

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
January 4, 2017 6:30pm

PRESENT: Bole, Diedrick, Gelbach, Heikkila, Newby, O'Brien, Stoner, Warzecha
ABSENT: Becker-Finn notified staff they were not able to attend meeting
STAFF: Brokke, Anfang, Jim Taylor

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public in attendance comment.

3. APPROVAL OF MINUTES – December 6, 2016 MEETING

December 6th minutes approved unanimously.

4. PROGRAM REVIEW – PARK MAINTENANCE & DEVELOPMENT

Brokke introduced Jim Taylor to the Commission. Jim is the newest member of the Parks & Recreation staff having started working as the Parks Superintendent less than 2 months ago.

Jim talked with the Commission about his background in parks & Recreation, having started as a recreation programmer in St. Paul before moving to Maplewood to work as a recreation programmer and then the parks maintenance supervisor. Jim looks forward to working with the community to continue their efforts to build & maintain an award winning park system. Jim's vision for the parks system is to continue the strong system of community outreach that has been built by the residents.

Jim briefed the Commission on the current projects & initiatives he is involved with, including;

- EAB: the entire City is included in the infestation zone. Staff are monitoring movement throughout the City. Staff are also committed to better communicating to Roseville landowners the options for dealing with EAB.
- Natural Resource Restoration Program: Staff & volunteers have identified projects & program dates for the next 6 months.
 - January 16 (Martin Luther King Day): Native plants & bee-friendly landscaping
 - January 21: Leadership & Planning event
 - February 18: Howard Johnson Park Buckthorn Removal
 - March 18: Materion Park Buckthorn Removal
 - April 15: Langton Lake Park Oak Tree Planting
 - May 20: Lexington Avenue Flower Planting
- Deer Management: The contract with the USDA for Deer Management has been completed. Staff will be initiating a communication plan for the program in the coming week. Control activities will begin in mid-January.
- Park Planning Projects:
 - Bocce Ball Court Replacement at Central Park Lexington
 - Southwest Roseville Park @ County Road B & Cleveland: Community engagement to take place late winter early spring.
 - Southeast Roseville Park @ Marion Street: Community engagement to take place late winter early spring.
 - Tamarack Park Playground Replacement: Community engagement to take place late winter with construction planned for spring/early summer.
- "Big Picture" Maintenance:
 - Staff are working to more effectively use technology to improve efficiencies & operations
 - Begin working on updating & digitizing the Park Operations manual
 - Continue the tradition of offering high level services to the community.
- Current Operations & Work Load:
 - Neighborhood Rink development & maintenance

- Snow Removal: we have had 3 major snow events to date, park maintenance staff are responsible for maintaining Roseville pathways, trails & park parking lots
- Providing building maintenance at the Park Building as needed
- Repairing PicNic Tables
- Rebuilding the Puppet Wagon
- Trimming Trees
- Planning for Spring & summer Projects

5. CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT UPDATE

- Brokke provided a brief overview of Advisory Team work.
- Brokke reviewed the design program proposed by HCM
 - The design package will cost a maximum of \$33,490
 - The analysis phase will review & consider the work, ideas & recommendation of the Advisory Team & later presented to the City Council in their final report as well as a Clubhouse site review (\$2,740)
 - The program development will involve understanding staff needs, engage the community, consider energy efficiencies & maintenance trends, identify site relationships between buildings, amenities & neighborhood & identify existing facility & future users & the impacts on proposed building & site use (\$8,780)
 - Schematic/concept designs will consider the entire site & prepare potential options & a possible phased approach (\$15,550)
 - Develop cost estimates for clubhouse replacement, adjacent site & construction documents & administration (\$2,560)
 - Administer meetings including community listening sessions & commission updates (\$870)
 - Final Deliverables (\$2,990)
- Timeline: 2017 project.
 - HCM proposal will be going to the Council on January 9 for their action. Following Council action, a reasonable timeline will be developed. A decision will be made on use of Best Value Procurement for the project in early 2017.

Commission Recommendation:

Commissioner O'Brien moved to recommend the Cedarholm Clubhouse design proposal submitted by HCM to the City Council for review & action. Second by Gelbach. Motion passed unanimously

6. STAFF REPORT

- Skating Center staff did a fantastic job hosting the annual New Year's Eve on Ice Celebration
- Neighborhood rinks at Acorn, Autumn Grove, Lexington & Sandcastle opened before the Christmas holiday
- Nature Center staff will be hosting an Open House on January 29th & celebrating the Chinese New Year & the year of the Rooster

Meeting adjourned at 7:45 pm

Respectfully Submitted,
Jill Anfang, Assistant Director