

Roseville Parks and Recreation
Commission Meeting
Tuesday, October 2, 2012
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive

AGENDA

1. Introductions/Roll Call/Public Comment Invited
2. Approval of Minutes of September 15, 2012
3. Community Engagement Task Force Report
4. Begin Discussion of a Park Board
5. Park and Recreation Renewal Program
6. Discuss November Meeting Date
7. Staff Report
8. Other
 - a. Commission Goals 2012-13
9. Adjournment

Roseville Parks and Recreation
“Building Community through People, Parks and Programs”
www.ci.roseville.mn.us

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For more information, call Roseville Parks and Recreation at 651-792-7006
or check our website at www.cityofroseville.com
Volunteering, a Great Way to Get Involved!*

MEMORANDUM

To: Parks and Recreation Commission
From: Lonnie Brokke
Date: September 25, 2012
Re: Notes for Commission Meeting on **Tuesday, October 2, 2012**

1. **Introductions/Public Comment Invited**

Commissioners and staff will be introduced. Public participation and public comment is encouraged.

2. **Approval of Minutes of the September 15, 2012 Meeting**

Enclosed is a copy of the minutes of September 15, 2012. Please be prepared to approve or amend.

Requested Action: Approve/amend minutes of the meeting of September 15, 2012.

3. **Community Engagement Task Force Report**

Greg Simbeck and Randall Doneen serve on the Human Rights Commission Community Engagement Task Force as representatives of the Parks and Recreation Commission. Simbeck and Doneen will be prepared to report on the latest progress on this effort.

Requested Action: Commission discussion and feedback.

4. **Begin Discussion of a Park Board**

Identified in the City Council Work Plan is the research and recommendation of the potential of a Park Board in Roseville. To begin the discussions I have included the following:

- Opinion letter and State Statute from the City Attorney on legalities of a Park Board
- The current City Code for the Parks and Recreation Advisory Commission
- The City Code for three known Municipal Park Boards in Minnesota. Specifically, they are Brainerd, Maple Grove and Rochester.

Requested Action: Commission discussion and feedback

5. **Park and Recreation Renewal Program**

On Monday, September 24th, the City Council authorized the sale of bonds to complete the funding package for the entire \$19M Park and Recreation Renewal Program. The award of the sale is anticipated to be on Monday, October 22, 2012.

The Best Value Process to select the lead consultant is continuing. The Potential Best Value Lead Consultant has been identified as LHB Consulting. The evaluation team has been moving through the clarification stage of the process. Attached is a draft Request for City Council Action (RCA) that is anticipated to be considered on Monday, October 8, 2012. Thank you to Commissioner D. Holt for taking the time to be a part of this process. Staff and Commissioner D. Holt will plan to provide a review of the process leading up to a recommendation.

One of the first tasks to be completed when the lead consultant is on board will be to outline a schedule for coordination, establish project packages and conduct community design work.

Requested Action: Discussion and questions

6. **Discuss November Meeting Date**

Because of the election on Tuesday, November 6th you rescheduled your November meeting to Thursday November 8th. I have heard from two Commission members that they will not be able to attend that evening. Please check your calendars on your availability and be prepared to discuss and confirm November meeting date. For your information, the City Council Chamber is available on Thursday, November 1st, Tuesday, November 13th and Thursday, November 15th.

Requested Action: Check schedules, discuss and confirm November meeting date

7. Staff Report

8. Other

a. Commission Goals 2012-13

Commissioners Diedrick and Simbeck have agreed to work on framing the 2012-2013 Commission Goals for Commission review and consensus. Included in your packet are the notes from the September 15th meeting. This is an agenda item for any update.

9. Adjournment

**ROSEVILLE PARKS AND RECREATION COMMISSION
MINUTES OF MEETING & TOUR: SEPTEMBER 15, 2012
ROSEVILLE CITY HALL ~ 8:30AM**

PRESENT: Azer, Boehm, Diedrick, Doneen, Etten, D. Holt, M. Holt, Ristow, Simbeck
ABSENT: Wall contacted staff with excused absence
STAFF: Anfang, Brokke, Evenson

1. INTRODUCTIONS/ROLL CALL/PUBLIC COMMENT

None

2. APPROVAL OF MINUTES – AUGUST 7, 2012 MEETING

Commission Recommendation:

Minutes for the August 7, 2012 meeting were approved unanimously.

3. PARK DEDICATION – MERITEX HIGHCREST PARK 4TH ADDITION

This agenda item involved extensive Commission discussion on Park Dedication options.

Commission Chair Etten and staff presented the Meritex Highcrest Park 4th Addition proposal, outlined the guidance in the Master Plan and communicated that the role of the Parks and Recreation Commission is to review the proposal and recommend to the City Council that cash, land or a combination be accepted to satisfy the Park Dedication Ordinance. The calculated Park Dedication amount on this proposal is .41 acres of land or cash in the amount of \$77,115.

Chair Etten and staff reviewed previous discussions and actions on the sections of the larger Meritex property. The fact was pointed out that the larger Meritex property is being subdivided by smaller pieces at a time, resulting in smaller parcels of land dedication.

Although a small parcel, the Commission discussed the opportunity of land acquisition in this area of the City, how it fits into the Master Plan and how it might best be used by the community.

Reference was made to the Parks and Recreation System Master Plan and how small parcels relate to the vision of park land in the City and this area and how it might be utilized. Commissioner D. Holt commented that he visited the site the day before and mentioned that there was an individual walking their dog on the parcel, suggesting possibly a need for land in the area. The vision of the Master Plan suggests small parcel opportunity may exist in all areas of the City and that this sector of Roseville is lacking in open space. Considerable discussions took place on how this area can be served in the future and how all opportunities should be thoughtfully analyzed and considered and not simply resort to the cash option.

Commissioners recognized and appreciate that in recent years Park Dedication considerations have been moved earlier in the City planning process. Commissioners suggested for further refinement and improvement, that developers present a land option early in the concept phase to assist the Commission in their recommendation. It was recommended that future Park Dedication proposals include the consideration of a land dedication option as part of the plat application process.

Commission Recommendation:

Motion by Doneen, second by Ristow to recommend to the City Council that cash be accepted in lieu of land dedication for the Meritex Highcrest Park 4th Addition. Motion passed unanimously.

Motion by D. Holt, second by Simbeck to recommend to City Staff and the City Council that all future Park Dedication proposals include a land dedication option by the owner/developer early on in the initial plat application process to assist the Commission in their analysis and recommendation. Motion passed unanimously.

55 4. **PARK & RECREATION COMMISSION 2013 GOALS**

56 Commissioners discussed the process for establishing annual commission goals.

- 57 • Commissioners suggested staff provide direction on commission goals. Considering previous
58 Commission discussions and the City Council Work Plan Goals, staff offered the following
59 topics:
- 60 ○ To provide ongoing awareness and advice throughout the Renewal Program
 - 61 ○ To provide research and recommendations related to a Volunteer Coordinator
 - 62 ○ To provide research and recommendations on pursuing a Community Center
 - 63 ○ To provide research and recommendations on the establishment of a Park Board
 - 64 ○ To provide research and recommendations on refining and understanding the Park
65 Improvement Program (PIP) & Capital Improvement Program (CIP)
- 66 • Diedrick offered to work with a small group of commissioners and staff to draft preliminary
67 goals for Commission review and discussion at an upcoming meeting. Commissioners
68 agreed.
69

70 5. **STAFF REPORT**

- 71 • Budget 2012/2013
- 72 ○ Staff reviewed the status of the 2013 Budget process
 - 73 ○ Commissioners commented on how Parks & Recreation is identified in the RCA for
74 the 2013 budget as a significant contributor to budget increases. Commissioners do
75 not feel this is an accurate and equitable representation.
 - 76 ○ Commissioners reiterated that Parks and Recreation is an essential service to the
77 community.
- 78 • Capital Improvement Plan/Park Improvement Plan
- 79 ○ Staff met with the City Council Task Force and it has been recommended by the task
80 force to continue the Park Improvement Program (PIP) as a separate and distinct part
81 of the Capital Improvement Program (CIP).
- 82 • Reservoir Woods Cell Tower expansion
- 83 ○ Staff described the history of the Cell Tower at Reservoir Woods Park and presented
84 the proposal from Verizon to add them as another provider to the tower. The proposal
85 and requirement means an expanded footprint and the construction of a support
86 building. The lease arrangement is approximately \$1,000,000 to the City over 20
87 years. The soft trail would remain and be more defined.
 - 88 ○ Commissioners suggested a neighborhood notification process be outlined and,
89 because it is in parkland, that any revenues collected be deposited into and invested
90 back in the Parks and Recreation System.

91 **Commission Recommendation:**

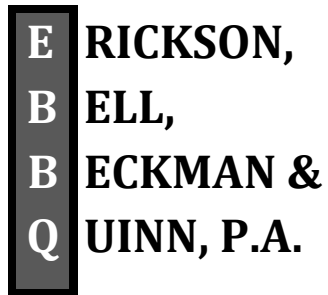
92 Motion by Azer, second by Ristow to recommend to City Staff and City Council that future
93 Reservoir Woods Park cell tower revenues are dedicated to Parks and Recreation improvements
94 because the tower expansion utilizes existing park space. Motion passed unanimously.
95

96 6. **TOUR OF PARK SITES**

- 97 • Commissioners visited Rosebrook, Autumn Gove and Lexington Parks on an abbreviated
98 park tour.
99

100 Meeting adjourned at 12:30pm

101
102 Respectfully Submitted,
103 Jill Anfang, Assistant Director



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TO: Lonnie Brokke
FROM: Charles R. Bartholdi
RE: Park Districts
Our File No: 1011-00186
DATE: August 16, 2011

You recently asked that I give you the statutory authority for Park Districts, Park Boards and Park Commissions. I am in this regard sending you a copy of Minnesota Statutes § 398.01, 398.08, 398.09, 412.501, 412.511, 412.521, 412.531, 412.111 and 412.271.

Minnesota Statutes § 398.01 provides that a Park District must be established by a Board of County Commissioners. Therefore, a City is not authorized to establish a Park District. Minnesota Statutes § 398.08 and 398.09 indicate that a Park District can act as an independent entity and sets forth the general and special powers of a Park District.

Park Boards are controlled by Minnesota Statutes § 412.491 through 412.531. While a Park Board can act independently on many matters, the funds for its operation are established by the City Council.

Minnesota Statutes § 412.111 gives the City the power to create departments and advisory boards. Minnesota Statutes § 412.271, Subd. 6 gives the City the power to give an independent board or commission the right to disburse funds without council approval. The City Council has not given the Roseville Park Commission such power. The Roseville Parks and Recreation Commission has only been given the power to act as an advisory committee and perform the other duties listed under Roseville City Code Section 203.04. As such, it does not have independent powers to make contracts and otherwise act as independent entity of the City.

When you get this memo, please give me a call. We can then discuss it further at that time.

CRB/alb
Enc.

2010 Minnesota Statutes

412.501 CITY OF 1,000 MAY HAVE OR CONTINUE PARK BOARD; FORMALITIES.

The council of any city of more than 1,000 population may by ordinance establish a park board and it may by ordinance adopted by unanimous vote of all members of the council abolish any board thus established. Any park board now in existence in any city shall hereafter operate as a park board under this chapter until abolished as provided in this section. The park board shall consist of three, five, seven or nine members as determined by resolution or ordinance of the council, appointed by the mayor with the consent of the council. If the board consists of three members, one member of the original board shall serve for a term of one year, one for a term of two years, and one for a term of three years. If the board consists of five members, one member of the original board shall serve a term of one year, two for a term of two years and two for a term of three years. If the board consists of seven members, two members of the original board shall serve a term of one year, two for a term of two years and three for a term of three years. If the board consists of nine members, three members of the original board shall serve a term of one year, three for a term of two years and three for a term of three years. After the terms of the original board members expire, members shall be appointed for terms of three years. The number of members may be increased or decreased within the permitted three, five, seven or nine members by subsequent resolution or ordinance. The resolution or ordinance shall include a provision for maintaining staggered terms for board members, provided that if the number of members is reduced the reduction shall be effected in such a manner that all incumbent members are permitted to serve their full terms.

No action to change the size of the board shall be taken except upon a two-thirds vote of all the members of the city council, and no such action shall be taken until at least three years after establishment of the board or until at least three years after the last resolution or ordinance modifying the size of the board. Vacancies shall be filled for the remainder of the original terms. Each member shall serve until a successor is appointed and qualifies. Members shall serve without compensation unless the council authorizes compensation. Any member may be removed by the mayor with the consent of the council for cause after a hearing. The board shall choose one of its members as chair and may select a secretary either from among its own members or otherwise and fix the secretary's compensation at not to exceed \$500 per year. The board may adopt and from time to time amend rules of procedure. It shall make quarterly reports of its activities to the council. The city attorney, if there is one, shall act as attorney for the board. An annual statement of its receipts and disbursements shall be filed with the clerk immediately after the close of the calendar year and shall be included as part of the annual financial report or statement of the clerk in conformity with section 471.697 or 471.698.

History: 1949 c 119 s 62; 1973 c 123 art 2 s 1 *subd* 2; 1975 c 179 s 1; 1986 c 444; 1987 c 21 s 1; 1987 c 384 art 2 s 91

2010 Minnesota Statutes

412.511 ACQUISITION AND CONTROL OF PARK PROPERTY.

Either the park board or the council may acquire land for park purposes but the park board shall have full, absolute, and exclusive control over all property set aside for park purposes.

History: 1949 c 119 s 63; 1973 c 123 art 2 s 1 *subd 2*

2010 Minnesota Statutes

412.521 POWERS OF BOARD.

Subdivision 1. **Generally.** In order to carry out the general powers granted in section 412.511, the park board shall have the powers granted in the following subdivisions.

Subd. 2. **Employment.** The park board may employ necessary personnel and fix their compensation.

Subd. 3. **Construction; contracts.** The park board may construct roadways, paths, buildings, fountains, docks, boathouses, bathhouses, refreshment booths, amusement halls, pavilions, and other necessary structures and improvements in parks. The board may, with the consent of the council, make contracts and leases for the construction and operation of these facilities for terms not exceeding ten years. Every such contract and lease shall provide that the structure shall be operated for the public use and convenience, and that the charges shall be reasonable and it shall reserve to the park board power to prescribe reasonable rules and regulations from time to time for the conduct of the privilege.

Subd. 4. **Purchase of supplies; equipment, and services.** The park board may purchase all necessary materials, supplies, equipment, and services.

Subd. 5. **Maintenance.** The park board shall maintain, beautify, and care for park property.

Subd. 6. **Permit club to use navigable waters; limitations.** The park board may lease to private clubs the privilege of occupying limited areas in the bed of any navigable lake adjacent to a park for clubhouse purposes for not more than ten years. No clubhouse shall be so located as to interfere with navigation. Every such lease shall reserve to the board full power and authority to make from time to time reasonable rules and regulations with respect to the use of the leased property. The lessee shall have power to retain the clubhouse for the use of its own members and guests.

Subd. 7. **Entertainment.** The park board may provide musical and free entertainment for the general public.

Subd. 8. **Ice.** The park board may regulate the taking of ice from any pond, lake, or other body of water in any park.

Subd. 9. **Additional powers.** The park board may perform whatever other acts are reasonable, necessary and proper to carry out the powers granted in section 412.511.

History: 1949 c 119 s 64; 1973 c 123 art 2 s 1 *subd 2*

2010 Minnesota Statutes

412.531 PARK FUNDS.

Subdivision 1. **Establishment, transfer; tax levies.** For the purpose of carrying out the powers of the park board there shall be established in the city treasury a special fund to be called a park fund. The council may transfer to the park fund the money it deems necessary for park purposes. No later than September 1 of each year the park board shall present to the council in the detail the council requires its estimate of the financial needs of the board for the ensuing fiscal year. In any county having a population of more than 200,000 the council of any city, whether having a park board or not, may annually levy a tax on all taxable property in the city for park purposes. The proceeds of this tax shall be placed in the park fund.

Subd. 2. **Audit; withdrawals.** The park board shall, in the same manner as the council under section 412.271, subdivision 1, and to the same extent, audit claims to be paid from the park fund. The secretary of the board shall draw an order upon the treasurer for the proper amount allowed by the board. Upon counter signature by the president of the commission and presentation, orders shall be paid by the treasurer.

History: 1949 c 119 s 65; 1951 c 378 s 14; 1971 c 462 s 1; 1973 c 123 art 2 s 1 *subd* 2; 1973 c 773 s 1; 1986 c 444; 1989 c 277 art 4 s 45; 1994 c 505 art 7 s 1

2010 Minnesota Statutes

412.111 DEPARTMENTS, BOARDS.

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of city affairs. The council may prescribe the duties and fix the compensation of all officers, both appointive and elective, employees, and agents, when not otherwise prescribed by law. The council may require any officer or employee to furnish a bond conditioned for the faithful exercise of duties and the proper application of, and payment upon demand of, all moneys officially received. Unless otherwise prescribed by law, the amount of the bonds shall be fixed by the council. The bonds furnished by the clerk and treasurer shall be corporate surety bonds. The council may provide for the payment from city funds of the premium on the official bond of any officer or employee of the city. The council may, except as otherwise provided, remove any appointive officer or employee when in its judgment the public welfare will be promoted by the removal. This provision does not modify the laws relating to veterans preference or to members of a city police or fire civil service commission or public utilities commission.

History: 1949 c 119 s 14; 1951 c 378 s 4; 1973 c 123 art 2 s 1 *subd* 2; 1983 c 359 s 65; 1986 c 444

2010 Minnesota Statutes

412.271 DISBURSEMENTS.

Subdivision 1. **Method.** No disbursement of city funds, including funds of any municipal liquor dispensary operated by the city, shall be made except by an order drawn by the mayor and clerk upon the treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the council, and except as otherwise provided in subdivisions 4, 5, and 8, no order shall be issued until the claim to which it relates has been audited and allowed by the council.

Subd. 2. **Claims, payment; electronic time recording.** (a) Except for wages paid on an hourly or daily basis, where a claim for money due on goods or services furnished can be itemized in the ordinary course of business the person claiming payment, or the claimant's agent, shall prepare the claim in written items and sign a declaration that the claim is just and correct and that no part of it has been paid; but the council may in its discretion allow a claim prepared by the clerk prior to such declaration by the claimant, if the declaration is made by an endorsement on the order-check by which the claim is paid as provided below.

(b) Whenever work for which wages are to be paid on an hourly or daily basis is done by employees of the city, the clerk shall keep a payroll giving the name of each employee and the number of hours or days worked by each and the timekeeper, supervisor, or other officers or employee having knowledge of the facts shall sign a declaration that the facts recited on the payroll are correct to the best of the declarant's information and belief; and when any claim for wages listed on a payroll is paid, the employee shall sign a declaration, which may be a part of the payroll, to the effect that the employee has received the wages and done the work for which wages have been paid. The declarations relating to claims or payrolls shall be in substantially the following form: "I declare under the penalties of perjury (here insert, if claimant: that this claim is just and correct and no part of it has been paid; if timekeeper, supervisor, officer or employee having knowledge of the facts; that to the best of my information and belief the items of this payroll are correct; if employee who has been paid: that I have received the wages stated on this payroll opposite my name and have done the work for which the wages were paid.)

Date

Signed"

The effect of this declaration shall be the same as if subscribed and sworn to under oath.

(c) Notwithstanding the procedural requirements of paragraph (b), a city may use electronic time recording systems if the governing body of the city adopts policies to ensure that the timekeeping and payroll methods used are accurate and reliable.

Subd. 3. **Endorsement on claims.** The clerk shall endorse on each claim required to be audited by the council the word "disallowed" if such be the fact, or, "allowed in the sum of \$.....," if approved in whole or in part, specifying in the latter case the items rejected. Each order shall be so drawn that when signed by the treasurer in an appropriate space, it becomes a check on the city depository. Such order-check may have printed on its reverse side, above the

space for endorsement thereof by the payee, the following statement: "The undersigned payee, in endorsing this order-check, declares that the same is received in payment of a just and correct claim against the city of, and that no part of such claim has heretofore been paid." When endorsed by the payee named in the order-check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim. Any order presented to the treasurer and not paid for want of funds shall be so marked and paid in the order of its presentation with interest from the date of presentation at the rate of five percent or such lower rate as is fixed by the council prior to its issuance.

Subd. 4. **Immediate payment of claims.** When payment of a claim based on contract cannot be deferred until the next council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the council. The claim shall be acted upon formally at the next council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

Subd. 5. **Imprest funds.** The council may establish one or more imprest funds for the payment in cash of any proper claim against the city which it is impractical to pay in any other manner, except that no claim for salary or personal expenses of an officer or employee shall be paid from such funds. The council shall appoint a custodian of each such fund who shall be responsible for its safekeeping and disbursement according to law. Money for the operation of such fund shall be secured by a transfer from the general fund. A claim itemizing all the various demands for which disbursements have been made from the fund shall be presented to the council at the next council meeting after the disbursements have been made. The council shall act upon it as in the case of other claims and an order shall be issued to the custodian for the amount allowed. The custodian shall use the proceeds of the order to replenish the fund; and if the council fails to approve the claim in full for any sufficient reason, the custodian shall be personally responsible for the difference.

Subd. 6. **Independent boards, powers.** Subdivisions 4 and 5 shall apply to any independent board or commission of the city having authority to disburse funds without approval of the council. In such case references in these subdivisions to the council shall be considered to be to the board or commission and the money for the fund may be secured from any undedicated fund under its jurisdiction.

Subd. 7. **Definition.** For purposes of this section, a "city administrative official" means a city manager, administrator, treasurer, senior fiscal officer, clerk, or clerk-treasurer.

Subd. 8. **Delegation of authority for paying certain claims.** A city council, at its discretion, may delegate its authority to pay certain claims made against the city to a city administrative official. City councils opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds. The procedures shall include regular and frequent review of the city administrative officials' actions by the council. A list of all claims paid under the procedures established by the city council shall be presented to the council for informational purposes only at the next regularly scheduled meeting after payment of the claim. A city council that delegates its authority to pay certain claims made against the city must adopt a resolution authorizing a specified city administrative official to pay the claims that meet the standards and

procedures established by the council. A city council of a city that does not prepare annual audited financial statements which have been attested to by an independent certified public accountant, public accountant, or the state auditor, may not delegate its authority for paying certain claims against the city pursuant to this subdivision.

History: 1949 c 119 s 34; 1951 c 378 s 10; 1953 c 319 s 5; 1955 c 867 s 5; 1973 c 123 art 2 s 1 *subd* 2; 1986 c 444; 1993 c 315 s 11-13; 2004 c 165 s 1

Chapter 203 Parks and Recreation Commission

SECTION:

203.01: Establishment and Membership
203.02: Vacancies
203.03: Organization
203.04: Duties and Functions
203.05: Compensation
203.06: Joint Meeting with City Council
203.07: Rules

203.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council. Members shall be appointed for three year terms. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the parks and recreation commission. (Ord. 1253, 6-26-2001)

203.02: VACANCIES:

In case of vacancy during the term of office of any member of the commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death, failure to serve as shown by failure to attend a specified number of regular meetings as established by the commission, residence outside the city, or resignation. (Ord. 1038, 6-27-1988; amd. 1995 Code)

203.03: ORGANIZATION:

The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. Minutes of the commission shall be filed and retained by the parks and recreation commission, as well as other recommendations and studies performed by the commission. (Ord. 1038, 6-27-1988)

203.04: DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.
- N. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code.
(Ord. 1410, 6-13-2011)

203.05: COMPENSATION:

No compensation shall be paid to members of the commission; however, commission members may have expenses paid to attend conferences on parks and recreation that are offered in the state when approved by the city manager. (Ord. 1038, 6-27-1988; amd. 1995 Code)

203.06: JOINT MEETING WITH CITY COUNCIL:

The commission shall request a joint meeting with the City Council when deemed necessary and at least a minimum of once a year. (Ord. 1038, 6-27-1988)

203.07: RULES:

The commission may adopt such rules as it deems necessary for the conduct of its work, compatible with the provisions of this chapter. (Ord. 1038, 6-27-1988)

Section 305 – Boards and Commissions

305.01 General. Subdivision 1. Governing Law. The various Boards and Commissions established pursuant to law, by the City Charter, or by this Code and the members and officers thereof have the respective powers and duties assigned to them, and are appointed for terms as specified in the law, code section, or charter provision applicable to them. Members in office on the December 31, 1983 shall remain in office for the respective terms to which they were appointed.

Subd. 2 Boards and Commissions. The Boards and Commissions of the City are as follows:

- a) Board of Health;
- b) Park and Recreation Board;
- c) Library Board;
- d) Planning Commission;
- e) Joint Fire and Police Civil Service Commission;
- f) Water and Light Board;
- g) Brainerd Lakes Regional Airport Commission.

(Amended Ord. 900 – 1991, Ord. 1181 – 2002, Ord. 1261 – 2005)

305.05 Board of Health. Subdivision 1. Membership. The Board of Health consists of three members whose appointments are made as provided in the City Charter. One member of the Board shall be a physician who shall be the executive of the board and the City Health Officer. Members of the Board shall service without compensation except that the City Health Officer shall receive a yearly salary for services as determined by the City Council.

Subd. 2 Powers; Duties. The board shall have general jurisdiction, control, and supervision over all matters affecting the public health and welfare of the inhabitants of the City. The Board shall exercise all powers and perform or cause to be performed all duties assigned to or required of it by law, this Code, and directives of the City Council.

Subd. 3 City Health Officer. It shall be the duty of the City Health Officer to execute the lawful orders of the Board and those duties imposed by law.

Subd. 4 Reports. Not later than September 1st of each year, the Board shall report to the Mayor and Council setting forth its activities during the preceding year together with a budget of any necessary expenses for programs for the ensuing year. No expenditures of funds by the Board are authorized unless contained in a budget duly approved by the Council.

305.07 Park and Recreation Board. Subdivision 1. Membership. The Park and Recreation Board consists of five members appointed by the Mayor and confirmed by the City Council. Members of the Board serve without compensation. The Board shall choose one of its members as chairman and one as recording secretary. In the event the volume of work handled by the Board so requires, a paid secretary may be employed by the Board.

Subd. 2 Meetings. The Board shall meet at the call of the Chairman or at the request of any two members. A regular meeting date may be established, if desired, by a majority of the Board Members.

Subd. 3 Duties. The Board shall establish the recreation policy and conduct the supervise recreation areas, facilities, services, and programs for all types of public recreation, and shall conduct activities and pay for the necessary supervision incidental thereto, on the grounds and properties owned, leased, or controlled by the City, or on other properties with the consent of the owners or authorities who control the property.

Subd. 4 Employees; Programs. The Board shall establish the qualification for employment and may employ and determine the compensation of a trained and qualified Director of Recreation, and such other assistants, supervisors, directors, play leaders, or other employees that may be necessary, in its judgment, for the efficient administration, conduct, and development of the public recreation program, within the monies provided for such purposes by the City. The Board shall coordinate services with other governmental programs, solicit and train volunteers, purchase supplies and equipment, develop and maintain facilities, procure or lease public or private properties, areas or facilities that may be required for programs, provided, however, that no property shall be procured by lease or otherwise for more than one year without the approval of the City Council. All expenditures shall be within the monies appropriated by the City for such purposes, together with donations, gifts, bequests of any money or any funds from earnings. All money received from donations, bequests, or earnings shall be deposited in a special account managed by the Board.

Subd. 5 Budget. The Board shall annually prior to September 1st, prepare a budget for recreation purposes for the ensuing fiscal year, subject to the approval of the City Council. The Board shall be financed by any annual appropriation from the City Council. Such funds shall be placed in an account known as the recreation fund. The Clerk-Treasurer shall account for the fund and custody of the cash shall be in the hands of the Clerk-Treasurer. The Board is authorized to receive gifts, bequests, and donation. Such funds shall, also, be deposited in the recreation fund. No disbursements shall be made from said account unless claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the Board as authenticated by signature of the Chairman and Secretary of the Board.

Subd. 6 Annual Report. The Board shall, in the month of September of each year, prepare and present to the City Council an annual report of its activities and finances.

Subd. 6 Budget. The Commission shall each year prior to August 1st prepare a budget for airport finances for the ensuing calendar year. The budget shall be substantially balanced. The budget shall follow the format as established.

1. Estimated revenues, divided as follows:
 - a) Federal and State grants;
 - b) Contribution from City;
 - c) Contribution from County;
 - d) Miscellaneous revenues.
2. Estimated expenditures, divided as follows:
 - a) Personal services;
 - b) Services other than personal;
 - c) Supplies and materials;
 - d) Equipment;
 - e) Real estate and improvement;
 - f) Miscellaneous expenditures;
 - g) City Bond Retirement Fund;
 - h) County Bond Retirement Fund.

Such budget shall be submitted not later than September 1st to the City Council and the County Board. The final decisions of the City Council and the County Board as to the requested additional contributions shall be reported back to the commission. The City shall pay 50% of the total contributions paid into the current airport fund by the City and County each year. If either the City Council or the County Board fixes its contributions at less than the amount requested by the Commission, the contribution of the other shall be decreased proportionately, unless the latter shall decide to pay a larger portion of the total contribution than is required by this agreement. The expenditure allowance as finally adjusted and approved by the Commission shall control the year's spending program except that excess revenues received may be spent upon the approval of three members of the Commission. The Commission shall not itself levy taxes or borrow money; and it shall not approve any claims or incur any obligations for expenditures unless there is unencumbered cash in the appropriate airport fund to the credit of the Commission with which to pay the same. Any surplus in revenues over the cost of maintenance and operating expenses of the properties acquired under this agreement may be transferred by the Commission to the City and the County in the same proportion as they are required by this paragraph to contribute for maintenance and operation.

Subd. 7 Finances. For the purpose of financing the necessary expenditures in carrying out the provisions of this agreement, there is hereby created in the City accounts and treasury a special fund to be called Airport Fund. All receipts belonging to the Commission shall be deposited intact in a bank account to the credit of the Airport Fund and no disbursement shall be made from this bank account except by check nor unless a verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment

by the Commission as authenticated by signature of a commissioned member from the City and the County. The City shall account for the Fund and the custody of the cash and the bank account shall be in the hands of the City Treasurer. These officers shall make reports to the Commission at reasonable intervals as determined by the Commission. For purposes of budgeting, accounting and reporting, the fiscal year of the Commission and the Fund shall commence on January 1. An audit of the Fund shall be made annually. Such audit may be made independently of or in conjunction with any audit, which may be made of the funds of the City. The Airport Commission shall maintain employee dishonesty insurance coverage for all employees of the Airport Commission.

Subd. 8 Reports. The Commission shall, as soon as possible after the end of each calendar year, prepare and present to the City Council and County Board a comprehensive annual report of its activities. The Commission shall also prepare and present to Federal and State officials such reports as may be required by law, regulation or contract.

Subd. 9 Termination. In the event the City or County repeal this Ordinance, the powers of the Commission under this Ordinance shall continue to the extent necessary to maintain and operate the airport until disposition of the property acquired under this Ordinance has been completed pursuant to subdivision 10 hereof.

Subd. 10 Disposition of Property Upon Termination. As soon as practicable after termination of this agreement, the City Council and the County Board shall dispose of all property acquired under the agreement, including surplus funds, in any manner they shall then agree upon. If no agreement as to disposition is reached within three months after termination of this agreement, the City Council shall, within 30 days thereafter, appoint some person, who may be a City Official, as its representative; the County shall similarly appoint a representative; and the Minnesota Commissioner of Aeronautics shall appoint a third person, who shall together constitute an advisory board on disposition of the airport property. This board shall as soon as possible prepare and recommend to the City Council and County Board a complete plan for the disposition of all property acquired under this agreement, and such plan shall provide for the continuation of the use of the property as a public airport, if practicable. Upon termination of this agreement each party shall provide for the payment of principal and interest on its outstanding bonds issued as a result of this agreement, and in the absence of another arrangement mutually agreed upon each party shall assume the payment of debts and liabilities incurred by the Commission in the same proportion as it is required to contribute to the joint current airport fund under section 6.

Subd. 11 Enforcement. Specific performance of the provision of this agreement may be enforced against either party by the other party.

Subd. 12 Amendments. Ordinances Numbers 433, 671, 805, and 856 are hereby repealed.

(Amended Ord. 900 – 1991, Ord. 1022 – 1996, Ord. 1181 – 2002)

**Maple Grove, Minnesota, Code of Ordinances >> - CODE OF ORDINANCES >> Chapter 22 - PARKS AND RECREATION
>> ARTICLE II. - PARK BOARD >>**

ARTICLE II. - PARK BOARD [55]

[Sec. 22-31. - Established.](#)

[Sec. 22-32. - Composition.](#)

[Sec. 22-33. - Appointment and term of members; compensation; removal.](#)

[Sec. 22-34. - Organization and meetings.](#)

[Sec. 22-35. - Employment standards.](#)

[Sec. 22-36. - Park fund.](#)

[Sec. 22-37. - Powers.](#)

[Sec. 22-38. - Land acquisition and control.](#)

[Secs. 22-39—22-60. - Reserved.](#)

Sec. 22-31. - Established.

There is hereby continued as heretofore established a park board.

(Code 1984, § 215:00)

Sec. 22-32. - Composition.

The park board shall be composed of seven members who shall be residents of the city and shall be appointed by the mayor with the consent of the council.

(Code 1984, § 215:05; Ord. No. 03-09, § 1, 4-7-2003)

Sec. 22-33. - Appointment and term of members; compensation; removal.

- (a) The term of each member of the park board shall be three years and shall expire on December 31. The terms of no more than three members shall expire in any one year. No park board member whose initial term begins in the year 2003 or thereafter shall serve more than four consecutive terms.
- (b) Two new park board members shall be appointed beginning in the year 2003, with the initial term of one board member being one year and of the other board member being two years. Thereafter, the two board members shall be appointed for the full term.
- (c) At the expiration of each term one member shall be appointed to fill each of the expired terms for a term of three years. All appointees to the park board shall hold their offices until their successors are appointed and qualified. Vacancies occurring during the term shall be filled for the unexpired portion of the term.
- (d) Every member shall before entering upon the discharge of his duties take an oath to faithfully discharge the duties of the office. Each member shall be paid \$125.00 per calendar quarter for each full quarter of service.
- (e) As additional compensation, the city council may by resolution or motion authorize the expenditure of city funds to host business or social functions for members, which functions may include food and beverage service. The city council is the sole determiner of whether such additional compensation is warranted, and such compensation need not be offered equally to all members.
- (f) Any member may be removed by the mayor with the consent of the council for cause after a hearing.

(Code 1984, § 215:10; Ord. No. 03-09, § 1, 4-7-2003)

Sec. 22-34. - Organization and meetings.

- (a)

The park board shall choose one of its members as chair and another as vice-chair and may select a secretary either from among its own members or otherwise.

- (b) The park board shall hold at least one regular meeting each month. It may adopt and from time to time amend rules of procedure. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which records shall be a public record. It shall make quarterly reports of its activities to the council.
- (c) An annual statement of the park board's receipts and disbursements shall be filed with the clerk immediately after the close of the calendar year and shall be included as part of the annual financial statement of the clerk.

(Code 1984, § 215:15)

Sec. 22-35. - Employment standards.

Employment standards governing all personnel employed by the park board shall be the same employment standards as governing the professional supervisory and clerical employees of the city unless approved otherwise by the council.

(Code 1984, § 215:20)

Sec. 22-36. - Park fund.

- (a) For the purpose of carrying out the powers and duties of the park board, there is hereby continued as heretofore established in the treasury a special fund, to be called a park fund. The council may transfer to the park fund such moneys as it shall consider necessary for park purposes.
- (b) Each year, the park board shall present to the council, in such detail as the council shall require, its estimate of the financial needs of the board for the ensuing fiscal year.
- (c) The park board is authorized to receive gifts, devises, bequests, endowments, or other donations of money and property. All moneys received shall be deposited in the park fund.

(Code 1984, § 215:25)

Sec. 22-37. - Powers.

The park board shall have the power to establish, improve, ornament, maintain and manage parks, parkways, and recreational facilities, and shall have all other powers vested in it by law. The park board may periodically adopt a schedule of fees for program services and facility use.

(Code 1984, § 215:30)

Sec. 22-38. - Land acquisition and control.

- (a) The city shall acquire lands for park purposes as the council deems advisable. The council shall, however, receive recommendations from the park board with reference to land acquisition before the council acquires property for park purposes. The park board shall make recommendations to the council with regard to land acquisition matters, and shall also make recommendations to the planning commission regarding the dedication of land for park purposes in proposed plats.
- (b) The park board shall have full, absolute and exclusive control over all property set aside for park purposes.

(Code 1984, § 215:35)

Secs. 22-39—22-60. - Reserved.

FOOTNOTE(S):

⁽⁵⁵⁾ **Cross reference**— Boards, commissions and committees, § 2-171 et seq. [\(Back\)](#)

⁽⁵⁵⁾ **State Law reference**— Park boards in statutory cities, Minn. Stats. § 412.501. [\(Back\)](#)

24.01. Recreation Under Park Board. Subdivision 1. The park board is assigned the function and responsibility of developing and administering the recreation program and activities of the city. In performing this function and responsibility, the park board shall have the powers and duties set forth in this section.

Subd. 2. The board may develop, organize, promote and administer a comprehensive, coordinated public recreation program for the city. For the purposes of this chapter the term "recreation" shall be construed in its broadest sense and shall include both physical and mental recreational activities of all types and for all age groups and courses of instruction therein.

Subd. 3. The board may arrange with the board of education of school district 596 and the County of Olmsted and other public and semi-public authorities and private persons, for the use of their facilities in connection with the recreation program.

Subd. 4. The board may negotiate, develop and recommend to the council for execution, cooperative agreements and contracts with other public and semi-public authorities and private persons which will promote and enhance the recreation program or provide for the furnishing of facilities or the rendering of service in connection with the recreation program.

Subd. 5. The board may accept gifts and bequests for the benefit of the recreation program.

Subd. 6. The board may incur obligations for commodities and services to the extent authorized in its budget by the council.

Subd. 7. The board may establish such positions and employ such personnel as it deems necessary, within the means provided in its budget, to carry on the recreation program and activities.

24.02. Recreation Board Abolished. The recreation board of the city and the position of recreation director are abolished and all assets, funds, rights and obligations of the recreation department are transferred to the park department of the city.

(1411, 8/7/67; 1023, 4/20/59)

REQUEST FOR COUNCIL ACTION

Date: 10-08-12
Item No.:

Department Approval

City Manager Approval



Item Description: Approve LHB Consulting as Lead Consultant for the Park and Recreation Renewal Program

BACKGROUND

On November 3rd, 2010 the City Council adopted the Parks and Recreation System Master Plan.

On July 11th, 2011, the City Council authorized a \$19,025M Park and Recreation Renewal Program (PRRP).

On January 9, 2012, the City Council authorized the staff to work with Arizona State University (ASU) to implement the Best Value Procurement Method for the PRRP.

The PRRP was on hold until the litigation was cleared on July 23rd, 2012.

The first step to the implementation process is to select a lead consultant for a scope as follows:

- Coordinate planning efforts in concert with the community and city staff
- Review projects, costs, staging of improvements and implementation schedules
- Facilitate public meetings during the planning phase
- Create detail concept plans for parks and facilities
- Develop system wide design and construction standards
- Assist in the selection of sub-consultants
- Assure consistency with the adopted system wide master plan

A Request for Proposal (RFP) was prepared using the ASU Best Value Procurement format and language with final City Attorney approval.

On July 25th, 2012 the RFP was issued to (19) known qualified firms and was posted via the city web site, McGraw Hill plans exchange and other web sites.

On August 8th, 2012 a mandatory pre-proposal education/training session was held for any and all interested firms.

On August 20th, 2012, six proposals were received. The Best Value Procurement selection process began with a five member evaluation team made up of staff from Parks and Recreation and Public Works and a representative from the Parks and Recreation Commission. Initial

proposal information reviewed by the team included project capability, risk assessment, value added plans and past performance information. All firms were within the \$194,500 anticipated budget, although costs and firm names were not known to the evaluation team until the interview time.

The best value process uses six selection criteria:

- Past Performance Information (PPI)
- Project Capability
- Identification and Mitigation of Risk
- Value Added
- Cost
- Interview of Key Personnel

The submittal evaluation process is “blind” (no bias from knowledge of consultant names by the selection committee), minimizes the decision making of the selection committee, and forces the consultants to show dominant and clear reasons as to why they should be hired. The process connects value with price, forcing consultants to show dominant value. A rating of “10” is given if the verifiable performance metrics are used to support consultant claims of capability, risk mitigation, and value. To further minimize the bias of the selection committee during the submittal evaluation process, the selection committee does the following:

1. Rates all criteria separately.
2. Justifies any high rating.
3. Does not see the price breakout and PPI until after the prioritization of the consultants.
4. Does not see the prioritization of consultants until after the prioritization is completed.

On August 28th, 2012 interviews were conducted with the project lead only from all six firms. The purpose was for them to describe their proposed plan and approach to the evaluation team.

On August 31st, 2012, the highest ranked Potential Best Value Lead Consultant was identified as LHB Consulting, at which time the clarification phase began. The clarification phase consisted of understanding better; their scope, milestone schedule, financial arrangements, assessment of risks and mitigation plans and value added plans of the proposal. The following list includes all 6 firms and their total evaluation score and base cost:

Firm	Total Evaluation Score	Base Cost
LHB Consulting	996.3	\$172,338
Stantec	923.6	\$169,800
SEH	838.8	\$173,000
HGA	782.6	\$193,100
SRF Consulting Group	740.4	\$190,000
WSB and Associates	706.2	\$185,500

LHB Consulting offered a strong recommendation on a well thought out Value Added Plan that will help to facilitate continued discussion with staff, community groups and other consultants for an additional cost not to exceed \$22,080. This proposal specifically offices the lead project manager from LHB at City Hall 2 days per month throughout the contract to provide that ongoing coordination.

Community input has been a very significant part of the Master Plan Update, Implementation

79 Process and the identified Park and Recreation Renewal Program. For the Renewal Program to
80 continue to be highly successful, it is very important that this continue. The Value Added
81 proposal underscores the understanding of LHB Consulting on the importance of resident
82 input/involvement in creative ways will make the difference. The Evaluation Team recommends
83 this approach.

84
85 After completing the Best Value Procurement process and LHB demonstrating their
86 understanding of the project, approach, fees, costs and deliverables, the evaluation team is
87 recommending that the City enter into an agreement with LHB Consulting as the Lead
88 Consultant for the Parks and Recreation Renewal Program (PRRP) for a scope as outlined for a
89 cost of \$194,418 including the Value Added Item as described to be taken from the City Park
90 and Recreation Renewal Program (PRRP) Budget.

91
92 The anticipated time to perform the work of the lead consultant is expected to be 9 months.

93
94 The next steps in the process will be to:

- 95 • Finalize the agreement between the City of Roseville and LHB Consulting
- 96 • Finalizing plan to accommodate Recreation Programs
- 97 • Finalize project packaging and schedules
- 98 • Coordinate timing of projects

99 100 **POLICY OBJECTIVE**

101 It is the policy of the City to use the Arizona State University (ASU) Best Value Procurement
102 Method Model for the Park and Recreation Renewal Program to deliver the best value for the
103 community.

104 105 **BUDGET IMPLICATIONS**

106 The total cost of the Lead Consultant as outlined is \$194,418 including the value added item. The
107 cost would be paid for out of the budgeted PRRP for the identified planning and construction
108 management costs.

109 110 **STAFF RECOMMENDATION**

111 Based on LHB Consulting firm being ranked the highest using the Best Value Procurement
112 Method Model and the extensive community interaction proposed by LHB, staff recommends
113 that the City enter into an agreement with LHB, in the amount of \$194,418, including the Value
114 Added Item as outlined, to be taken from the PRRP Budget.

115 116 **REQUESTED COUNCIL ACTION**

117 Motion authorizing the Mayor and City Manager to enter into an professional services agreement
118 with LHB Consulting for services as referenced in the attached pre-award document to assist in
119 leading the Park and Recreation Renewal Program as outlined for a cost of \$194,418 including
120 the Value Added community interaction item to be taken from the Park and Recreation Renewal
121 Program Budget and with final City Attorney review and approval.

122
123 Prepared by: Lonnie Brokke, Director of Parks and Recreation
Attachments: Pre-Award Document

City of Roseville
Lead Consultant
for the
City of Roseville
2012-2015 Parks and Recreation Renewal Program

PRE AWARD DOCUMENT

Prepared By:



LHB, Inc.

21 September 2012

SECTION 1 – FINANCIAL SUMMARY

Approved Value Added Options

NO	DESCRIPTION	COST (\$)
1	To more effectively coordinate parks renewal efforts with the Parks and Recreation Department and other city departments, other jurisdictions, park users and user groups, and the general public, LHB will hold “office hours” at City Hall. Staff from LHB will be housed at City Hall for at least one day every two weeks during the course of the Lead Consultant contract. This work will be performed on an hourly basis not exceeding the amount indicated provided all work occurs within the specified project duration.	\$22,080
2		
3		
4		
5		
<i>Total Approved Value Added Options:</i>		\$22,080

Client Requested Scope Changes

NO	DESCRIPTION	COST (\$)
1	None	
2		
3		
4		
5		
<i>Total Approved Client Scope Changes:</i>		\$0

Final Cost Proposal

NO	DESCRIPTION	COST (\$)
1	Original Proposal Cost	\$172,338
2	Total Approved Value Added Options	\$22,080
3	Total Client Requested Scope Changes	\$0
Final Project Cost		\$194,418

SECTION 2 – PROJECT DURATION SUMMARY

Approved Value Added Options

NO	DESCRIPTION	DURATION
1	To more effectively coordinate parks renewal efforts with the Parks and Recreation Department and other city departments, other jurisdictions, park users and user groups, and the general public, LHB will hold “office hours” at City Hall. Staff from LHB will be housed at City Hall for at least one day every two weeks during the course of the Lead Consultant contract.	0 days added
2		
3		
4		
5		
<i>Total Approved Value Added Options:</i>		<i>0 days added</i>

Client Requested Scope Changes

NO	DESCRIPTION	DURATION
1	None	
2		
3		
4		
5		
<i>Total Approved Client Scope Changes:</i>		

Final Project Duration

NO	DESCRIPTION	DURATION (Calendar Days)
1	Original Proposal Duration (Days)	270
2	Total Approved Value Added Options (Days)	0
3	Total Client Requested Scope Changes (Days)	0
Final Project Duration		270

SECTION 3 – PROJECT SCHEDULE

A complete project schedule identifying **major** activities and actions/decisions required from the client

No	Activity / Task	Duration	Start Date	End Date
1	Receive Notice to Proceed	0 days	10/22/2012	10/22/2012
2	Define public engagement strategy	14 days	10/22/2012	11/05/2012
3	Conduct program review (sequencing of concept planning, staging of improvements, cost review, distribution of investment)	14 days	10/22/2012	11/05/2012
4	Develop concept framework for parks with early implementation potential by non-Roseville entities	14 days	11/12/2012	11/26/2012
5	Select consultant for trails, natural resources	7 days	10/29/2012	11/05/2012
4	Review trails, natural resources policies with selected consultant	14 days	11/19/2012	12/03/2012
7	Identify potential trails, natural resource projects	14 days	12/03/2012	12/17/2012
8	Define implementation actions for trails, natural resource projects	14 days	12/17/2012	12/31/2012
9	Initiate construction and design standards process	7 days	01/07/2013	01/14/2013
10	Develop concept plans (Parks Concept Design series 1)	45 days	01/21/2013	03/04/2013
11	Review concepts to best accommodate parks programs	7 days	01/28/2012	02/04/2013
12	Conduct review of needs for construction and design standards	7 days	03/04/2013	03/10/2013
13	Facilitate review of concepts for Parks Concept Design series 1 by Park and Recreation Commission and City Council	14 days	03/11/2013	03/25/2013
14	Select consultant(s) for Final Plan Development for Park series 1	7 days	03/04/2013	03/11/2013
15	Develop concept plans (Parks Concept Design series 2)	45 days	03/04/2013	04/15/2013
16	Review concepts to best accommodate parks programs	7 days	03/11/2013	03/18/2013
17	Facilitate review of concepts for Parks Concept Design series 2 by Park and Recreation Commission and City Council	14 days	04/22/2013	05/06/2013
18	Select consultant(s) for Final Plan Development for Park series 2	7 days	04/15/2013	04/21/2013
19	Develop concept plans (Parks Concept Design series 3)	45 days	04/15/2013	06/03/2013
20	Review concepts to best accommodate parks programs	7 days	04/22/2013	04/29/2013
21	Finalize construction and design standards	7 days	06/03/2013	06/10/2013
22	Facilitate review of concepts for Parks Concept Design series 3 by Park and Recreation Commission and City Council	14 days	06/10/2013	06/24/2013
23	Select consultant(s) for Final Plan Development for Park series 3	7 days	06/03/2013	06/10/2013
24	Present master plan modifications to commissions and city council	30 days	06/17/2013	07/15/2013
25	Update master plan document	14 days	07/15/2013	07/29/2013
26	Prepare parks inventory	30 days	06/17/2013	07/15/2013
27				
28				
29				

Contractor tasks are in "black", Client tasks are in "blue", Risky activities are in "red"

SECTION 4 – RISK MANAGEMENT PLAN

A complete list of all pre-identified risks that the Vendor does not control.

Identified Risk 1:	Park improvement cost escalation beyond projected budgets
Solution / Strategy:	Staff has indicated that cost projections were updates prior to issuance of the RFP and budgets were adjusted accordingly. Still, as indicators of economic activity suggest more construction activity in the coming years, the city might expect costs to increase. LHB will assess estimated costs at the concept plan stage of every park's development using internal and, if necessary, external information sources. Internal review of cost projects will utilize historical data for similar construction projects and in-house staff with significant construction cost estimating experience. If necessary, especially for non-typical improvements and unique construction, LHB will contact two to three qualified contractors to review the work and understand the likely range of potential costs. Using that information, LHB will work with staff to assess costs and distribution of investments across the system to ensure alignment with funding mechanisms. We will also encourage the final design consultants to perform an independent assessment of the costs of implementation based on the final design/construction document drawings.

Identified Risk 2:	Failure to gain agreement on a solution for a new park in southwest Roseville
Solution / Strategy:	In the Master Plan, no conclusion is reached on a specific or preferred direction for a park in this part of the community. However, the Master Plan and the city's Comprehensive Plan clearly indicate the need for a park in southwest Roseville and articulate policy aimed at the creation of suitable park resources for those residents. LHB intends to use the Master Plan (and the Comprehensive Plan) as a starting point for discussions—general and intensive—with residents in that part of the community. We recommend a neighborhood-based charrette (an intensive design workshop) as a method of directly engaging those residents in pursuit of a solution. The key, we believe, is to invest people in the process of finding a reasonable answer, and charging them with responsibility to assisting the city in defining appropriate solutions. While a charrette was not a part of the Master Plan engagement activities, it seems wholly appropriate that it be used for this specific park improvement. Details of a charrette will be determined with staff during the public engagement definition task (Task 2 in the Project Schedule).

Identified Risk 3:	Lack of performance by consultants selected for parks projects
Solution / Strategy:	The goal of the city's renewal program is implementation of improvements to the community's parks and recreation system. The citizens of Roseville benefit by having these improvements accomplished earlier in the process, and consultants selected to assist in the process of delivering the improvements need to be aligned with that direction.

	LHB, while not contractually responsible for the work of other consultants, will provide concept plans developed to guide consultants' work in alignment with the Master Plan, with detail demonstrating key concept level directions for park configuration and layout, grading, stormwater management, natural resources amenities, planting and turf establishment, site furnishings, building locations and types, and special features. The concepts will also define directions for accommodating existing or planned recreation programs and activities, concepts for protecting the public during construction activities, and desired implementation dates.. .. The key element of maintaining a schedule is to define appropriate and necessary timelines, require the consultant to identify issues that might delay their work, and, once under contract, assess consultant progress on a regular schedule, all of which we understand will be documented or requested in the city's Requests for Proposals for the preparation of final design/construction documents. If delays in delivery of consultants' work becomes apparent during the Lead Consultant contract period, LHB will work with staff to determine remedies, including, if amenable to the city, reassignment of work to other consultants LHB has made a suggestion that the trails and natural resources consultants be engaged early (Task 5 in the Project Schedule) so that their work can inform the development of concept plans. Because so much of the critical direction (including cost estimates and public engagement) is focused around the development of the concepts, these consultants must be keenly aware of the need for delivery of their work products. We envision a close relationship with these consultants during the first several months of the Lead Consultant process in order to ensure delivery of their work as the first series of park concept plans are generated. A consultant's deviation from the accepted/approved concept plans as the final design/construction documents are completed, whether in design direction, schedule, or details, will not become the responsibility of the Lead Consultant unless the city directs the Lead Consultant to participate outside the terms of the Lead Consultant agreement.
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Identified Risk 4:	Displacement of programmed park activities during implementation of improvements
Solution / Strategy:	Staff has noted the need to closely coordinate implementation planning to ensure planned park and recreation programs are not displaced. LHB intends to work with parks program staff during the development of concepts for the parks to understand the impacts of changes and to strategize methods of accommodating park programs even during construction activities. Priority will be on direct accommodation, public safety, but we may also need to consider providing temporary facilities can be defined as a part of the park improvement contract, sequencing of improvements (which may have an impact on construction costs), and, likely as a last resort, relocating activities to another park. A part of this effort will also require an assessment of the impressions of the construction site on the public and defining through the concept planning process key practices for maintaining an organized and

	secure work zone. This concern was identified during the first meeting of the clarification phase. It was not directly considered during the development of LHB’s work plan, but accommodation of park programs during renewal efforts is a task that fits the concept planning stage. We will meet with staff (using “office hours” already dedicated as a value-added element of our work) to review park plans as they are conceived, frame options for accommodating park programs, and determine an optimal solution to be carried forward to the final design/construction phase.
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Identified Risk 5:	Slow progress toward agreement on a concept plan
Solution / Strategy:	Significant public engagement during the Master Plan process allowed the city to move forward with confidence toward renewal. Still, LHB believes that an interested public will become more active at the time when real change will be considered for <i>their</i> park. While we intend a public engagement process that encourages broad and active participation, we also intend to use the Master Plan (as the adopted policy of the City of Roseville) and its various components as the starting points for discussions with parks stakeholders. We’re not starting over; it’s a process of refinement and, if we’re intending the Master Plan as a guide, citizens need to be apprised of its key directions as they share ideas and concerns during the park concept planning process. To aid in the public’s understanding of the concept planning process, the process of engaging the community and parks stakeholders will include a review of the key directions of the Master Plan at the outset of the park concept planning process (with a consistent message conveyed to the community and parks stakeholders for each park). We will demonstrate the importance of a concept plan relative to the Master Plan by: · reviewing the concept planning process and their role in that process; · defining the timeframe for their input; and · framing the bounds of decision-making for their participation. By carefully articulating HOW the public is involved, we believe the process of arriving at a decision point can be better accommodated—simply, the public is made aware of the key role they play, and our experience suggests they respond appropriately with sound direction for our work to progress.

SECTION 5 – SCOPE OVERVIEW

A clear description of “what’s in” and “what’s out” of the scope.

The city’s Request for Proposals provided a description of those services and tasks to be delivered by the city. The city shall provide public notification of meetings and other engagement activities. However, we can be supportive in that process by providing descriptions of meetings and other supportive materials.

The “brief feasibility study” for the Victoria Ballfield Complex is understood to be an exercise in configuration, not economics. LHB will study alternative layouts and orientation for the ballfield complex that support a tournament configuration, with associated support facilities for parking, concessions, restroom, storage and maintenance that accommodate the complex. The city will be responsible for any work related to assessment of revenue generation potential. As in other concept planning exercises, LHB’s work will assess the impacts of implementation on existing programs and activities and offer recommendations for accommodating those programs and activities.

LHB has only preliminarily addressed grouping of parks for the concept planning stage. The city will refine and confirm the parks that will become a part of each of the three series of concept planning explorations as a part of Program Review (Task 3). We know there are parameters, but the definition we’ve provided in our original milestone schedule was our interpretation, and it merits assessment by staff. Park program accommodation might also play a role in defining the sequence of parks considered in each series.

LHB has defined a list of deliverables related to each task in our originally submitted Milestone Schedule. That list should be incorporated as a part of this section of the Pre-Award Document.

SECTION 6 – PROJECT ASSUMPTIONS

A detailed list of all proposal assumptions that may impact cost, schedule, or satisfaction.

Assumption 1:	All work will be completed within a nine month timeframe
Solution / Strategy:	If our assumption was incorrect, we will work with the city at the outset to reframe the schedule of activities to better align our work with expectations. We framed this schedule as a reasonable approach with the understanding that the goal was delivery of park improvements under the renewal program and our work could be accomplished within 270 calendar days. Should the need arise during the project to reduce the pace of work to better accommodate the interests of the public, we will make adjustments to our milestone schedule. An extension of the time required for public review will not trigger an increase in fees, however LHB's participation at additional meetings may result in additional fees. Should LHB be asked to participate in additional meetings, we will assess the status of billings and work remaining and offer an assessment of potential additional fees. No work will proceed without an agreement being reached for any adjustment of the "Standard Agreement for Professional Services." If the city determines that reworking of a prepared by unapproved concept plan is warranted as a result of public input after the concept plan stage for that park, the reworking of the concept plan may result in additional fees. As with participation in additional meetings, we will assess our billings and work remaining to understand the impacts on the overall budget. No work will proceed without an agreement being reached for any adjustment of the "Standard Agreement for Professional Services." Extending the term of LHB's engagement or reworking concepts would be most necessary to ensure the public has proper time to respond to proposals for change—that they are satisfied with the improvements resulting from this work. The project schedule included as a part of this document assumes a start date of 22 October 2012. That schedule will be adjusted should there be a delay in the Notice to Proceed.

Assumption 2:	
Solution / Strategy:	If our assumption was incorrect, we will....

Assumption 3:	
Solution / Strategy:	If our assumption was incorrect, we will....

SECTION 7 – PROJECT ACTION ITEM CHECKLIST

A separate checklist should be created for the Client Representatives and the Vendor that includes the major activities, tasks, or decisions that will need to be made.

Vendor Action Item Checklist

No	Activity / Task / Decision	Due Date	Impact (Cost / Time)	Responsible Party
1	Define public engagement strategy (Task 2 of Project Schedule) – This task will require coordination of efforts for any parks where early implementation activities might occur; knowing which parks might have early implementation (such as Villa Park) may require advanced notice to park stakeholders to allow fair engagement prior to development of a concept plan.	11/05/2012	*	Schroeder
2	Identify trails and natural resource projects (Task 7 of the Project Schedule) – This task needs to be accomplished so that projects can be integrated into the concept planning effort. Special effort will be required for any parks where early implementation and early concept planning will occur, with deliverables needed for those parks occurring prior to the Due Date indicated.	12/17/2012	*	Schroeder
3	Develop concept plans (Task 10, 15, 19) – This task aligns directly with the transfer of design responsibility to a consultant charged with final design/construction documents.	03/04/2013 04/15/2013 06/03/2013	*	Schroeder
4				
5				

**** costs are addressed in Original Proposal Cost; timing is addressed in Section 3 – Project Schedule***

Client Action Item Checklist

No	Activity / Task / Decision	Due Date	Impact (Cost / Time)	Responsible Party
1	Conduct program review (sequencing of concept planning, staging of improvements, cost review, distribution of investment) (Task 3 of Project Schedule) – This task will be performed jointly by the city and the Lead Consultant; having the proper alignment of parks in each Concept Planning series will allow the work of the Lead Consultant and the trails and natural resources consultants to be more clearly connected to the concept planning work scheduled to begin in mid-January and to allow any necessary public notices to be disseminated.	11/05/2012		Evenson
2	Develop concept framework for parks with early implementation potential by non-Roseville entities	11/12/2012		Evenson

	(Villa Park) (Task 4 of Project Schedule) – This action requires the city to define the parameters for those parks where some implementation may be performed by non-city entities. This activity will be led by the city with input from the Lead Consultant.			
3	Select consultant for trails and natural resources (Task 5 of Project Schedule) – If some parks are slated for early implementation activities or early concept planning, having the trails and natural resources consultants available is critical to achieving the goals of the Master Plan. Allowing these consultants adequate time to perform their work prior to the start of the concept planning effort requires adherence to the completion date indicated. This activity will be led by the city with input from the Lead Consultant.	11/05/2012		Evenson
4	Select consultants for final design/construction documents (Task 14, 18, 23) – With concepts plans approved, the process of implementation is expedited by having these consultants ready to proceed with their work on final design and construction documents.	03/11/2013 04/21/2013 06/10/2013		Evenson
5	Review concepts to best accommodate parks programs (Task 11, 16, 20) – The ability to manage implementation activities while accommodating current park programs requires direct input from staff prior to finalizing concepts.	02/04/2013 03/18/2013 04/29/2013		Evenson
6	Facilitate review of concepts by Parks and Recreation Commission and City Council (Task 13, 17, 22) – Concepts must be reviewed and approved prior to initiating final design/construction documents.	03/25/2013 05/06/2013 06/24/2013		Evenson

SECTION 8 – CONTACT LIST

Provide a list of critical individuals on this project (Client Representatives, Contractor, Subcontractors, Suppliers, etc)

No	Name	Company/Position	Phone	Email
1	Michael Schroeder	LHB, Inc.	612.868.2704	michael.schroeder@lhbcorp.com
2	Lydia Major	LHB, Inc.	612.752.6956	lydia.major@lhbcorp.com
3	Jason Aune	LHB, Inc.	612.752.6926	jason.aune@lhbcorp.com
4	Lonnie Brokke	City of Roseville	651.752.7101	lonnie.brokke@ci.roseville.mn.us
5	Jill Anfang	City of Roseville	651.752.7102	jill.anfang@ci.roseville.mn.us
6	Jeff Evenson	City of Roseville	651.752.7107	jeff.evenson@ci.roseville.mn.us

ROSEVILLE PARKS AND RECREATION COMMISSION

2012 ANNUAL CALENDAR – Accepted 11/01/2011

<u>Day/Month</u>	<u>Time</u>	<u>Location</u>
Tuesday, January 3	6:30 p.m.	Regular Meeting -City Hall
Thursday, February 9	6:30 p.m.	Regular Meeting -City Hall
Tuesday, March 6	6:30 p.m.	Regular Meeting -City Hall
Tuesday, April 3	6:30 p.m.	Regular Meeting -City Hall
Tuesday, May 1	6:30 p.m.	Regular Meeting -City Hall
Monday, June _June 18 th <u>date TBD officially</u> Joint Commission/City Council Meeting month (*2012 Council dates not set yet)		
JULY		NO MEETING
Tuesday, August 7	8:00 p.m.	Regular Meeting -City Hall
Tuesday, September 4	6:30 p.m.	Regular Meeting – City Hall
Tuesday, October 2	6:30 p.m.	Regular Meeting -City Hall
Thursday, November 8	6:30 p.m.	Regular Meeting -City Hall
Tuesday, December 4	6:30 p.m.	Regular Meeting -City Hall

Park and Recreation Commission Goals 2012-13

As prepared at the Saturday, September 15th, 2012 Meeting

I. Lead and advise on Implementation of Park and Recreation Master Plan

A. Lead and advise on Park and Recreation Renewal Program –

Time: 2012-2015? Short and Medium term work needed

1. Increase citizen participation by 20% from the Master Plan process

Action Steps:

- Commissioners use personal interactions in community to inform citizens of Renewal Program and opportunities to be involved in the process
- Assist department with engagement activities

2. Engage community volunteers

Action Steps:

- Keep the public informed on volunteer opportunities using personal interactions, information at public spaces and events, and information on web site
- Continue to encourage assistance from existing volunteers
- Recognize significant volunteer contributions publicly

3. Collaborate with Public Works, Environment & Transportation Commission

Action Steps:

- Create joint PWET and P&R Commission working group
- Consult with PWET Commission in trail extensions and upgrades and collaborate on joint projects
- Identify potential joint projects between PW and PR Departments

4. Help find and encourage other collaborative efforts with outside groups and organizations

Action Steps:

- Continue to pursue grant opportunities to leverage renewal program investments
- Keep open lines of communication with friends groups

5. Advise department on specific projects and steps as Renewal Program is implemented

- Discuss projects and timing with community and bring ideas to monthly meetings and other discussions with department staff.

6. Increase understanding in the community of Renewal Program including current and future benefits for the city

B. Increase Partnerships with other organizations

Time: 2012-? Short, medium and long term work needed

1. Watershed districts

Action Steps:

- Collaborate on water quality improvement projects in the parks
- Pursue joint funding for mutually beneficial projects

2. Ramsey County Parks and Recreation and Public Works

Action Steps:

- Plan for possible trail connections to County Park System
- Advocate for street bike/park improvements in future County road projects

3. Neighboring Cities

Action Steps:

- Explore collaboration on recreation programs if necessary

4. Community Organizations

Action Steps:

- Continue relationships that support the parks and recreation programs
- Explore and offer opportunities for collaboration and funding to leverage Renewal Program investments

C. Increase citizen involvement by

Time: 2012-? Short, medium and long term

Action Steps:

- Continue to keep public informed about participation and volunteer opportunities
- Make a recommendation to the City Council for a city volunteer coordinator
- Educate community on continued needs of Parks and Recreation System for volunteer efforts by citizens

D. Guide Community exploration of a Community Center

Time: 2012 - 2014 Short and medium term

Action Steps:

- Gather information from surrounding communities on cost, operations, user demographics, and facilities, i.e. Shoreview, Maplewood

E. Offer assistance in exploration of local option sales tax

Time: 2012 - 2014 Short and medium term

Action Steps:

-

II. Help Guide the Future of Parks and Recreation

A. Research and make recommendation on the development of a Park and Recreation Board in Roseville

Time: 2012-2013 – Short term goal

Action Steps:

- Support department staff in gathering information concerning the powers, duties, and logistics of forming a park board
- Invite other park board members to a meeting to answer questions

B. Refine Park Improvement Plan vs. CIP, etc

Time: 2012-2013 Short term goal

Action Steps:

- Continue to develop a list of PIP and CIP activities
- Advocate for CIP activities to be included in City's CIP

Potentials as Discussion at September 15, 2012 Meeting:

Goal # 1 To provide ongoing awareness and advice throughout the Renewal Program

Goal # 2 To provide research and recommendations related to a Volunteer Coordinator

Goal # 3 To provide research and recommendations on pursuing a Community Center

Goal # 4 To provide research and recommendations on the establishment of a Park Board

Goal # 5 To provide research and recommendations on refining and understanding the Park Improvement Program (PIP) & Capital Improvement Program (CIP)

Private Lessons GUITAR INSTRUCTION

Unlock your musical Dreams and learn to Play!

- Lessons available beginning at 4pm on Mondays and Tuesday evenings
- 30 minute– 1 hour lessons available for a minimum of 4 week blocks.
- Lessons available for kids beginning at 8 years old and through Adults
- Any skill level and any style (Classic, Rock, etc.)
- Classes held at Brimhall Room 165

Fall Special!
Get the first lesson free with registration for the four week session.

Program #	Time	Price
3301.140	30 min	\$75
3301.141	1 hour	\$150

Session	Day/Dates
1	Mondays Sep 17 - Oct 15 (no class Oct 8) Tuesdays Sep 18 - Oct 16 (no class Oct 2)
2	Mondays Oct 22 - Nov 12 Tuesdays Oct 23 - Nov 13

About the Instructor:

Peter Lecuyer is a graduate of McNally Smith College of Music. He teaches anything from rock guitar to classical guitar to students of all ages and skill levels. He works with students to help them reach their goal of playing their favorite song while also giving them a better understanding of how to read music.

ROSEVILLE
Parks & Recreation

www.cityofroseville.com/parks
2660 Civic Center Drive
Roseville MN 55113
651-792-7006

OCTOBER 2012

ROSEVILLE SKATING CENTER – OVAL

Schedule is subject to change WITHOUT NOTICE

For schedule updates call 651.792.7191 or visit www.cityofroseville.com/skatingcenter

Updated 9/19/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PUBLIC ADMISSION FOR THE OVAL IS FREE!! RESERVATIONS FOR EXCLUSIVE USE OF THE OVAL ARE BEING ACCEPTED CALL 651.792.7124 FOR EXCLUSIVE GROUP INFORMATION HELMETS AND KNEEPADS ARE STRONGLY RECOMMENDED						
	1 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm	2 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm	3 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm	4 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm	5 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm	6 Inline Skating 10:00am - 7:00pm Skate Park 10:00am - 7:00pm
7 (last day of inline skating & skate park) Inline Skating 10:00am - 7:00pm Skate Park 10:00am - 7:00pm	8	9	10	11	12	13
	INLINE SKATING & SKATE PARK CLOSED FOR SEASON					
14	15	16	17	18	19	20
	INLINE SKATING & SKATE PARK CLOSED FOR SEASON					
21	22	23	24	25	26	27
	OVAL ICE SEASON BEGINS FRIDAY NOVEMBER 9th					
28	29	30	31			
	OVAL ICE SEASON BEGINS FRIDAY NOVEMBER 9th					

OCTOBER 2012

ROSEVILLE SKATING CENTER – INDOOR ARENA

*Schedule is subject to change *WITHOUT NOTICE**

For schedule updates call 651.792.7191 or visit www.cityofroseville.com/skatingcenter

Updated 9/19/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	2 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Open Figure Skating 11:45am - 1:00pm Ladies Open Hockey 1:00pm - 2:30pm	3 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Senior Skating 1:15pm - 2:45pm	4 Adult Open Hockey 8:30am - 9:45am DAYTIME SKATING LESSONS Public Skating 11:30am - 1:00pm	5 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Skatercise 1:15pm - 2:30pm	6 No Public Sessions
7 No Public Sessions	8 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	9 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Open Figure Skating 11:45am - 1:00pm Ladies Open Hockey 1:00pm - 2:30pm	10 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Senior Skating 1:15pm - 2:45pm Public Skating 7:00pm - 8:30pm	11 Adult Open Hockey 8:30am - 9:45am DAYTIME SKATING LESSONS Public Skating 11:30am - 1:00pm	12 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Skatercise 1:15pm - 2:30pm	13 No Public Sessions
14 Public Skating 12:30pm – 2:00pm	15 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	16 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Open Figure Skating 11:45am - 1:00pm Ladies Open Hockey 1:00pm - 2:30pm	17 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Senior Skating 1:15pm - 2:45pm Public Skating 7:00pm - 8:30pm	18 Adult Open Hockey 8:30am - 9:45am Public Skating 11:30am - 1:00pm Skating School Open House 1:15pm – 2:45pm	19 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Skatercise 1:15pm - 2:30pm	20 No Public Sessions
21 Public Skating 12:30pm – 2:00pm	22 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	23 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Open Figure Skating 11:45am - 1:00pm Ladies Open Hockey 1:00pm - 2:30pm	24 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Senior Skating 1:15pm - 2:45pm Public Skating 7:00pm - 8:30pm	25 Adult Open Hockey 8:30am - 9:45am DAYTIME SKATING LESSONS Public Skating 11:30am - 1:00pm	26 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Skatercise 1:15pm - 2:30pm	27 No Public Sessions
28 Public Skating 12:30pm – 2:00pm Public Skating 8:30pm – 10:00pm	29 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	30 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Open Figure Skating 11:45am - 1:00pm Ladies Open Hockey 1:00pm - 2:30pm	31 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm Senior Skating 1:15pm - 2:45pm Public Skating 7:00pm - 8:30pm	ADMISSION PRICES Public Skating /Open Hockey \$ 5.50 Skate Rentals \$ 4.00 Senior Skate Session \$ 4.00 Sharpening \$ 5.00 Skatercise Admission \$ 8.00 Open Figure Skating \$ 5.50 10-Session Punch Card \$49.00 <i>*Open Hockey is for players 18 years old+*</i> <i>*Helmets required for Open Hockey*</i>		

ADULT WELLNESS ROSEVILLE PARKS AND RECREATION

FIND THE CLASS THAT
FITS YOU!



STRETCH & STRENGTHEN

RosePoint Fitness Room ~ 2555 North Hamline Avenue

Get fit this fall! Improve your range of motion, balance, posture, strength, muscle tone and stamina. Let's reduce stiffness!

Instructor: Pat Jemie. \$32

Program #	Day/Date	Time
7000.355	Tu Sep 18 - Nov 6	9:30-10:30am
7000.356	Tu Nov 27 - Jan 29*	9:30-10:30am

No class Dec 25 or Jan 1

T'AI CHI CHIH

RosePoint Fitness Room ~ 2555 North Hamline Avenue

T'ai Chi Chih is the practice of gentle, meditative moves that can reduce stress and help you feel better. This "no sweat" exercise program restores harmony and balance to our lives.

Instructor: Karen Carrier. Regular \$46 RV Resident \$38

Program #	Day/Date	Time
6200.328	Tu Oct 2 - Nov 20*	1:30-2:30pm

*No class Oct 30



OVER 50 & FIT

RSC Fitness

Exercise to video tapes in a fun, small group setting that emphasizes flexibility while increasing strength and stamina. Bring small weights on Wednesdays. \$16

Program #	Day/Date	Time
7000.157	M, W, F Year-round	9-10am



Register over the phone, online
or in person!

Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, MN 55113

Phone: 651-792-7006
<http://www.cityofroseville.com/parks>

ADULT WELLNESS ROSEVILLE PARKS AND RECREATION

FIND THE CLASS THAT
FITS YOU!



WOMEN ON WEIGHTS

RSC Fitness Room

WOW is designed for women by a woman. It is a fun, structured class with weight training combined with cardio workout. Most women who exercise spend their time on cardio machines: by combining strength training you will be physically stronger, lose body fat and gain strength without the bulk.

\$99/11 sessions or pay as you go \$12/day

Program #	Day/Date	Time
7000.358	M & W Nov 5 - Dec 10	4-5pm

CIRCUIT TRAINING

RSC Fitness Room

Join the fun, fat-burning, muscle toning, keep-it moving class! Whether you're looking to get in shape, lose weight, build muscle or met new people who have the same goals, circuit training will meet your needs. The structured workout allows you to use multiple muscles in a short time.

\$99/11 sessions or pay as you go \$12/day

Program #	Day/Date	Time
7000.357	M & W Nov 5 - Dec 10	3-4pm



TAP FOR OLDER ADULTS

FV Dance Studio

Here's your chance to learn something new or rediscover the joys of an old hobby. Tap dancing is a great way to stay in shape and meet new friends. \$50

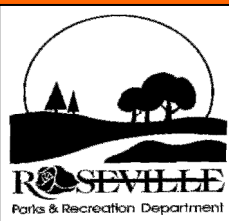
Program #	Level	Day/Date	Time
7100.355	Beg	F Sep 7- Oct 26	8:30-9:30am
7100.356	Int	F Sep 7-Oct 26	9:30-10:30am



Register over the phone, online
or in person!

Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, MN 55113

Phone: 651-792-7006
<http://www.cityofroseville.com/parks>



Roseville Parks and Recreation

Adult Men's Basketball 2012-2013



Basketball season is here!

Choose from three different leagues which are held at the Roseville Area High School and Central Park Community Gymnasiums. League play will start on Wednesday, November 28th and will run for 11 weeks followed by a year end tournament. There will be a Managers' meeting on Wednesday, November 14th at 6:30p.m at Roseville City Hall.

Registration is strictly on a first come, first serve basis and full payment must be received with your registration. Teams may sign up until leagues are full or deadline of Friday, November 9th.

Register early to guarantee your team a spot in this popular league.

<u>League</u>	<u>Program#</u>	<u>Day</u>	<u>Location</u>	<u>Fee</u>
Men's C -Upper	5000.360	Wed.	RAHS/CP	\$605
Men's C	5000.361	Wed.	RAHS/CP	\$605
Men's D - Upper	5000.362	Wed.	RAHS/CP	\$605
Men's D	5000.363	Wed	RAHS/CP	\$605

Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, MN 55113
www.ci.roseville.mn.us/parks

For More Information:
Phone: 651-792-7110
Fax: 651-792-7100
E-mail:
eric.boettcher@ci.roseville.mn.us

Manager's Name: _____ D.O.B. _____

Team Name: _____

2011-12 Team Name _____

Address: _____ City: _____ State _____ Zip: _____

Home Phone: _____ Work/Cell: _____

E-Mail Address _____

Program #: _____ League _____ Fee Enclosed: _____

Paid by: Check _____ Cash _____ Charge _____ If charge....Visa _____ MC _____ AX _____

Credit Card #

Exp. date

Name

Roseville Parks and
Recreation

Canning & Preserving Your Garden Bounty

Thursday, Oct 4, 2012
6:30 - 8:00 PM
Roseville Skating Center Kitchen



Parks Make Life Better!



Program Number:
4100. 210 \$39

Have you always wanted to try canning your own garden produce, but were unsure of where to start? This class will include an overview of hot water-bath canning, pressure cooker preserving and freezing of fruits and vegetables. No cooking experience is required. Examples will include home-made tomato sauce, jam, & preserves, salsa, green beans and pickles. Instructor will demonstrate the proper selection of produce, food preparation, accurate measurements, and actual canning. Sampling is included! Recipes and instruction booklets will be given out.



Roseville Parks and
Recreation

2660 Civic Center Drive
Roseville, MN 55113

Phone: 651-792-7006
Fax: 651-792-7100
Wwww.cityofroseville.com/parks

Name_____DOB_____

Address_____Phone_____

City_____State____ZIP_____

Cash:_____Check:_____CC: Visa, Mastercard, American Express (Circle)

CC#_____EXP_____

Signature:_____

Chanhassen

Adult Day Trip

When Elvis-like rock & roll star Conrad Birdie is about to be inducted into the Army, the teen nation is united by a national publicity contest where Birdie will bid a typical American teenage girl goodbye with an all-American kiss live on "The Ed Sullivan Show." A satire done with the fondest affection, Chanhassen Dinner Theatre breathes new life into this Broadway, Tony-Award winning musical of the '60s. Bye Bye Birdie and its theme of parents and teens still resonates with today's audiences.



Registration Deadline:
11/7/12
or sooner if spaces fill

Requested refunds are
subject to a service fee.

NO refunds after
deadline

Date: Wednesday, November 28, 2012
Cost: \$82
Depart: 9:45am – North Entrance of Roseville Skating Center
Return: 5:00 pm, approximately
Program #: 7201.317
Register: By phone with a Visa , AMX, Mastercard – (651) 792-7110
By Mail or in person at:
Roseville Parks & Recreation
2660 Civic Center Drive Roseville, MN 55113



Chanhassen Dinner Theater • 7201.317 • Wednesday, November 28, 2012

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Special Needs, Accommodations, or Allergies: _____

Visa/ MC/AMX Act # _____ Exp: _____

Cardholder Name: _____

Seat Partner Request: _____

Birthdate: _____ Fee: _____ Total amount enclosed: _____

Date: _____ Signature: _____



Friends of Roseville Parks

2012

Holiday Rose Home Tour

Friday, Nov. 9 10 am - 4 pm
Saturday, Nov. 10 10 am - 3 pm

Tour two beautiful, spacious homes in Arden Hills, each home enhanced with holiday decorating ideas provided by local designers and merchants. Enjoy a delightful, ethnic holiday luncheon and take a special guided tour of the exquisite sanctuary at
St. Katherine Ukrainian Orthodox Church in Arden Hills.

Tickets

\$30.00 - Holiday Rose Home Tour and Lunch

\$15.00 Lunch-only tickets available at the door

Advance tickets available at Roseville Parks and Recreation,
City Hall, 2660 Civic Center Dr. (651-792-7006)
or from FOR Parks members

Holiday Rose Home Tour

Locations are reachable only by shuttle from the church - details on tickets

Home Tour ticket also includes

Lunch, Sanctuary Tour, Silent Auction, and Bake Sale

St. Katherine Ukrainian Orthodox Church

1600 Hwy. 96, Arden Hills MN 55112

Lunch served both days, 11:00 am - 2:00 pm

**Exciting new
location!**

Friends of Roseville Parks (FOR Parks) is a non-profit, 501(c)3 charitable organization.
All net proceeds go towards improvements in Roseville parks.

FriendsOfRosevilleParks.org

Please join us for a fun day and a worthy cause!

