

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
January 5, 2016 -- Draft
6:30pm

PRESENT: Becker-Finn, Bogenholm, Diedrick, Doneen, Gelbach, Heikkila, Holt, Newby, O'Brien & Stoner

ABSENT:

STAFF: Brokke, Anfang, Anderson, McDonagh

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public comment at the start of the meeting

3. APPROVAL OF MINUTES – December 5, 2015 MEETING

December 5th minutes approved unanimously.

4. DISCUSS 1716 MARION ST. COMMUNITY PARK PROJECT

Kari Collins, Assistant to the City Manager joined the table to lead the discussion.

- Brokke introduced the proposed project explaining that the City council has identified a focus on Southeast Roseville as a high priority for the coming year.
- The roll of the Parks & Recreation Commission is to provide advice & make recommendation where appropriate.
- Commissioner Heikkila shared his past experiences working with a family in the area and is enthused by this opportunity

Collins briefed the Commission on how this project has come forward and recognized that it is moving at a fast pace with a short timeline.

Collins introduced Karen Schaub, Roseville Area Schools Director of Community Education and Public Relations. Roseville Area School will serve as applicant and fiscal agent for the US Bank grant for the site amenities. Schaub spoke to how this site has huge potential for creating community and could become a connection site for the residents in the area.

Commissioners inquired into consideration for lighting in the area and community gardens.

Tim O'Brien from Roseville Area Schools responded that a potential site for gardens has been identified on the east side of Rice Street in Maplewood.

Stoner asked for a clarification on the Community Development Block Grant.

- Jeanne Kelsey, Housing & Redevelopment Authority Executive Director, explained that CDBG funds would be used to purchase the site and site and infrastructure improvements would be funded by other sources.

Commissioner Holt asked whether there was a contingency for the project if the grant applications were not successful in securing the needed funding.

Commissioner Doneen inquired into the budget. Collins responded that the US Bank grant could be \$50,000. Doneen also commented on the ongoing financial concerns that go along with capital improvements for the upkeep & maintenance.

Corey Yunke, Roseville Police Community Relations Coordinator, spoke to the Commission about current Police involvement in the community.

Commission Recommendation:

Commissioner Doneen moved that the Parks and Recreation Commission recommends the City Council support the proposal that includes the acquisition of the Marion Street property and the develop a playground on the site using grant funding. The Commission also recommends using the Parks and Recreation model for community involvement and engagement to include input on both the Marion Street project and proposed renewal work at Tamarack Park. Second by Commissioner Gelbach. Passed Unanimously.

5. DISCUSS PROCESS for CEDARHOLM GOLF COURSE CLUBHOUSE IMPROVEMENTS

Sean McDonagh, Golf Course Superintendent, and Steve Anderson, Golf Course Recreation Program Supervisor, joined the table for the discussion.

Brokke summarized the lead up activity and Council direction to move forward with looking into options for making improvements at the Cedarholm Golf Course Clubhouse.

- Staff has looked at recent Parks & Recreation planning practices for community involvement & engagement to compile information on interest, direction and opportunities (OVAL Task Force, HANC Task Force & Parks and Recreation Master Plan).
- Staff has suggested a possible make-up for the Clubhouse Task Force including representation from Historical Society, Parks & Recreation Commission, Finance Commission, City Council Liaison, Golf League membership, greater Roseville residents. A fourteen member Task Force is suggested.
- Staff Participation will include; Parks & Recreation Director, Assistant Director, Golf Course Management staff and other Parks and Recreation staff as needed and appropriate.
- Preliminary Objectives:
 - Community Engagement & input
 - Identify funding options & opportunities
 - Explore potential partnerships
 - Create a preliminary building function concept
 - Involve & inform greater Parks & Recreation Commission
 - Inform City Council
 - Provide Council with final report & recommendation
- Timeline:
 - Seek applications and secure participants: Late January through mid-February
 - Finalize Task Force Participants: Late February
 - Task Force Involvement: Mid-March through September/October 2016
 - Task Force Report completed: September/October 2016

Commissioners inquired into parallels for previous Parks & Recreation efforts. Brokke shared how this task force can be structured similar to that used for the OVAL; application process, meeting structure, focused initiative resulting in a final report and recommendation.

Commissioner O'Brien inquired into the steps for forming the task force and moving forward and bring the commission's recommendation to the Council for their information and to create a clear trail of transparency.

Commission Recommendation:

Commissioner O'Brien moved to inform the City Council that the Parks and Recreation Commission has reviewed & supports the process suggested by staff to look into options for improvements at the Cedarholm Clubhouse, and based on the City Council's direction to engage the public on this initiative it is recommended to model the process after past Parks & Recreation engagement models. Second by Commissioner Diedrick. Passed Unanimously.

6. **STAFF REPORT**

Brokke briefed the Commission on:

- Hosted a successful New Years Eve on Ice event at the Skating Center, over 2000 attendees.
- Upper Villa Ballfield Project is completed for the season. Softball teams will be playing on a modified field and turf will be replaced in the fall. A park patrol vehicle shed has been added near the back stop at the Villa Park Ball Fields.
- The finalized Wildlife Management Ordinance has been included in the packet.
- There is a Natural Resources Volunteer Opportunity scheduled for January 18 from 10am-12N at Autumn Grove Park. The January project is building Bee Nests. There has been increased interest, more than 35 people have signed up for the event.

Anfang added:

- The Winter Parks & Recreation Brochure is scheduled to be delivered to homes this coming week.
- The part-time Parks Facilities Coordinator position is currently posted and applications are being accepted.

7. **OTHER**

None

Meeting adjourned at 8:25 pm

Respectfully Submitted,
Jill Anfang, Assistant Director