

41 To date, in 2019 there were 3,519 program participants at HANC in the following programs:

- 42 • School Field Trips 334 program participants
- 43 • Preschool Sprouts 306 program participants
- 44 • Family Outreach 140 program participants
- 45 • Birthday Parties 195 program participants
- 46 • Contract Education 1,450 program participants
- 47 • Day Camp 1,094 program participants

48

49 HANC hosts multiple special events each year including:

- 50 • Jan/Feb: Open House/Chinese New Year
- 51 • Mar: It's Tapping Time!
- 52 • Apr: Earth Day Celebration
- 53 • Jun: Rosefest Backyard Campout
- 54 • Sept: Wild Rice Festival
- 55 • Oct: Halloween Spook-tacular (every other year Dia de Los Muertos is celebrated)
- 56 • Dec: Holiday Craft Fair

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58 Cash's position also includes approximately 25% non-HANC recreation programming including:

- 59 • Live at the Rog Summer Performance Series (2019 attendance: 6,847)
 - 60 • 28-30 performances that are held Jun. – Aug. each year and include the Sunday Creative
 - 61 Crossroads events that feature a different world region each week with the goal of
 - 62 illustrating similarities and differences across cultures through performance styles
- 63 • Summer Preschool Programs (2019 attendance: 234)
 - 64 • Preschool Play Pals
 - 65 • Sports of All Sorts
 - 66 • Pre-K Engineers
 - 67 • Preschool Chefs
- 68 • After School and Summer Youth Activities (2018 attendance: 224)
 - 69 • After School Jr. STEM Club
 - 70 • Mini-camps for Creators, Builders and Thinkers
 - 71 • World Kitchens/Cooking Across America

72

73 Cash discussed the 2019 accomplishments for the programs under her direction including:

- 74 • Created a naturalist internship program
- 75 • Increased attendance at HANC public events by 9%
- 76 • Initiated a new Creative Crossroads theme for Live at the Rog performances
- 77 • Revitalized after school enrichment programs with new offerings, increasing participation
- 78 from 0 in 2018 to 45 YTD in 2019

79

80 Goals that Cash has set for 2020 are to:

- 81 • Provide multiple programs and events with emphasis on culture awareness
- 82 • Increase HANC involvement in the MN Phenology Network to provide more opportunities
83 for community members interested in doing Citizen Science
- 84 • Initiate an ongoing parent/child Art in Nature program with a local biological illustrator

85
86 Commissioner Stoner shared that he was surprised by the usage data at HANC as he would not have
87 thought that walk-ins would be the second highest user group.

88
89 Commissioner O'Brien relayed that she volunteers at HANC and that it is a great place to bring little
90 ones who have cabin fever. Staff agreed that it is a great place for kids – but also for adults.
91 Everyone can find something at the nature center as there is a library, informative displays, live
92 animals, knowledgeable volunteers/staff, taxidermy, etc.

93
94 Chair Baggenstoss asked about the current status of the building. Staff noted that the renewal
95 program did provide significant updates to the building and replaced a section of the boardwalk.
96 However, staff is continually evaluating conditions to assess need to ensure HANC stays a vibrant
97 facility. The older section of the boardwalk will be coming up for consideration at some point in the
98 future.

99
100 **5) EMERALD ASH BORER (EAB) PROPOSAL CONTINUED DISCUSSION**

101 Staff reviewed the Emerald Ash Borer (EAB) Proposal and what a typical schedule might look like
102 depending on when it would start. It would be approximately a 4 month time frame from issuance of
103 an RFP to project award, similar to the following schedule:

Bid Documents and RFP Issued	01/21/20
Pre Proposal Meeting*	01/28/20
Last Day for Questions and Substitution Requests	02/11/20
Proposals Due	02/18/20
Interviews	03/06/20
Identification of Potential Best Value (BV)	03/10/20
Clarification Phase Kick Off Meeting (Potential BV only)	03/17/20
Clarification Phase Summary Meeting (Potential BV only)	03/26/20
Anticipated Project Award	04/07/20

104 * The January 28, 2020, Pre-Proposal Meeting is mandatory for respondents
105 The meeting will be held at the City of Roseville, 2660 Civic Center Drive,
106 in the Council Chambers from 9:30-11:30 a.m.
107

108 The dates listed in the tentative schedule of events above are based on past projects and are just for
109 example purposes to understand general timelines.

110
111 Staff reviewed evaluation categories that would be utilized as part of the Best Value procurement
112 approach for this project. The following categories would each be provided a weight and criteria for

113 evaluation: Responsiveness, Milestone Schedule, Interview, Cost, Risk Plan, Project Capability,
114 Value Added Plan, and Past Performance Information.

115
116 As part of Best Value evaluation, all name information would be redacted from the proposals to
117 ensure the team of evaluators base their evaluations on the merits of the proposals, not on the
118 companies that they may know.

119
120 The Commission discussed general timeframes and funding options for the program.

121
122 Vice-Chair Hoag suggested adding the “Parks and Recreation Commission serves as the Tree
123 Board” and “Roseville is a Tree City USA” to the proposal.

124
125 Staff noted that members of a potential evaluating committee have not been identified. However, it
126 will have good representation from city staff.

127
128 **6) STAFF REPORT**

129 **a. LEGISLATIVE PRIORITIES**

130 The House Capital Investment Committee introduction and tour of the Guidant John Rose MN
131 OVAL was well received and the comments from the group were positive. Commissioner
132 O’Brien attended and noted that she felt the tour was very well organized and that the Committee
133 was very engaged.

134
135 The City Council revisited their legislative priorities at their December 2, 2019 meeting and
136 again has placed the MN OVAL funding and pursuing a liquor license for the Cedarholm
137 Community Building as a high priority.

138
139 **b. REQUEST FOR PROPOSAL FOR CEDARHOLM COMMUNITY BUILDING AND**
140 **GOLF COURSE GRILL/KITCHEN SERVICE**

141 Three proposals were received in response to the Cedarholm Community Building and Golf
142 Course Grill/Kitchen Service Request for Proposal (RFP). The next step will be to review the
143 proposals by a sub-committee next Wednesday at City Hall. Baggenstoss, Brown, Hoag and
144 Stoner are part of the sub-committee and will be reporting back to the Commission on progress.
145 Clarification interviews may take place after the sub-committee reviews initial proposals.
146 Criteria that will be used to score the proposals include scope of operation, operator resumes,
147 menu (pricing and offering), and compensation terms.

148
149 Commissioner Arneson asked if the city would still pursue a liquor license if they choose to go
150 with a 3rd party vendor. Staff confirmed that they would.

151
152

153 c. **OTHER NEW OR RELEVANT COMMUNICATION ITEMS**

- 154 • A letter was sent on November 21, 2019 to almost 1,500 residents who surround the deer
155 control areas notifying them of the upcoming Deer Reduction Program. The United States
156 Department of Agriculture (USDA) will begin baiting the control areas this week or next
157 week. As a cost saving measure city staff will be doing some of the baiting.
- 158 • Holiday Craft Fair at City Hall on December 7 from 10:00 a.m. – 4:00 p.m. and December 8
159 from 12:00 p.m. – 4:00 p.m. All proceeds support HANC.
- 160 • Cookies and Cocoa with Kris Kringle will be on December 7 from 10:00 a.m. – 12:00 p.m. at
161 the Cedarholm Community Building. This event is for children ages 2-10 and costs
162 \$9.00/participant.
- 163 • Join the Midwest’s largest skating party on New Year’s Eve from 2:30 p.m. – 10 p.m. at the
164 Roseville Skating Center.
- 165 • Staff showed Emerald Ash Borer (EAB) galleries under the bark of an infested piece of Ash
166 Tree, D-holes, EAB larvae and an EAB bug to the Commission.

168 7) **OTHER**

169 **COMMISSION ACTION:**

170 Commissioner O’Brien moved to recommend Andrew Kim as a Youth Commissioner on the Parks
171 and Recreation Commission to the City Council. Commissioner Stoner seconded. Motion passed
172 unanimously.

- 174 • Commissioner O’Brien relayed that Unity Park may need extra attention as her husband was
175 there recently and the park had lots of broken glass and smashed glass bottles. She asked that
176 the Commission and public keep an eye on this special park to ensure it is safe for the kids in
177 the neighborhood and our community.

178 Staff added that if anyone sees an issue at any park to call Parks and Recreation.

- 181 • Commissioner Heikkila emphasized what a great experience he had at the Natural Resource
182 Renewal volunteer event that takes place each month on the third Saturday. He encouraged
183 the Commission and community members to attend them as well.

184 Meeting adjourned at 8:07 p.m.

187 Respectfully Submitted,
188 Danielle Christensen, Department Assistant