

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
March 7, 2017 6:30pm

PRESENT: Bole, Diedrick, Gelbach, O'Brien, Stoner, Warzecha
ABSENT: Heikkila, Newby
STAFF: Anderson, Brokke, Christensen, McDonagh

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public in attendance.

3. APPROVAL OF MINUTES – February 7, 2017 MEETING

Commissioner Diedrick moved to approve the February 7, 2017 meeting minutes. Commissioner O'Brien seconds. Motion passed unanimously.

4. CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT REVIEW

Hagen, Christensen & McIlwain (HCM) were planning to be present for tonight's March 7, 2017 Commission Meeting. However, it was determined that the meeting would be a review of the current designs/concepts and a discussion of next steps between Parks and Recreation staff and the Commission.

Brokke provided a review of the latest diagrams from HCM, including:

- Site Opportunities Study previously presented by HCM at the February 7, 2017 Commission Meeting
- Functional Plan Diagram
 - Space "pods" can be moved into different configurations
- Design Option A (5,000 sq. ft.)
 - New location located north of the existing Clubhouse
- Design Option B (5,000 sq. ft.)
 - New facility is placed in the same location as the existing Clubhouse
 - Practice green and first tee would need to be moved or modified
 - Outdoor gathering space maximizes views of the course
- Design Option C (5,000 sq. ft.)
 - Expanded and redesigned parking lot
 - The Clubhouse would be located next to the existing maintenance facility
 - Practice green and first tee would be relocated
- Design Option B-Revised (3,200 sq. ft.)
 - Revised design based on identified funding
 - Course modifications could be completed at a later date
 - The parking lot would be expanded on the south end

Brokke explained that the City Council is currently contemplating the location of the Roseville License Center. As part of that potential project they are looking at including the Historical Society in that process. Further guidance on the Historical Society and the Cedarholm Clubhouse Renewal will be discussed with the City Council.

- Parking Lot Options
 - Varying from 68-94 spaces
- Maintenance Building Options
 - Potential locations of a new maintenance building and covered cart storage

The typical cost per sq. ft. for Clubhouse projects range from \$380-\$420. Based on this cost estimate a 3,200 sq. ft. building would cost \$1,216,000 to \$1,344,000. The larger 5,000 sq. ft. building would be

\$1,900,000 to \$2,100,000. These estimates are only for the building costs. They do not factor in site costs (exterior gathering space, parking lot expansion, utilities and golf course modifications) or planning and management costs (typically 7-10% of the total project cost).

The major difference in the two sq. ft. options are the size of the community gathering space. The larger building (5,000 sq. ft.) would allow for 80-100 people in the gathering space. Whereas the 3,200 sq. ft. building would accommodate 60 people – similar to Roseville’s current rentable Park Buildings.

Brokke reviewed the Cedarholm Advisory Team recommendations:

- Maximize use of current funding for Clubhouse, estimated amounts include:
 - o Park Dedication: \$1,300,000
 - o Renewal: \$400,000
 - o Fund balance of the Golf Course: \$200,000
 - o Estimated total of \$1,900,000
- Consider all funding options, including levy and bonding if necessary
- Partnerships/collaborations
- Consider gaps in Community Facilities and other uses
 - o Consider not only the immediate future but also the long-term functionality
- Plan for supporting infrastructure
 - o Consider ancillary areas during the planning process

Staff is planning to seek guidance from the City Council at their work session on Monday, March 20, 2017. Topics of discussion will include the following:

- Project Scope
- Project Budget
- Funding Sources
- Historical Society Consideration
- Other Discussion

Commissioner O’Brien noted that the Historical Society’s inclusion would impact the design of Cedarholm. Vice-Commissioner Gelbach added that there could potentially be more visibility for the Historical Society if it were part of the License Center. He also added that he would like to see the Cedarholm maintenance project completed now, as it may be years before that aspect of the project could be completed in the future.

Brokke confirmed that the Roseville Historical Society is a valuable asset to the Community. They are valued by the City of Roseville and the Parks and Recreation Department. To date, they have not had the office and display space to flourish and potentially garner additional members.

The Commission discussed that the 3,200 sq. ft. building would meet the needs of Cedarholm as a Clubhouse. However, the 5,000 sq. ft. building would fill a specific need for meeting space size due to the 100 person seating capacity, making it a Community Building that would be available to the Roseville Community year-round.

Commissioner O’Brien stated that there are two different visions or paths to consider when thinking about next steps.

Commissioner Bole relayed that he does feel that the Historical Society and Cedarholm are an odd combination. Brokke explained that the Historical Society’s lack of space was seen as a gap in the community.

Stoner pointed out that most potential scenarios would require asking the City Council for additional money to complete the project. Brokke confirmed that some scenarios would require additional money. He noted that if you utilized all of the available Park Dedication money there would not be any available for future projects, including development of 1716 Marion Street. In addition, if all of the Golf Course Funds are utilized - would it still be considered an Enterprise Fund?

Commissioner Stoner reiterated that the Commission had previously recommended that Cedarholm Golf Course should not be an Enterprise Fund.

5. **ELECTION OF CHAIR AND VICE CHAIR**

Brokke extended a "Thank You" to Commissioner Diedrick for her 6 years of service on the Roseville Parks and Recreation Commission. She has been a great asset to the Commission and the Community.

Commission Recommendation:

Commissioner Bole moved to recommend Vice-Commissioner Gelbach as the new Chair of the Roseville Parks and Recreation Commission. Commissioner O'Brien seconds. Motion passed unanimously.

Commissioner Diedrick nominated Commissioner O'Brien for the position of Vice-Chair of the Roseville Parks and Recreation Commission. Motion passed unanimously.

6. **STAFF REPORT**

- Review of the 2017 Parks and Recreation Focus:
 - Execute a safe and successful deer reduction effort
 - Cedarholm Golf Course Clubhouse planning, design and begin replacement
 - Central Park Bocce Ball reconstruction in partnership with the Roseville Central Park Foundation
 - Community Park Planning
 - Youth Outreach Program for Marion/Brittany area youth
 - Emerald Ash Borer monitoring, education and response
 - Strengthen the Natural Resources Stewardship Program
 - Work with Recycling Program to pilot and expand recycling in parks as practical and appropriate
 - Refine and stabilize overall Parks and Recreation operations as a result of the Renewal Program improvements
 - Continue Asset Management and Infrastructure Program
- The OVAL ice season has ended. The skate park will be assembled for the summer season.
- Arts at the OVAL – Saturday, March 25, 2017 from 10 a.m. to 5 p.m.
- Tapping Time – Harriet Alexander Nature Center from 10 a.m. to 4 p.m. on Saturday, March 25 and Sunday, March 26, 2017
- Spring/Summer Brochure will be mailed out on Friday, March 10, 2017
- Natural Resource Renewal Events:
 - Materion Park - March 18, 2017 from 10 a.m. to 12 p.m.
 - Langton Lake Park – April 15, 2017 from 10 a.m. to 12 p.m.

7. **OTHER**

Commissioner Warzecha noted the large increases in Park Building usage listed under the 2016 Parks and Recreation list of Accomplishments.

Meeting adjourned at 8:06 pm

Respectfully Submitted,
Danielle Christensen, Department Assistant