back in October to present information as to where they are at, if not complete. He said this is not plans for the park, it's a study about what the park could be and some of the elements that would have to be decided. Community input is a crucial part.

Ms. Hoepfner asked where the Riley Property and Peltier's was located. Parks Superintendent Swoboda displayed a map of the location and pointed out the areas requested.

Ms. Hoepfner asked for more information on what the developer's responsibilities are regarding land for parks. Interim Director Bierscheid responded the developer has to provide land within the area of their development or cash in lieu. He said the studies were being done together because the parks are all in the general area. It's for connectability and to make sure that what happens in one park isn't necessarily the exact same thing in another.

Superintendent Swoboda gave the following update relating to the Parks Department:

- Fall is when he typically loses all of his seasonal help.
- Tournaments at Rich Valley are continuing.
- Inver Grove Heights Days is this weekend. The Parks Department helps with set up and take down.
- Parks are very busy with Family Night at Oakwood.
- Disc Golf Tournament.
- Pickleball Tournament.
- Things are very busy out in the field.
 - Trying to get regular maintenance duties done.
 - With 4-5 inches of rain in the last two weeks there is a lot of mowing to catch up on.

Updates:

- Will be closing North Valley Park due to the Eagles Landing Development.
 - 70th Street would be closed for 3 days in front of the entrance to tap the water main and to hook up to sewer which is in the North Valley parking lot.
 - The Park will be closed from September 15 to the 17th. It is promised to be open by 5:00 for the weekend.
- Renovation taking place on 65th Street in front of Heritage Village Dog Park Parking Lot.
 - 65th Street is being redone and have started to mill and regrade it.
 - The parking lot remains open. Beginning next Monday, they would have to close the parking lot and plan to give additional parking on the corner of 65th and Doffing, and in the new parking lot.
- The Fishing Pier at Simley Island has been removed.
 - It had two floats that had big holes in them, assuming they are from Muskrat.
 - The floats were not repairable.
 - Received two quotes to replace the two floats. The guys replacing the two floats, grabbed ahold of the rails and discovered all the rails were rotting.
 - This now involved ordering all new railing.
 - Turns out it is cheaper to buy a new pier.
 - Reached out to the DNR and they are willing to fund \$5,000 of a new pier.
 - The company they are purchasing the pier from will give the city money for the floats that are still in decent shape.
 - Total project total would be around \$12,000 of which the DNR pays \$5,000.
 - Looking at a spring installation.
- Emerald Ash Borer (EAB) Update
 - Residents are sent letters in the middle of August and give those that have Ash trees in the right of way a chance to have their tree removed and/or treat it themselves if it is infected with EAB.
 - The city will remove the tree free of charge if it is in the right of way, grind the stump, and restore.
 - They are in Week 3. Residents are given a month to call in and request what they would like done with their trees. If it is too far deteriorated or shows major signs of EAB, they don't have a chance. If it is not showing signs, they are given the chance to keep it.
 - This year there are about 60 trees in the right of way that have been marked where people have called in wanting them removed.
 - There are a few privates they have left door hangers on or sent letters to that could potentially pose a hazard or target of a tree falling. These could be out of the right of way and on private property, but pose a threat to traffic and/or humans.

- Baseball renovation project began on Tuesday.
 - Replacing irrigation heads where they are redoing the mounds and the infield and outfield lips that have built up over the years.
 - Project is coming along well and hope to wrap it up Friday or Monday.
 - The fields will be rested for the remainder of the year since they are replacing the sod, giving it 6 weeks to root in.
 - These will be ready to go in the spring.
- A local resident that donates a large pumpkin has agreed to do so again this year. Last year they had a Halloween theme with the large pumpkin and other decorations.
 - He said that the Recreation Superintendent and the Department can hold a Pumpkin "Guess the Weight".
 - This will be showing up at the VMCC September 20th.

He stated he heard an update on River Heights Park from the Friends of the Mississippi River. Funding came through, they would help pay for some of the seed and restoration at the park.

Recreation Superintendent Julie Dorshak gave a presentation relating to Recreation: VMCC Numbers compared to 2019:

- Memberships are at 79% of 2019 totals.
 - Single Memberships are down.
 - Dual Memberships are significantly down.
 - Household numbers are at 93%. Most significant draw and one the areas they make sure to meet.
 - Senior Memberships are doing well.
 - Silver Sneakers numbers are not calculated into their percentage because fees are returned back every month from participation in the program.
- August Admissions were at 83% of typical from 2019. These are the paid admissions that come through the door on a daily basis for open swim or skating.
- August Member Check in's are down a bit at 69%. Hopeful that moving into the winter months those numbers will go up.
- Reminder: Face Coverings are strongly recommended at the VMCC.
 - Required for Staff working with children under the age of 12 wear them at all times
 - Required at the National Guard Gym
 - Required at City Hall

Inver Grove Heights Days is coming up this weekend.

- Open House/Open Swim is taking place this evening.
- Food Truck event was tonight. It was well attended.
- Helped sponsor the Garage Sale, coordinated registration.
- Will do all registration for the Pickleball Tournament this weekend.
 - Have 22 pairs participating.
- Sponsor the Disc Golf Tournament this weekend.
- Recreation Superintendent Dorshak will help oversee the Bike the Bridges Event.
- On Sunday the Farmer's Market will be at the Community Center.
- Sunday the Recreation Department will be set up at the Business Expo.
- Host the Kids Court in conjunction with the IGH Committee. There will be a photo booth, giant games, chalk art contest, bean bags, and face painting.
- Coming up on September 18th is Touch-A-Truck. Police and Fire Departments will be there to help run the event.
- Brand new Event: Let's Paw-ty, A Halloween Dog Park Event. Taking place on Saturday October 9 from 3-5 p.m.

- Come in costume with your pets.
- There will be food trucks, costume contests, kissing booth, and other vendors.

Events coming up for older adults:

- Day trips for Music Man, A Bench in the Sun, and a Murder Mystery Luncheon.
- Senior Safety Series done in conjunction with Police and Fire.
- Weekly activities sponsored by the Senior Club.
- Healthy Living Fair and Active Aging Week coming up in early October.
 - Free classes
 - Specialty activities planned
 - Free event taking place on Saturday, October 2nd.
 - Vendors include exercise, health and fitness, chiropractic care.
- In conjunction with the Parks and Recreation Master Planning process, the survey is still open.
 - There are 19 coordinated pop-in events over the summer.
 - Have had about 40 people come in and talk to Staff about Focus Group questions and activities.
 - One was done for the Fitness Center, Aquatics, Older Adult Population, Youth and Families.
 - Would still like to coordinate a meeting with the sub-committee that would be helping out. Decisions need to be made about whether or not they want to do another Focus Group or two. There was not a significant number of people that came in for each of those groups. 40 people signed up, ended up having close to that, but thought they could get more.
 - 791 responses so far to the survey. Would like to see a higher number of people participate. Please help get the word out.

Chair Cook asked if the survey was open ended. Superintendent Dorshak responded she would close it at the end of September. This weekend they will be out in full force, at the parade and the business expo. Flyers are ready to go. She encouraged people to go online and fill out the survey.

- Staffing challenges:
 - If anyone knows of anyone in the community with kids aged 16 years or above, have them contact the city. The following positions are needed:
 - Lifeguards
 - WSI (Water Safety Instructors)
 - Pool Attendants
 - Child Care
 - Facility Operations Workers
 - Fitness Attendants
 - Guest Services Specialists to work at the Front Desk.

Commissioner Christensen asked if there would be any participation in the Community Baby Shower with ECFE. She believed it was held on a Saturday in the middle of October. Superintendent Dorshak requested information be sent to her regarding this.

Chair Cook stated that both Superintendents Dorshak and Swoboda are responsive to calls or emails if there is anything that people would like to bring to their attention.

iii. Commission Site Visits

Chair Cook stated the Commission has made site visits in the past to different parks. He asked if there was a way to get back to this. It was set aside for some time due to Covid. He asked the Commission if this was something they would like to do in the future, before winter.

Commissioner Schwanz responded he was interested and felt it was a good idea.

Other Commissioner's also expressed interest.

Chair Cook stated this will be discussed further at the next Agenda setting meeting.

10. COMMISSION COMMENTS:

A. Commission Comments

Commissioner Ellingboe had no comment.

Commissioner Miller had no comment.

Commissioner Prickel welcomed City Administrator Kristine Wilson to the City and wished her luck with everything.

Chair Cook thanked new City Administrator Wilson for attending the meeting. He said it means a lot that she has an interest in getting to know what the Commission does.

Commissioner Christensen asked Parks Superintendent Swoboda if there were excess Fire Hydrants around. She recommends donating one to the U of M Animal Hospital if there were extras. Superintendent Swoboda asked if she was referring to the ones down at the dog park that are not active hydrants, but were placed there for the dogs. Superintendent Swoboda stated he would talk to the Utility Superintendent to see if there were any available in the near future and would let her know what the policy would be to get that done.

Commissioner Schwanz welcomed City Administrator Wilson.

B. Input from Commissioners on the Next Agenda

Chair Cook stated he meets with Vice Chair Niki Barker, the Parks and Recreation Superintendents and the Interim Parks and Recreation Director to set the Agenda a week prior to the scheduled meeting. He requested the Commission send suggestions for the Agenda to any of them.

11. ADJOURN:

Motion by Commissioner Christensen, second by Commissioner Schwanz, to adjourn the meeting at 8:33 p.m.

Ayes: 6

Nays: 0

Minutes prepared by Recording Clerk Sheri Yourczek