

**Roseville Parks and Recreation
Commission Meeting
Tuesday May 7, 2013
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive**

AGENDA

- 1. Introductions**
- 2. Public Comment Invited**
- 3. Approval of Minutes of April 2, 2013**
- 4. FOR Parks 2014 Fundraiser**
- 5. Open Meeting Law Discussion with City Attorney**
- 6. Park and Recreation Renewal Program Preliminary Plans**
 - a. Central Park Victoria West**
 - b. Central Park Victoria Ballfields**
 - c. Central Park Legion Field**
 - d. Bruce Russell Park**
 - e. Howard Johnson Park**
 - f. Roseville Skating Center**
 - g. Materion Park**
 - h. Updates and Discussion**
 - 1. Tamarack Park**
 - 2. B2 Sidewalk/Pathway**
 - 3. Request for Proposals for Final Design, Plans and Specifications**
- 7. Park Board Discussion**
- 8. Volunteer Coordinator Position Update**
- 9. Prepare for Joint City Council/Commission Meeting**
- 10. Other**
- 11. Adjournment**

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

*Be a part of the picture...get involved with your City...Volunteer!
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: May 1, 2013
Re: Notes for Commission Meeting on **Tuesday, May 7, 2013**

1. **Introductions**

Commissioners and staff will be introduced.

2. **Public Comment Invited**

Public participation and public comment is encouraged.

3. **Approval of Minutes of the April 2, 2013 Meeting**

Enclosed is a copy of the minutes of April 2, 2013. Please be prepared to approve or amend.

Requested Commission Action: Approve/amend meeting minutes of April 2, 2013

4. **FOR Parks 2014 Fundraiser Presentation**

The Friends of Roseville Parks (FOR Parks) is considering hosting a fundraising event at the Skating Center in the fall of 2014. Specifically, they are exploring the option of having a craft beer tasting festival type event. They have been working hard on details and have preliminarily discussed this with staff. A representative of FOR Parks will be at your meeting to provide a brief overview of what they are thinking and get your reaction, advice, comments.

Requested Commission Action: Hear presentation, provide feedback, advice and comments

5. **Open Meeting Law Discussion with City Attorney**

The City Manager's office has asked City Attorney, Mark Gaughan to provide information to all City Commissions on the open meeting law. In preparation, enclosed is some information regarding the open meeting law. Please feel free to ask any questions you may have.

Requested Commission Action: Discuss and ask questions

6. **Park and Recreation Renewal Program Preliminary Plans and General Discussion**

The Renewal Program continues with the second set of preliminary plans nearing completion. Following the process outlined, the neighborhood meetings for the following projects are now complete with the next step to receive your input and consideration for a recommendation to the City Council. The summary notes from the neighborhood/community meetings and the preliminary plans in your packet for your review are as follows:

- Central Park Victoria West
- Central Park Victoria Ballfields
- Central Park Legion Field
- Bruce Russell Park
- Howard Johnson Park
- Roseville Skating Center
- Materion Park

Tamarack Park is also included in your packet but will require additional work with the neighborhood prior to moving forward. The neighborhood meetings generated quite a bit of discussion and concern about the past, current and future use of the park and how it works with the neighborhood.

Michael Schroeder, LHB/lead consultant and staff will be prepared to review the above mentioned plans with you.

At your June 10th meeting, after the joint meeting with the City Council, it is anticipated that you will have additional preliminary plans to review, provide input and consider a recommendation on.

The selection process for the Playground Vendor and the Natural Resource Specialist are complete. Landscape Structures/Flagship Recreation has been selected and approved by the City Council as the playground vendor and Stantec Inc. has been selected and approved as the Natural Resource project identification consultant.

Request for Proposals (RFP's) have been released for a final design contract to include the development of final plans, specifications and construction documents to get to the point of seeking proposals on actual construction. The Best Value PIPS process will be used to evaluate the proposals and Chair D. Holt has agreed to be a part of the evaluation team. This will be a very important next step in the process and we will keep you informed and will appreciate any input and advice from you along the way.

Staff will continue to work with the City Attorney, LHB and Arizona State University on the approach for RFP's for actual construction.

Commissioner Doneen and staff will provide any progress information on the Natural Resource and Trails Subcommittee to you at the meeting.

Included in your packet is a list of upcoming park/project specific meetings. You are always welcome to attend any or all of the meetings.

Please continue to review the City website "Park and Recreation Renewal" tab and provide input as you can. We appreciate comments on its use and content, what you like or how you think it could be improved.

Any additional progress on the Renewal Program will be reported at the meeting. Comments, questions and suggestions from the Commission are welcome and encouraged.

Requested Commission Action: Discuss progress, plans, provide input and consider a recommendation on the preliminary plans

7. Park Board Discussion

This item is a result of guidance in the Parks and Recreation System Master Plan and the City Council Work Plan. You recently identified an approach and timeline to research, analyze and bring a further discussion to the City Council. Commissioners Simbeck and Wall have agreed to be part of a task force with staff to gather and bring back information to the Commission for further discussion and input. In your packet is draft #2 of an outline that includes suggestions from your April meeting. Please be prepared to offer any additional thoughts to incorporate. If you are comfortable, this report will be included with materials for the June 10th joint meeting with the City Council. Thanks to Commissioners Simbeck and Wall for their work.

Requested Commission Action: Review, discuss, provide input and finalize report for joint meeting with the City Council

8. Volunteer Coordinator Position Update

This item is a result of the City Council Work Plan and your goals for 2013-15. Commissioner M. Holt and Assistant Director Anfang will provide a progress update at your meeting.

Requested Commission Action: To provide input and guidance

9. Prepare for Joint City Council/Commission Meeting

Your June meeting and the annual joint meeting of the City Council and the Parks and Recreation Commission will be held on Monday, June 10, 2013 at the City Council regular meeting. It will be the first presentation item on the agenda beginning at around 6:15 or 6:30 p.m. for 40 minutes. It

is important that there be full attendance. This is your meeting with the City Council to discuss areas of importance to you and to gather input and guidance from them.

To prepare, included in your packet is: your work goals, a draft memo outlining the highlights of the work of the Commission over the last year and areas the Commission sees working on over the next year.

Please mark your calendars for Monday, June 10, 2013.

Requested Commission Action: Discuss and finalize memo to City Council and approach for joint meeting.

10. Other

11. Adjournment

**ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR APRIL 2, 2013
ROSEVILLE CITY HALL ~ 6:30PM**

PRESENT: Azer, Boehm, Diedrick, Doneen, Gelbach, D. Holt, M. Holt, Simbeck, Stoner and Wall

ABSENT: None

STAFF: Brokke, Evenson

OTHERS: Jason Etten, Michael Schroeder, LHB

1. INTRODUCTIONS/ROLL CALL/PUBLIC COMMENT

None

2. APPROVAL OF MINUTES – MARCH 5, 2013 MEETING

Commission Recommendation: Minutes for the March 5, 2013 meeting were approved as presented with Commissioners Azer and Wall abstaining because they were not at the meeting.

3. ADMINISTER OATH OF OFFICE TO NEW COMMISSIONERS

Chair Holt administered the Oath of Office to newly appointed Commissioners Philip Gelbach and Jerry Stoner. The Commission welcomed the new Commissioners.

4. RECOGNIZE FORMER COMMISSIONER AND CHAIR JASON ETTEN

Staff presented the 2012 Board and Commission Award on behalf of the Minnesota Recreation and Parks Association (MRPA) former Commission Chair, Jason Etten. The award is presented annually to one member of a citizen advisory or policy making park board in the State of Minnesota in the parks and recreation field. Mr. Etten received this award for his leadership in working with the Commission, the community, City Council and City staff to help create the future direction for Roseville Parks and Recreation through the Master Plan and Parks and Recreation Renewal Program.

Mr. Etten thanked the Commission and the MRPA as he accepted the award on behalf of the Commission and the community and that it involved a lot of people. Mr. Etten mentioned that he looked forward to working with the community and Commission again on furthering the vision for the implementation effort.

Commissioners congratulated Mr. Etten for this much deserving award.

5. PARKS AND RECREATION RENEWAL PROGRAM

Staff introduced Michael Schroeder from LHB. Schroeder explained the process used to get to the preliminary plans and presented the following first sets:

- Harriet Alexander Nature Center (in collaboration with FORHANC and FOR Parks)
- Lexington Park
- Villa Park
- Autumn Grove Park

HANC

The Commission discussion, comments and considerations on the HANC plans included items such as the boardwalk railing, overall accessibility compliance, wetland water levels, environmental design efforts including use of recyclables and reclaimed steel, indoor and

51 outdoor lighting, storm water management and area educational signage. Questions were
52 raised as to the scope of the Renewal Program and funding levels. Doneen noted from the
53 summary notes that there was an appearance of interest in enhanced programming and
54 volunteer efforts.
55

56 Schroeder responded to questions about the summary notes and explained the weight and
57 priority system.
58

59 Schroeder offered his time to meet with any Commission members or members of the public
60 at City Hall or a park to better understand their ideas/issues/interests. Staff indicated that
61 Schroeder has also been meeting with affiliated groups and has encouraged others to come in
62 and share their thoughts and ideas.
63

64 Commissioner Diedrick indicated she was present at the HANC meetings and others and is
65 encouraged by how people can have an impact on the park system.
66

67 LEXINGTON PARK

68 Commission discussion and comments on the Lexington Park Preliminary plans included
69 questions on the overall budget and scope, building location as it relates to current area
70 utilities such as sewer and water and interest in the interior trails.
71

72 VILLA PARK

73 Commission discussion and comments on the Villa Park Preliminary plans included
74 questions on the parking lot displacement, trail enhancements and what all was being done as
75 part of the Renewal project. Commissioners felt it was unclear as to what projects were being
76 completed as part of the renewal phase and what was not. Schroeder explained that each
77 preliminary plan conceptualizes the park in a “big picture” in order to bring to light any
78 issues and/or ideas that may have been missed or that may be able to be incorporated and
79 also sets the park up for the future.
80

81 Schroeder expressed the interest of the community and guidance in the Master Plan to
82 suggest that the parks in Roseville be elevated to a new level with the Renewal Program.
83 This effort is not treated like a shopping expedition but rather a thoughtful, diligent approach
84 to the future.
85

86 D. Holt commented that what is being done now as part of the Renewal Program aligns with
87 the Master Plan and is not intended to be the end of improvements to the system in the future.
88

89 AUTUMN GROVE PARK

90 Staff reviewed the Renewal Program projects and budgets. Commission discussion and
91 comments on the Autumn Grove Park Preliminary Plans included the need to provide a
92 balance for parking needs and the potential safety hazards with on road parking. Gelbach
93 suggested discussing shared parking with Advent Lutheran Church located across the street.
94 Schroeder indicated that these were similar topics and discussion at the neighborhood
95 meetings.
96

97 Azer indicated that it was evident that pedestrian transportation is of high importance in the
98 community and it keeps coming up. There was discussion on the feasibility of a bridge or
99 tunnel for safe moving. Schroeder expressed some of the challenges to this including span
100 lengths, expense and necessary ramps. D. Holt encouraged commission members to go out
101 and visit the site and provide ideas and input to Schroeder and Evenson.

Referencing the meeting summaries, Doneen mentioned the overall appearance on the popularity of internal park trails and how they may claim some dollars from the pathways and trails Renewal Program budget and should be considered by the Natural Resources and Trails Subcommittee (NRATS).

OTHER

Commissioners discussed and commented on the preliminary plans in general and the appearance of confusion on the scope of the specific renewal projects. Schroeder indicated that each preliminary plan creates a conceptual “big picture” including the renewal program. They also help to identify other potential issues and ideas that may be able to be addressed with the renewal program at no cost or very low cost. It also continues to build on a vision for the future. After discussion, it was suggested that all preliminary plans include a call out to the Renewal projects that are funded so that people understand better what is being done as a part of the Renewal phase and what is not. There was also interest in providing an estimate for projects that are outside the scope of the Renewal Program but are included in the preliminary plans.

Doneen indicated that the NRATS met once since the last commission meeting and reviewed feedback from the B2 sidewalk meeting. They are in the process of developing a frequently asked questions list for this project. He also pointed out that B2 is a significant part of the Renewal Program budget but internal park trails look pretty popular so may hold off on other prioritizing of projects to see what all comes out of the preliminary park plans. Reservoir Woods meeting will be on April 13, 2013 to discuss Natural Resource Projects and in particular a pilot buckthorn project that will be happening soon, weather permitting. The group is waiting for the Natural Resource Consultant to be on board.

Staff reviewed the process and outlined the next step from the preliminary plans reviewed tonight. They will be brought to the City Council in May for their review prior to the preparation of final construction documents, then construction to begin in the fall. Following the completion of preliminary plans, the next neighborhood interaction will include a construction inform notice to the nearby park neighborhoods. Another set of preliminary plans will be brought to the May commission meeting for review.

Staff provided an update on the selection process for the Playground Vendor and the Natural Resource Consultant. Both are in the final clarification stages with a recommendation expected to be made to the City Council in April. Thanks to Commissioner Wall for being part of the playground process and Commissioner Doneen for being part of the natural resource process. Wall commented on how the process requires vendors to be diligent and that they clearly understand the project and what is expected of them.

6. PARK BOARD DISCUSSION

D. Holt introduced the topic and indicated that this was a topic of interest by the City Council and that it is was important that the Commission provide an analysis and recommendation to the City Council.

Wall indicated that he, Simbeck and staff have been working to compile information. He reviewed the draft #1 research and analysis report dated 4/2/13 that included the background, history, park board characteristics, a start of a pros and cons list. He also mentioned that he

151 and staff met with the Director and Board Chair of Maple Grove Parks and Recreation and
152 attended their meeting. His observations were that it appeared to operate in a similar way to
153 Roseville.
154

155 Wall suggested that further discussion and analysis of what is in the best interests of the City
156 of Roseville and its residents occur in May in preparation for the June 10th joint City
157 Council/Commission meeting.
158

159 Wall communicated his impression of the Maple Grove visit as follows:

- 160 • They appear to operate similar to Roseville even though they are a Park Board
- 161 • Users and stakeholders appear satisfied
- 162 • They like the system that they are operating under
- 163 • Maple Grove is a very good model
- 164 • Appointments are made by the mayor and confirmed by the City Council which is
- 165 similar to Roseville
- 166 • The community center is very impressive
167

168 Staff indicated that procedurally a Park Board is more involved in staffing and budget
169 development with the City Council approving a levy. It would operate similar to the
170 Roseville HRA.
171

172 According to the City Code, the Roseville Commission is advisory only and is probably
173 going beyond their scope of work.
174

175 Further discussion included how long Maple Grove has been a Park Board, questions on
176 board members pay and how the City Council is kept informed. Response included that
177 Maple Grove has been a Park Board since inception, board members are not paid but it is
178 believed that Brainerd Park Board Members are paid a stipend of \$25 month and the City
179 Council in Maple Grove is kept informed through a quarterly report provide by the director.
180 Larger items such as land acquisition and certain level of projects are reviewed by the City
181 Council.
182

183 Diedrick wondered about the interaction with other City Departments in Maple Grove.
184 Response was that the director attends department head meetings and the need for
185 interdepartmental coordination and cooperation still is important and exists.
186

187 Doneen provided his analysis on the primary difference between a Park Board and
188 Commission. Specifically, the day to day operations and project development moves away
189 from the City Council with the responsibility given to the Park Board. A Park Board would
190 be a more focused, separate board relieving certain duties from the City Council.
191

192 Gelbach questioned whether increased accountability and responsibility means increased
193 liability for board members.
194

Azer was complimentary of the existing Commission structure but is interested and would like to learn more.

D. Holt reiterated that the charge of the Commission is to research the topic and provide information to the City Council so they can make a decision.

Responding to D. Holt, staff indicated that because of the importance Roseville residents place on their parks and recreation system, that at some point, the consideration of a Park Board may be advantageous for Roseville. As guided by the recently updated Master Plan it is suggested that Roseville consider a Park District, which is not currently allowed by State Law. A Park Board seems like it could be a logical progression for Roseville.

The Commission thanked Wall and Simbeck for their work. More discussion will occur at the May meeting.

7. **JOSEPHINE HEIGHTS PARK DEDICATION**

Chair D. Holt introduced the item and indicated that the information was in the packet and wondered if there were any detail questions. Staff provided a brief review of the site and project.

Commission Recommendation:

Doneen moved, Simbeck seconded to recommend that cash be accepted in the Josephine Heights proposed development to satisfy the Park Dedication requirement. Motion passed unanimously.

8. **STAFF REPORT**

- Ethics training is scheduled for April 10
- City Attorney will be meeting with the Parks and Recreation Commission on May 7. City Attorney to review data practices, open meeting law, electronic communications.
- An update of Emerald Ash Borer was given that it is now in the NW Quadrant with more cases identified.
- Announced the upcoming annual Ice show on April 26th, 27th and 28th.

9. **OTHER**

- None

Meeting adjourned at 9:30pm

Respectfully Submitted,
Lonnie Brokke, Director

Meetings of Public Bodies**CHAPTER 13D
OPEN MEETING LAW**

13D.01	MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.	13D.04	NOTICE OF MEETINGS.
13D.015	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.	13D.05	MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.
13D.02	MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.	13D.06	CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.
13D.021	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.	13D.07	CITATION.
13D.03	CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.	13D.08	OPEN MEETING LAW CODED ELSEWHERE.

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. **In executive branch, local government.** All meetings, including executive sessions, must be open to the public

- (a) of a state
 - (1) agency,
 - (2) board,
 - (3) commission, or
 - (4) department,

when required or permitted by law to transact public business in a meeting;

- (b) of the governing body of a
 - (1) school district however organized,
 - (2) unorganized territory,
 - (3) county,
 - (4) statutory or home rule charter city,
 - (5) town, or
 - (6) other public body;
- (c) of any
 - (1) committee,
 - (2) subcommittee,
 - (3) board,
 - (4) department, or
 - (5) commission,

of a public body; and

- (d) of the governing body or a committee of:
 - (1) a statewide public pension plan defined in section 356A.01, subdivision 24; or

(2) a local public pension plan governed by section 69.77, sections 69.771 to 69.775, or chapter 354A.

Subd. 2. **Exceptions.** This chapter does not apply

(1) to meetings of the commissioner of corrections;

(2) to a state agency, board, or commission when it is exercising quasi-judicial functions involving disciplinary proceedings; or

(3) as otherwise expressly provided by statute.

Subd. 3. **Subject of and grounds for closed meeting.** Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Subd. 4. **Votes to be kept in journal.** (a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal kept for that purpose.

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5. **Public access to journal.** The journal must be open to the public during all normal business hours where records of the public body are kept.

Subd. 6. **Public copy of members' materials.** (a) In any meeting which under subdivisions 1, 2, 4, and 5, and section 13D.02 must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

(1) distributed at the meeting to all members of the governing body;

(2) distributed before the meeting to all members; or

(3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section 13D.03 or other law permitting the closing of meetings.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2001 c 10 art 4 s 1; 2010 c 359 art 12 s 3; 1Sp2011 c 8 art 8 s 2,14

13D.015 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.

Subdivision 1. **Application.** This section applies to:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Conditions.** An entity listed in subdivision 1 may conduct a meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, by telephone or other electronic means so long as the following conditions are met:

(1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;

(3) at least one member of the entity is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 3. **Quorum; participation.** Each member of the entity participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 4. **Monitoring from remote site; costs.** If telephone or another electronic means is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location. The entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection.

Subd. 5. **Notice.** If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Web site at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.

History: 2009 c 80 s 1; 2012 c 290 s 63

13D.02 MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.

Subdivision 1. **Conditions.** A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) each location at which a member of the body is present is open and accessible to the public.

Subd. 2. **Members are present for quorum, participation.** Each member of a body participating in a meeting by electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site; costs.** If interactive television is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting

electronically from a remote location. The body may require the person making such a connection to pay for documented marginal costs that the public body incurs as a result of the additional connection.

Subd. 4. **Notice of regular and all member sites.** If interactive television is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television. The timing and method of providing notice must be as described in section 13D.04.

Subd. 5. **School boards; interactive technology with an audio and visual link.** A school board conducting a meeting under this section may use interactive technology with an audio and visual link to conduct the meeting if the school board complies with all other requirements under this section.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2011 c 11 art 2 s 1

13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum, participation.** Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site; costs.** If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. **Notice of regular and all member sites.** If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

History: 2007 c 110 s 1

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

13D.04 NOTICE OF MEETINGS.

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. **Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. **Closed meetings.** The notice requirements of this section apply to closed meetings.

Subd. 6. **State agencies.** For a meeting of an agency, board, commission, or department of the state:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice; and

(2) all provisions of this section relating to publication are satisfied by publication in the State Register.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c

154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.

Subdivision 1. **Personal liability for \$300 fine.** Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed \$300 for a single occurrence, which may not be paid by the public body.

Subd. 2. **Who may bring action; where.** An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. **Forfeit office if three violations.** (a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. **Costs; attorney fees; requirements; limits.** (a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under this chapter.

(b) The court may award costs and attorney fees to a defendant only if the court finds that the action under this chapter was frivolous and without merit.

(c) A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action under this chapter.

(d) No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was an intent to violate this chapter.

(e) The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section 13.072, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2008 c 335 s 2*

13D.07 CITATION.

This chapter may be cited as the "Minnesota Open Meeting Law."

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

13D.08 OPEN MEETING LAW CODED ELSEWHERE.

Subdivision 1. **Board of Animal Health.** Certain meetings of the Board of Animal Health are governed by section 35.0661, subdivision 1.

Subd. 2. **Minnesota Life and Health Guaranty Association.** Meetings of the Minnesota Life and Health Guaranty Association Board of Directors are governed by section 61B.22.

Subd. 3. **Comprehensive Health Association.** Certain meetings of the Comprehensive Health Association are governed by section 62E.10, subdivision 4.

Subd. 4. **Health Technology Advisory Committee.** Certain meetings of the Health Technology Advisory Committee are governed by section 62J.156.

Subd. 5. **Health Coverage Reinsurance Association.** Meetings of the Health Coverage Reinsurance Association are governed by section 62L.13, subdivision 3.

Subd. 6. **Self-insurers' security fund.** Meetings of the self-insurers' security fund and its board of trustees are governed by section 79A.16.

Subd. 7. **Commercial self-insurance group security fund.** Meetings of the commercial self-insurance group security fund are governed by section 79A.28.

Subd. 8. **Lessard-Sams Outdoor Heritage Council.** Certain meetings of the Lessard-Sams Outdoor Heritage Council are governed by section 97A.056, subdivision 5.

Subd. 9. **Enterprise Minnesota, Inc.** Certain meetings of the board of directors of Enterprise Minnesota, Inc. are governed by section 116O.03.

Subd. 10. **Minnesota Business Finance, Inc.** Certain meetings of Minnesota Business Finance, Inc. are governed by section 116S.02.

Subd. 11. **Northern Technology Initiative, Inc.** Certain meetings of Northern Technology Initiative, Inc. are governed by section 116T.02.

Subd. 12. **Agricultural Utilization Research Institute.** Certain meetings of the Agricultural Utilization Research Institute are governed by section 116V.01, subdivision 10.

Subd. 13. **Hospital authorities.** Certain meetings of hospitals established under section 144.581 are governed by section 144.581, subdivisions 4 and 5.

Subd. 14. **Advisory Council on Workers' Compensation.** Certain meetings of the Advisory Council on Workers' Compensation are governed by section 175.007, subdivision 3.

Subd. 15. **Electric cooperatives.** Meetings of a board of directors of an electric cooperative that has more than 50,000 members are governed by section 308A.327.

Subd. 16. **Town boards.** Certain meetings of town boards are governed by section 366.01, subdivision 11.

Subd. 17. **Hennepin County Medical Center and HMO.** Certain meetings of the Hennepin County Board on behalf of the HMO or Hennepin Healthcare System, Inc. are governed by section 383B.217.

Subd. 18. **Hennepin Healthcare System, Inc.** Certain meetings of the Hennepin Healthcare System, Inc. are governed by section 383B.917.

History: *2012 c 290 s 64*

OPEN MEETING LAW

1. Purpose.

The purpose of Minnesota's Open Meeting Law is:

- a.) to prohibit public actions from being taken at secret meetings where it is impossible for the interested public to detect improper influence;
- b.) to ensure the public's right to be informed; and
- c.) to afford the public an opportunity to present its views.

2. Who is Subject to the Open Meeting Law? *See Minn. Stat. § 13D.01*

- All city council, school board, county board and town board meetings and executive sessions (with a few narrow exceptions).
- State agencies, boards, commissions and departments.
- Committee, subcommittee, board, department, or commission meetings of the public body.
- Meetings of governing bodies of local public pension plans.
- Housing and redevelopment authority meetings.
- Economic development agency meetings.

3. What is a "Meeting?" *See Moberg v. Independent Sch. Dist. No. 281, 336 N.W. 2d 510 (Minn. 1983); St. Cloud Newspapers, Inc. v. District 742 Community Schs., 332 N.W.2d 1 (Minn. 1983).*

The Open Meeting Law statute does not define the term "meeting." Minnesota courts have ruled that the Open Meeting Law applies to gatherings of officials where at least a *quorum* is present and issues relating to official business are discussed or information relating to official business is received or action (such as a vote) is taken.

- Examples:
 - chamber of commerce gatherings with councilmembers;
 - staff planning sessions with councilmembers;
 - neighborhood land use gatherings with councilmembers;

- hockey association discussions with councilmembers;
 - field trips;
 - retreats;
 - council meeting with fire department
- Telephone conversations, e-mail, letters among a quorum to create a consensus or decision.
- Applies to deliberations as well as actions.
- Applies to commissions, task forces.
- Applies to serial meetings.
- Applies to “after meeting” meetings and “before meeting” meetings.
- Applies to intergovernmental meetings.
- Does not apply if the gathering is only discussing non-governmental matters (the social or casual gathering).
- Does not apply to generalized training sessions held by the League of Cities.
- Does not apply to less than a quorum where the gathered members have no decision-making authority.
- According to the Attorney General, a quorum of the council may attend a planning commission meeting without notice of a council meeting if the councilmembers just observe and do not participate or discuss.

4. Electronic Communications.

- See League memos that follow these materials.

5. What Actions Can/Must be Closed?

A. Labor Negotiations *Minn. Stat. § 13D.03*

The governing body of a public employer *may*, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations.

- The time of commencement and place of the closed meeting must be announced at the public meeting.

- Following the closed meeting, a written record of all members present must be made available to the public.
- After all labor contracts have been signed, a tape-recording of the meeting must also be made available to the public.
- If a claim is made that public business, other than labor negotiation strategy, was discussed at the meeting, a court must privately review the tape-recording of the meeting. The tape must be kept for two years after the contract is signed.

B. Specific Types of Non Public Data *Minn. Stat. § 13D.05*

The general rule is that meetings cannot be closed to discuss data that is not public. Any portion of a meeting *must* be closed if expressly required by another law or if the following types of data are discussed:

- Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- Active investigative data created by a law enforcement agency or internal affairs data relating to allegations of law enforcement personnel misconduct.
- Educational, health, medical, welfare, or mental health data that are not public data under separate statutes.

Data discussed at an open meeting retains its original classification. However, a record of the meeting will be public.

C. Misconduct Allegations or Charges *Minn. Stat. § 13D.05, Subd. 2(b)*

A public body *shall close* one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If members conclude that discipline is warranted, any subsequent hearings related to the charge or allegation must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

D. Performance Evaluations *Minn. Stat. § 13D.05, Subd. 3(a)*

A public body *may close* a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body must summarize its conclusions regarding the meeting. A meeting must also be open at the request of the individual who is the subject of the meeting.

- E. Attorney-client Privilege *Minn. Stat. § 13D.05, Subd. 3(b); Northwest Publications, Inc. v. City of St. Paul*, 435 N.W.2d 64 (Minn.Ct.App. 1989; *Star Tribune v. Board of Educ.*, 501 N.W.2d 869 (Minn.Ct.App. 1993); *Prior Lake American v. Mader* 642 N.W.2d 729 (Minn. 2002); *Clearwater v. Independent School Dist. No. 166*, 2001 WL 1155706 (Minn.App.); *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn.Ct.App. 2004).

A meeting may be closed if permitted by the attorney-client privilege. This privilege does not extend to a request for general legal advice or opinions.

- F. Security Briefings *Minn. Stat. § 13D.05, Subd. 3(d)*

Meetings may be closed to receive security briefings and reports and emergency response procedures if disclosure of the information would pose a danger to public safety or compromise security procedures or responses.

Financial issues relating to security must be discussed at an open meeting.

Must tape record the closed portion of the meeting and must keep the tape for four years.

- G. Appraisals; Developing Offers Or Counteroffers For Purchase Of Real Estate Or Personal Property *Minn. Stat. § 13D.04, Subd. 3.*

Meetings may be closed:

- to determine the asking price for real or personal property to be sold by the city
- to review appraisal data
- to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before closing the meeting, the council must identify on the record the real or personal property that will be discussed.

Must tape record the closed meeting and must keep the tape for eight years after the date of the meeting. Must keep a list of the persons at the closed meeting. The list of those present is available after closed meeting.

Must make the tape available after the city buys or sells the property or the city abandons the sale or purchase.

Actual sale or purchase and purchase price must be approved at an open meeting; vote to sell or purchase must be at an open meeting.

H. Keeping Tapes of Closed Meetings Minn. Stat. § 13D.05, Subd. 1(d)

All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

6. Legal Meetings - Notice and Agenda Issues. Minn. Stat. § 13D.04

- A schedule of the *regular meetings* of a public body shall be kept on file at its primary offices. If a regular meeting is to be held at a time or place different from that stated in the schedule of regular meetings, the public body shall give notice as provided for a “special meeting.”
- For a *special meeting* the public body shall post written notice of the date, time, place and purpose of the meeting on the principal bulletin board of the public body or on the door of its usual meeting room. Publication is an alternative.
- For an *emergency meeting* the public body shall make a good faith effort to provide notice to each news medium that has filed a written request for notice.
- All notice requirements apply to closed meetings.
- In statutory cities, the mayor may call a meeting or two of the five-person council may call a meeting.
- Possible use of interactive television
- A “recessed” meeting does not have to be renoticed as long as the time and place of the recessed meeting were established and recorded at the previous meeting.

7. Procedures for Closing a Meeting. Minn. Stat. § 13D.01, Subd. 3

- The body must first meet in open
- The body must announce why the meeting is to be closed (the exception that allows a closed meeting)
- The body must identify who will attend the closed meeting
- The body must specifically describe the matter to be discussed at the meeting vs. merely identifying the issues. See *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn.Ct.App. 2004).

- All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

8. Remedies and Penalties. *Minn. Stat. § 13D.06; Claude v. Collins, 518 N.W.2d 836 (Minn 1994).*

- Any person who intentionally violates the Open Meeting Law is subject to personal liability in the form of a civil penalty of up to \$300.
- If a person has been found to have intentionally violated the Open Meeting Law three or more times involving the same governing body, such person shall forfeit the right to serve on the governing body for a period of time equal to the term of office that was being served.
- A court may award costs and attorney's fees of up to \$13,000 to any party in an action under the Open Meeting Law. Specific intent must be found.
- The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section 13.072, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

9. Other Citizen Rights Under Open Meeting Law.

Right to Know When the Public Body Meets

- Regular meeting (schedule at City Offices)
- Special meeting (three days posted and mailed notice or delivered notice)
- Emergency meeting (notification of news media)

Right to Convenient Location

- Accessible
- Generally, must be in city corporate limits

Right to Watch and be Present

- Open meeting law (public right to be present)

- All meetings of the Council shall be open to the public (*Minn. Stat. § 412.191, Subd. 2*)

Right to Know How the Public Body Voted

- Record votes in journal
- Votes taken in public

Right to Know What Supporting Material the Public Body Had in Front of It

- Available at meeting
- Rule does not apply to confidential data or closed meeting information

Right to Have a Summary Record of Council Minutes – or Else Publish Them – or Else Mail to Those Who Have Requested

- Within 30 Days After Meeting
- Distribution at City Expense
- Rule Does Not Apply to Cities of Less Than 1,000 Population

Right to Have Ordinances Published

- Minn. Stat. § 421.191, Subd. 4
- Minn. Stat. Chp. 331A

10. Update and Review of Relevant Caselaw.

Canons of Construction

- *Prior Lake American v. Mader*, 642 N.W.2d 729 (2002)
- *Merz v. Leitch*, 342 N.W.2d 141 (1984)
- *St. Cloud Newspapers, Inc. v. District 742 Community Schools*, 332 N.W.2d 1 (1983)

Social Gatherings

- *Berglund v. City of Maplewood*, 173 F.Supp.2d 935 (D.Minn.2001)
- *St. Cloud Newspapers, Inc. v. District 742 Community Schools*, 332 N.W.2d 1 (1983)
- *Hubbard Broadcasting, Inc. v. City of Afton*, 323 N.W.2d 757 (1982)

Generalized Legal Advice

- *Northwest Publications, Inc. v. City of St. Paul*, 435 N.W.2d 64 (Minn.Ct.App. 1989)

Serialized Meetings

- *Mankato Free Press v. City of Mankato*, 563 N.W.2d 291 (Minn.Ct.App. 1997); Department of Administration Advisory Opinion 09-020

Councilmembers Attending Committee Meetings

- *Op.Atty.Gen.*, 63a-5, August 28, 1996 (re City Council of Ely)

No Delegated Authority to Act

- *Sovereign v. Dunn*, 498 N.W.2d 62 (Minn.Ct.App. 1993)

Attorney – Client Privilege

- *Demming v. Housing and Redevelopment Authority of Duluth*, 847 F.Supp. 130 (1994)
- *Minneapolis Star Tribune v. Housing and Redevelopment Authority In and For City of Minneapolis*, 310 Minn. 313, 251 N.W.2d 620 (1976)
- *Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)
- *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn.Ct.App. 2004)
- *City Pages v. State of Minnesota, et al*, 655 N.W.2d 839 (Minn.Ct.App. 2003).
- *Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn.Ct.App. 2005)

Purpose of Open Meeting Law

- *Rupp v. Mayasich*, 533 N.W.2d 893 (Minn.Ct.App. 1995)

General Training Session

- *Op.Atty.Gen.*, 63a-5, Feb. 5, 1975

Whether Ex-Officio Meeting is Really a Meeting

- *St. Cloud Newspapers, Inc. v. District 742 Community Schools*, 332 N.W.2d 1 (1983)
- *Minnesota Educ. Ass'n v. Bennett*, 321 N.W.2d 395 (1982)

Meeting of a Public Body

- *Star Tribune Company, et al v. University of Minnesota Board of Regents, et al.*, 2004 WL Minn. Jul 15, 2004.



Playgrounds for Materion Park, Central Park Victoria West, Tamarack Park, Central Park Ballfields

Implementation Planning Session One

12 March 2013

20 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements. It must be noted that the discussion of concerns and ideas extended beyond playgrounds, particularly for Materion Park and Tamarack Park.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

Materion Park

- Sidewalk on Matilda Street from Materion Park to Acorn Park
- Not enough light
- Parking
- Signage—where is the park?
- Keep it wild
- Pick up fallen trees (beyond the habitat—too much!)
- Pea gravel hard to walk on
- Spongy under swings (like at Acorn Park)
- Seating at playground
- More trash cans
- Plow all paths

Central Park Victoria West

- Not much shade—could we plant more trees (especially by benches)?
- Not great for toddlers—could use some smaller features (like at Dale Street Legion Field)
- Keep the tunnel! Kids love it!
- Two different ground surfaces—sweeping makes playground filthy
- Consider installing a water feature/play area similar to what they have at Ramsey County's Tamarack Nature Center. This would go in area immediately north of playground (old "zip line" area)

Tamarack Park

- Traffic, speeders
- Lack of sidewalks
- Volume of children playing soccer
- No parking
- High demand for park space in summer
- Increase in break-ins
- Access on Dionne is not sufficient

The group (all of whom were neighbors to the park) focused on the overuse of the park by large groups of teenagers from the neighborhood. While residents were not opposed to the presence of these groups, they did note that the large numbers posed concerns for the comfort of other park users and for overuse of the park. As opposed to focusing on playground improvements, these residents offered ideas that would secure the park from vehicle access, provide better connections to the surrounding neighborhood, and better separate teenager activity from playground.

Central Park Ballfields

- Need water fountain (that works better than one already there)
- Seating area below protective screen
- Remove flag pole
- Bigger play area and structure
- Uneven/worn pavement surrounding pavilion
- Trees for shade (and protection?)

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground:

Materion Park

- Consider perfect night as well
- Basketball hoop, half court
- Walking on plowed path in winter
- More lighting in the evenings (HANC has this)
- Picnic on a picnic bench
- Finding a spot to park
- Neighborhood park clean up, weeding out

Central Park Victoria West

- Shade to sit in
- Playground equipment for all ages
- Waterfall going
- Lots of different types of people doing lots of different things

Tamarack Park

- Playground centered
- Safe walking paths (off residents' lawn)
- Picnic area

A place for the neighbors and local residents to gather
Trees, plants, native gardens
Increased park patrol
Ensure safety
Alternate access from Dionne
Focus on neighborhood level access

Central Park Ballfields

No ideas offered

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Materion Park

Lighting, similar to HANC
Picnic table, seating
Half-court basketball

Central Park Victoria West

Trails good?
More features that are accessible to toddlers
Shade, especially by benches

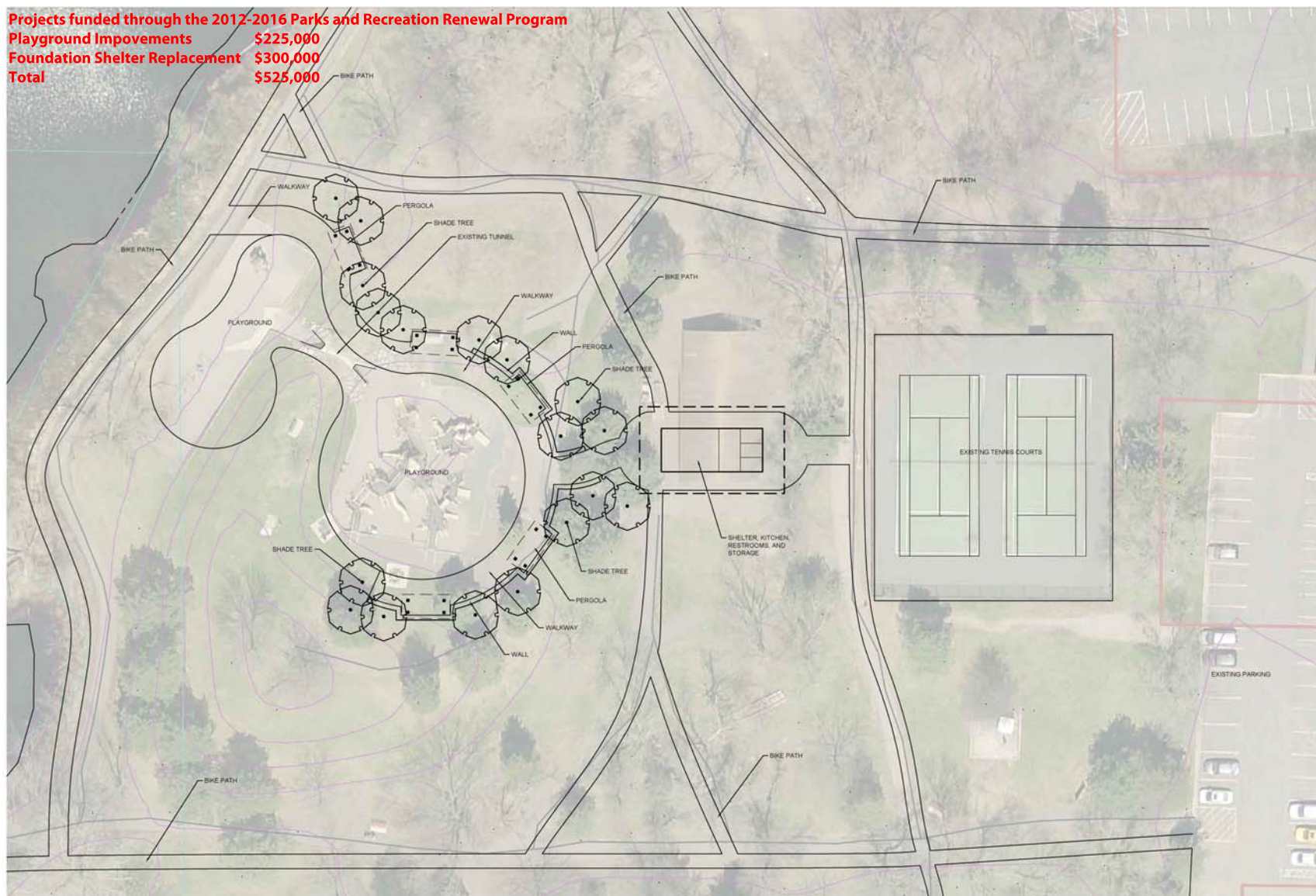
Tamarack Park

No specifics offered

Central Park Ballfields

Shade
Protection from softballs

Projects funded through the 2012-2016 Parks and Recreation Renewal Program
 Playground Improvements \$225,000
 Foundation Shelter Replacement \$300,000
 Total \$525,000



1
 LINE1
 LINE2
 Scale: 1:1



ROSEVILLE PARKS & RECREATION

2680 CIVIC CENTER DRIVE
 ROSEVILLE, MINNESOTA 55113



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PROJECT NAME
 ROSEVILLE PARK
 SYSTEMS

DRAWING TITLE
 CENTRAL PARK VICTORIA
 WEST PLAYGROUND

FILE: ...125049605 Drawings\LA Central Park Victoria West Playground\125049605
 DRAWN BY: BMD
 CHECKED BY: MJS
 PROJ. NO: 125496
 DRAWING NO: C-3



Central Park Victoria Ballfields and Legion Ballfield

Implementation Planning Session One

12 March 2013

20 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements at the ballfields at Central Park Victoria and the ballfield at Legion Park.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the ballfield area.

Central Park Victoria Ballfields

No input offered

Legion Ballfield

No shade for spectators

Seating

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the ballfield:

Central Park Victoria Ballfields

No input offered

Legion Ballfield

Complete pathway to connection with Victoria Ballfield



Playgrounds for Materion Park, Central Park Victoria West, Tamarack Park, **Central Park Ballfields**

Implementation Planning Session One

12 March 2013

20 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements. It must be noted that the discussion of concerns and ideas extended beyond playgrounds, particularly for Materion Park and Tamarack Park.

Exercise One* **Issues*

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

Materion Park

- Sidewalk on Matilda Street from Materion Park to Acorn Park
- Not enough light
- Parking
- Signage—where is the park?
- Keep it wild
- Pick up fallen trees (beyond the habitat—too much!)
- Pea gravel hard to walk on
- Spongy under swings (like at Acorn Park)
- Seating at playground
- More trash cans
- Plow all paths

Central Park Victoria West

- Not much shade—could we plant more trees (especially by benches)?
- Not great for toddlers—could use some smaller features (like at Dale Street Legion Field)
- Keep the tunnel! Kids love it!
- Two different ground surfaces—sweeping makes playground filthy
- Consider installing a water feature/play area similar to what they have at Ramsey County's Tamarack Nature Center. This would go in area immediately north of playground (old "zip line" area)

Tamarack Park

- Traffic, speeders
- Lack of sidewalks
- Volume of children playing soccer
- No parking
- High demand for park space in summer
- Increase in break-ins
- Access on Dionne is not sufficient

The group (all of whom were neighbors to the park) focused on the overuse of the park by large groups of teenagers from the neighborhood. While residents were not opposed to the presence of these groups, they did note that the large numbers posed concerns for the comfort of other park users and for overuse of the park. As opposed to focusing on playground improvements, these residents offered ideas that would secure the park from vehicle access, provide better connections to the surrounding neighborhood, and better separate teenager activity from playground.

Central Park Ballfields

- Need water fountain (that works better than one already there)
- Seating area below protective screen
- Remove flag pole
- Bigger play area and structure
- Uneven/worn pavement surrounding pavilion
- Trees for shade (and protection?)

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground:

Materion Park

- Consider perfect night as well
- Basketball hoop, half court
- Walking on plowed path in winter
- More lighting in the evenings (HANC has this)
- Picnic on a picnic bench
- Finding a spot to park
- Neighborhood park clean up, weeding out

Central Park Victoria West

- Shade to sit in
- Playground equipment for all ages
- Waterfall going
- Lots of different types of people doing lots of different things

Tamarack Park

- Playground centered
- Safe walking paths (off residents' lawn)
- Picnic area

A place for the neighbors and local residents to gather
Trees, plants, native gardens
Increased park patrol
Ensure safety
Alternate access from Dionne
Focus on neighborhood level access

Central Park Ballfields

No ideas offered

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Materion Park

Lighting, similar to HANC
Picnic table, seating
Half-court basketball

Central Park Victoria West

Trails good?
More features that are accessible to toddlers
Shade, especially by benches

Tamarack Park

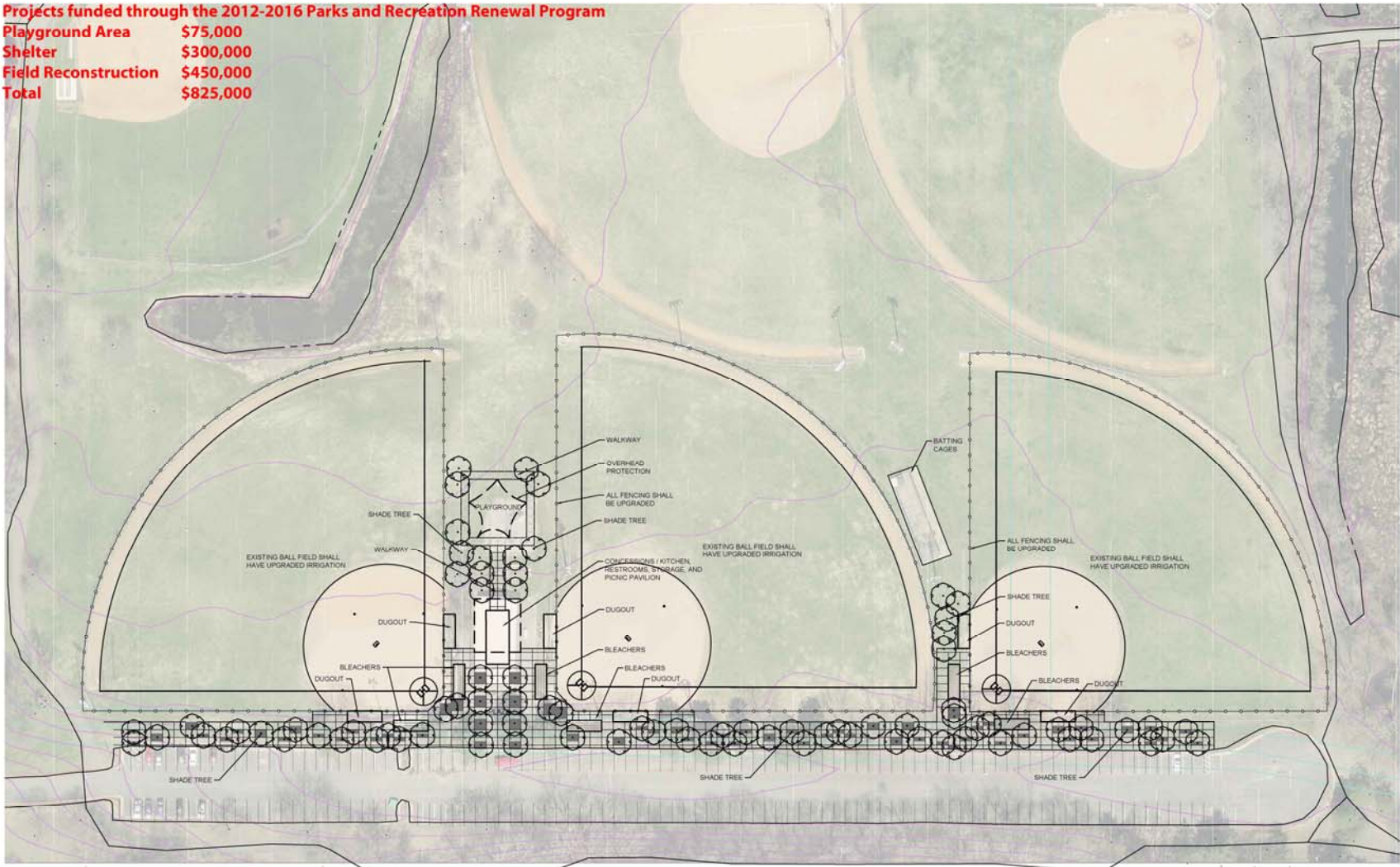
No specifics offered

Central Park Ballfields

Shade
Protection from softballs

Projects funded through the 2012-2016 Parks and Recreation Renewal Program

Playground Area	\$75,000
Shelter	\$300,000
Field Reconstruction	\$450,000
Total	\$825,000



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NO.	DATE	REVISION

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PROJECT NAME:
**ROSEVILLE PARK
SYSTEMS**

DRAWING TITLE:
**CENTRAL PARK VICTORIA
BALLFIELDS**

FILE: J:\2016\2016 Drawings\LA Central Park Victoria Ball Fields\Central Park Vic
DRAWN BY: BMD
CHECKED BY: MS
PROJ. NO: 120426
DRAWING NO: _____



Central Park Victoria Ballfields and Legion Ballfield *Implementation Planning Session One*

12 March 2013

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements at the ballfields at Central Park Victoria and the ballfield at Legion Park.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the ballfield area.

Central Park Victoria Ballfields

No input offered

Legion Ballfield

No shade for spectators

Seating

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the ballfield:

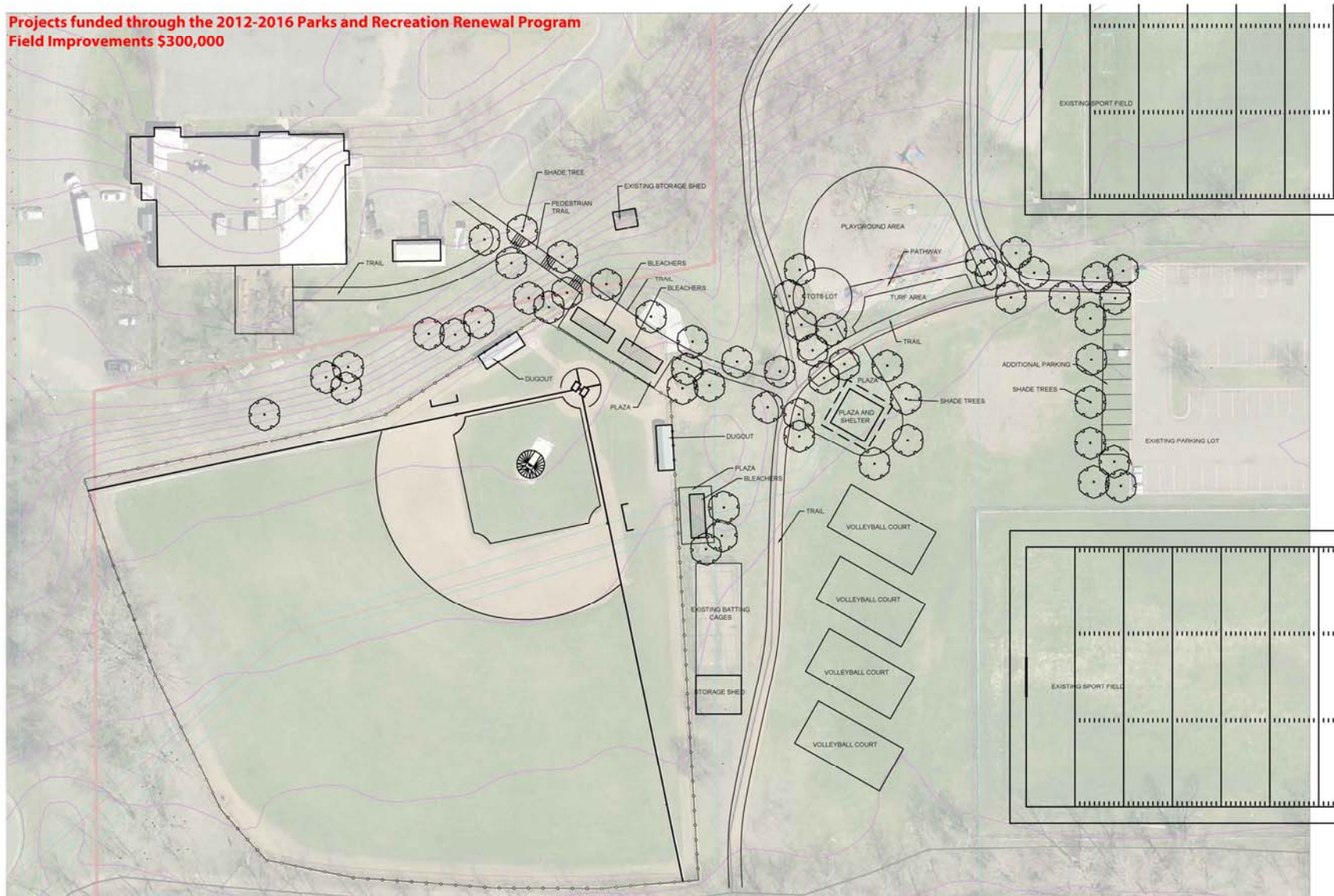
Central Park Victoria Ballfields

No input offered

Legion Ballfield

Complete pathway to connection with Victoria Ballfield

Projects funded through the 2012-2016 Parks and Recreation Renewal Program
Field Improvements \$300,000



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2680 CIVIC CENTER DRIVE
ROSEVILLE, MINNESOTA 55113



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NO. DATE REVISION

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PROJECT NAME
**ROSEVILLE PARK
SYSTEMS**

DRAWING TITLE
LEGION FIELD



FILE: J:\2013\0808 Drawings\LHB Legion Field\0808 Legion Fields.dwg
DRAWN BY: BMD
CHECKED BY: MG
PROJ. NO: 120426
DRAWING NO:

C-2



Bruce Russell Park

Implementation Planning Session One

1 April 2013

15 Attendees signed in

Meeting summary

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

Group 1

#1 keep tennis courts

This park lacks shade for the spots people congregate in. Needs: covered structure of some sort for tables or something.

Needs more big trees especially on the west side particularly by the playground and any picnic areas.

Bigger/more interesting playground that takes into account older kids as well as young; make sure some high swings are maintained; big rock climbing wall

Make sure a sand volleyball court is preserved in the process (church may or may not keep it there)

Maintain ball field

More naturalized components—big rocks, plantings (some butterfly attracting), trees, mini-hills, etc; right now it feels too flat and stark

Bathroom

Preserve some largish growth

Group 2

Bbcourt—too narrow, can't even get close to a 3-point arc/shot, and too long, not suitable for full court game (actually would be better for shuffleboard)

Courts need resurfacing; could have lights for basketball as well as tennis

The existing playground equipment is good and in good shape—only it is better for kids 2 to 8—don't hastily get rid of it—would be a big waste; need equipment for kids 8 to 12+, especially monkey bars, climbing walls; when they took down this portion [arrow pointing to an area north of the existing playground] they lost the big slide and pole.

It would be nice to have more than one picnic table.

Shade trees on the south side of playground would be nice and by the benches

Area needs better drainage [arrow pointing to an area in the outfield area of

the existing ballfield]—gets soaked, could be better as a soccer field!
Baseball field isn't useable for most baseball—small backstop, 1 bench only, too small and it is probably too small for a proper baseball field
Gardening/landscaping/plant life could enhance the new existing water park area
The bike path/sidewalk on Roselawn is great, but there are no crosswalk at Roselawn and Fernwood and it is a problematic stop sign that many cars roll through or even blow through; could be signage to slow down on Roselawn
Unused space in the middle: wading pool? splash pad?

Group “The Best 10”

Concern—limited space for improvement
Not interested in rain garden—do anything possible to dry out the area
Doesn't feel there is a need for any changes—tennis and basketball courts don't need to be resurfaced
Amount of money committed to this park is too much
Moving play equipment closer to parking lot so it is more accessible and less hidden
Improve drainage (indicated area south of playground and north of ball diamond)
Question: why isn't the softball field being used by city groups/teams

Group 4

Soccer field
New slide
Basketball court without out of bound chain link fence
More benches/picnic tables
Bathroom
More shade
Make it cozier with plantings along the parking lot
Small skate board park
Talking thing doesn't work
More slides, swings, climbing stuff

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground:

Group 1

Seeing some wildlife
Bring a picnic meal and have meal under shelter/shade with enough room to have a few families together; interesting structure rather than just an industrial feel
Play some tennis, shoot some hoops. Volleyball and hit some baseballs
A whole natural and interesting fee rather than just some things plopped down on the flat

Group 2

Playing tennis under the lights at night
Bike over or walk over from nearby for a quiet shoot-around at the hoops or
wet play on the new playground—could add a splash pad
The big field would be an attraction—big soccer field, nicely manicured

Group “The Best 10”

Picnic tables, some covered
Fire pit
Benches by ball diamond
If more equipment is added—or ball play is increased—then work with the
church to add a cover to the heating unit that is to the west of the parking lot—
balls end up going in there (RLC concern)

Group 4

Place to picnic (shelter)—fire pit/bbq grill
Bathroom—hopefully not a porta-potty
More cozy—more park-like rather than “parking lot-like”
More flowers that draw butterflies
Something winter play
Walking trail—fitness—has stops for adults to do exercises—pull-ups, push-ups
Small theater/gazebo in north end, mixed use church/park plays
Multi-level play equipment (higher)
Light near playground
Larger tennis backboard
Make basketball court better—no chain link along sides, dangerous
Keep playground away from parking lot
Summer camps (soccer or baseball)

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Park improvements

Better basketball court, especially wider (current dimensions are shorter than
even a 3-point shot)
Drainage for big field
Conversion from baseball field to something else—such as a soccer field for young
ages
Shade trees in strategic locations
Bathroom facility (not a porta-potty)
Full sized soccer field
Track with exercise stations
More trees

Playground improvements

Spinner
Rock climbing wall

Monkey bars
Splash pad
Big three story wooden playground like on in St. Peter
Zip line

Comments were submitted following the meeting by one family in attendance at the planning session. Those comments are attached at the end of this summary.

Bruce Russell Park Improvements

Overall Plan & Ideas:

Theme:

At the planning meeting, staff indicated they were looking for themes for each park or making each park unique somehow. We are assuming this is one of the smaller parks in Roseville, so we thought this park could capitalize on its smallness and how embedded it is into the neighborhood for its theme. This park could have an "intimate & natural" feel. It's not really big enough for games or practices of major sports, so the idea of it being a comfortable place for mini-versions of lots of varied activities could be really good (an amped up and more natural feeling version of how it already functions). Ideally it could handle some activities for all ages and be welcoming, peaceful space for a family picnic or small gathering of neighbors, families or the community.

In summary, maybe a description of the theme would be a "quaint, natural looking oasis in the middle of a neighborhood" that can support a little bit of a lot of different activities in a versatile way.

Improvements/Goals:

- Make the park a little more visually interesting in a natural way (mounds, boulders, plantings, etc...)
- Build in better shade for areas where people gather & play.
- Since this park is right along the backyards of neighbor's, keep the noisy activities further away and add in natural plantings (large limestone boulders, large evergreens, etc...) to add as a buffer.
- Add in a roofed structure close to the playground
- Maintain a small open grassy space NE of the Carter Geyen Memorial
- Resurface tennis courts
- Improve drainage
- Add more large trees for shade

Map Details:

#1: Add roofed structure large enough to cover 3-4 picnic tables from sun & rain. Place this structure basically where the current swings are so adults can supervise children at the Carter Memorial, playground area, and the small open grassy space North of current playground. Now or in the future, add a bathroom to one end of building.

Another immediate benefit of a covered structure would be shade. This park does not have any large trees to shade park goers from the hot & sunny summer days. There is some morning shade on current playground equipment. However, the majority of the day, the park is covered in hot midday and afternoon sun until sunset. Ideally, the structure would be designed to fit with a natural looking theme.

#2: Resurface tennis courts & basketball court. The current tennis courts are used a lot, so they should be a priority of the park. Current fence seems too low to function effectively (currently 8 feet 9 inches) so it'd be useful to be higher if that is a possibility. Definitely keep the 2 tennis courts- very important. Ideally, the basketball court would be wider, but it's best kept in current location on the far west side of the park since it draws larger/noisier groups (so the extra noise would be best furthest away from the neighbors' yards).

#3: Incorporate large wood back stop into the courts: Great for hitting tennis ball against it. Langford Park in St. Anthony Park has a nice one.

#4: Natural plantings. Guiding principles- simple, natural, & beautiful. Adding more to this area keeps some of the noisier park activities from being too close to the neighbors homes. A combination of mounding some earth, limestone boulders, low maintenance plantings, evergreen trees, butterfly/bird attracting plants, etc..

#5: Maintain a small, open grass space North of current playground: This space would be close to the covered structure and be utilized by younger children to run, kick a ball, play catch with adults, etc...

#6: Carter Geyen Memorial stays as is.

#7: Add playground structures & swings to accommodate toddlers to older kids (generally ages 2-13). It's nice to have a separate structure for the youngest children with a minimal amount of openings. Other equipment should be added that would be more interesting & challenging for the older kids. Is it possible to incorporate trees in the middle to add shade & interest to the playground? If more space is needed for the playground, add it to the south of the current playground structure. If possible, choose equipment that fits the natural theme.

#8: Improve drainage for a more versatile open grassy field. This area is great for a variety of activities (soccer, kickball, baseball, kite flying, etc...).

#9: Remove gravel baseball infield & backstop. Replace with grass. This will allow the area to be utilized for a variety of uses. It's just too small for that specialized of a use and could be incorporated in a more versatile way.

#10: Add backstop & soccer nets: Centered on the south end of the park, add some type of high fence or netting that can serve a versatile purpose of a pitched ball backstop, soccer field/net, kickball field, etc... The idea is to have it available for multiple types of family sports games.

#11: **Plant large trees:** Right now there are no large trees in the park, so it is sunny & very hot much of the day. Plant trees that are already larger in size. Encircle whole park and especially the playground with trees, particularly on the west & south sides.

#12: **Keep Volleyball Court.** If church allows it.

The Perfect Day

Wanting to feel like it's a bit of a mini oasis of nature surrounded by the city.

Peaceful, natural feel. Looks like interesting landscaping: large limestone boulders, trees, plants, birds, butterflies, etc... Not just flat park with equipment plopped on top.

Spending time with family or neighbors. Gathering with aunts, uncles, & cousins for a picnic and hours of fun together.

Setting up a picnic meal under a closed roof structure- no sun, no rain, easier to set up a meal for kids. Don't have to leave the park for the little kid who has to use the potty.

Playing a family game of volleyball, soccer or baseball (multi-aged activity).

Watching the little ones playing in the water & sand while sitting at a picnic table talking to friends.

Playing tennis with my kids.



B r u c e R u s s e l l P a r k

Roseville, Minnesota

sheet one

sheet two

sheet three

sheet four

sheet five

sheet six

sheet seven

sheet eight

park and playground improvements

[not used]

[not used]

[not used]

[not used]

[not used]

[not used]

[not used]

Scheduled improvements

Improvements	Description	Budget	Construction timing	
			Start	Complete
Playground	new playground equipment, surface, edging	\$125,000	Fall 2015	Spring 2016
Courts	new surface, fencing, lighting	\$150,000	Spring 2014	Fall 2014
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...



Roseville Parks and Recreation

2660 Civic Center Drive
Roseville, Minnesota 55113



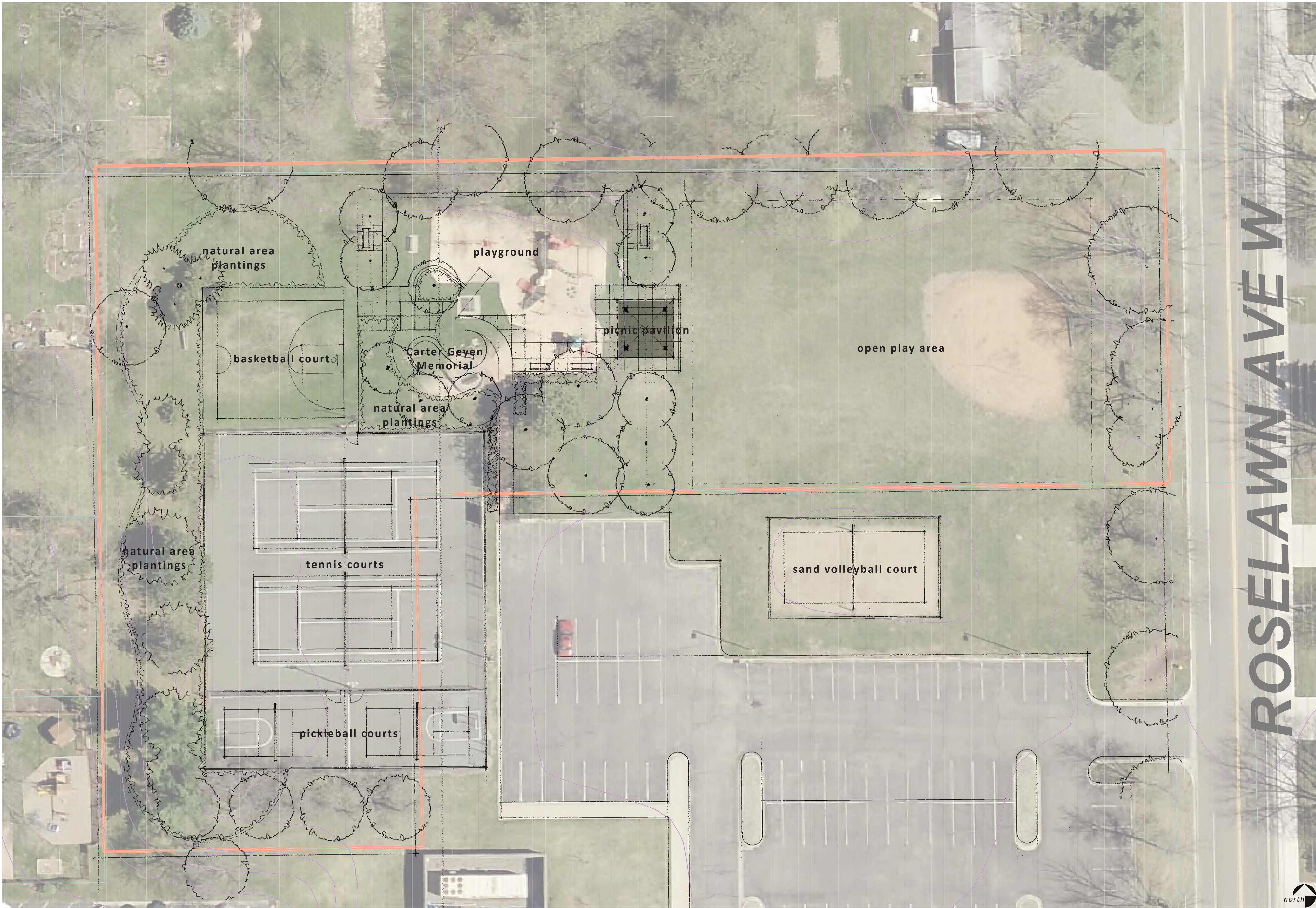
LHB, Inc.
250 Third Avenue North, Suite 450
Minneapolis, Minnesota 55401
612.338.2029

draft for discussion only
29 April 2013



sheet title

sheet number



park and playground improvements plan
1 inch = 20 feet



Roseville Parks and Recreation

2660 Civic Center Drive
Roseville, Minnesota 55113



LHB, Inc.
250 Third Avenue North, Suite 450
Minneapolis, Minnesota 55401
612.338.2029

draft for discussion only
29 April 2013



sheet title
**park and playground
improvements**

sheet number
one



Howard Johnson Park

Implementation Planning Session One

9 April 2013

6 Attendees signed in

Meeting summary

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

- Need more places to sit, like metal benches as in the Arboretum; only one bench along the trail; some users need a paved trail
- Trash cans and dog waste containers—lots of dog waste in the park
- The best paths in the park are now mud; the aggregate used at Cottontail Park would work well; some would prefer a permeable pavement, but a real hard surface is needed for rolling and biking
- The high trail above C2 is now gone—used to link to trail at the pond; the only real trail is the one around the pond
- There should be a “y” in the path at the NE corner instead of a “t”
- What is the thing north of Robin Pond? [staff explained that it is a basin for runoff from the Oval] it looks bad, like a death trap
- No pea rock on the playground
- There needs to be a trail system connection to the parking lot and a path leading to the playground
- Playground feels cramped—pinched by the big hill at the edge of the playground; it could be made larger; the location is correct
- Stand-alone play elements have been somewhat removed
- Open area—don’t let this be super-developed—keep nature

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground and park:

- Something to get out of the sun or rain
- Lots of flowers
- Little or no structure—shade trees—more natural

Shade around the benches
Picnic tables—with shade
Feels like more of neighborhood park—people don't go here to grill
Attract people here to keep Phil's dog happy

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Park improvements

Benches
Trash receptacles
Plastic bags on a post for dog waste
Plaque to know about Howard Johnson; the big rock tells the story, but it needs to be more prominent
Plantings of native species in gardens in parks; kids at high school could design the gardens

Playground improvements

Elements that are appropriate for ages, for instance a lower step for youngest kids
Monkey bars—these are the lowest ever found
Proximity to fire hall—use fire truck and rescue themes (note that Howard Johnson was a police officer)
Incorporate water as a part of the play experience, perhaps related to a fire truck theme



Howard Johnson Park

Roseville, Minnesota

sheet one park and playground improvements
sheet two [not used]
sheet three [not used]
sheet four [not used]
sheet five [not used]
sheet six [not used]
sheet seven [not used]
sheet eight [not used]

Scheduled improvements		Budget	Construction timing	
Improvements	Description		Start	Complete
Playground	new playground equipment, surface, edging	\$125,000	Fall 2014	Spring 2015
Courts	new surface, fencing, lighting	\$150,000	Fall 2014	Fall 2014
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...



Roseville Parks and Recreation

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Roseville, Minnesota 55113



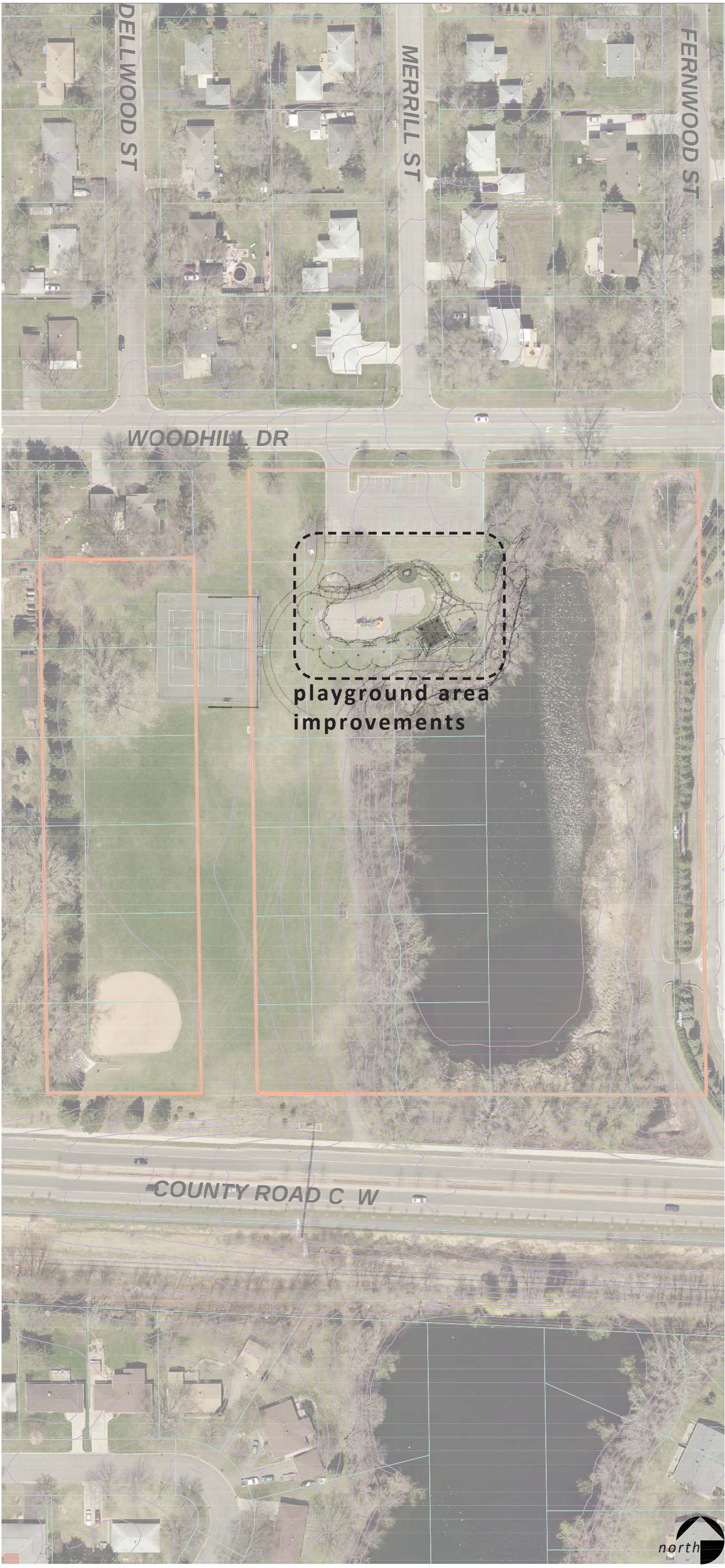
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30 April 2013



sheet title

sheet number



general park improvements plan
1 inch = 100 feet



playground area improvements plan
1 inch = 8 feet



Roseville Parks and Recreation

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draft for discussion only
30 April 2013



sheet title
park and playground
improvements

sheet number
one



Roseville Skating Center

Implementation Planning Session

9 April 2013

4 Attendees signed in

Meeting summary

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, specific improvements to the Roseville Skating Center were outlined. Those improvements include:

- Repair of southeast corner of the walking track loop where settling has occurred;
- Repair of concrete block that is need of attention;
- Repair of decorative brick on the County Road C sign and the OVAL arch;
- Replacement of exterior fire doors at the arena;
- Painting of the exterior of the Skating Center (arena, banquet facility, and OVAL exterior walls that are not decorative brick);
- Landscaping at the east end of the arena between the building and Civic Center Drive; and
- Landscaping at the banquet facility entrance in the north parking lot.

Meeting participants noted the desire for the following additional improvements:

- Eliminating the skating center smell; and
- Making the banquet center entry feel less like a gymnasium entry (at the interior).



Playgrounds for **Materion Park, Central Park Victoria West, Tamarack Park, Central Park Ballfields**

Implementation Planning Session One

12 March 2013

20 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements. It must be noted that the discussion of concerns and ideas extended beyond playgrounds, particularly for Materion Park and Tamarack Park.

Exercise One Issues

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

Materion Park

- Sidewalk on Matilda Street from Materion Park to Acorn Park
- Not enough light
- Parking
- Signage—where is the park?
- Keep it wild
- Pick up fallen trees (beyond the habitat—too much!)
- Pea gravel hard to walk on
- Spongy under swings (like at Acorn Park)
- Seating at playground
- More trash cans
- Plow all paths

Central Park Victoria West

- Not much shade—could we plant more trees (especially by benches)?
- Not great for toddlers—could use some smaller features (like at Dale Street Legion Field)
- Keep the tunnel! Kids love it!
- Two different ground surfaces—sweeping makes playground filthy
- Consider installing a water feature/play area similar to what they have at Ramsey County's Tamarack Nature Center. This would go in area immediately north of playground (old "zip line" area)

Tamarack Park

- Traffic, speeders
- Lack of sidewalks
- Volume of children playing soccer
- No parking
- High demand for park space in summer
- Increase in break-ins
- Access on Dionne is not sufficient

The group (all of whom were neighbors to the park) focused on the overuse of the park by large groups of teenagers from the neighborhood. While residents were not opposed to the presence of these groups, they did note that the large numbers posed concerns for the comfort of other park users and for overuse of the park. As opposed to focusing on playground improvements, these residents offered ideas that would secure the park from vehicle access, provide better connections to the surrounding neighborhood, and better separate teenager activity from playground.

Central Park Ballfields

- Need water fountain (that works better than one already there)
- Seating area below protective screen
- Remove flag pole
- Bigger play area and structure
- Uneven/worn pavement surrounding pavilion
- Trees for shade (and protection?)

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground:

Materion Park

- Consider perfect night as well
- Basketball hoop, half court
- Walking on plowed path in winter
- More lighting in the evenings (HANC has this)
- Picnic on a picnic bench
- Finding a spot to park
- Neighborhood park clean up, weeding out

Central Park Victoria West

- Shade to sit in
- Playground equipment for all ages
- Waterfall going
- Lots of different types of people doing lots of different things

Tamarack Park

- Playground centered
- Safe walking paths (off residents' lawn)
- Picnic area

A place for the neighbors and local residents to gather
Trees, plants, native gardens
Increased park patrol
Ensure safety
Alternate access from Dionne
Focus on neighborhood level access

Central Park Ballfields

No ideas offered

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Materion Park

Lighting, similar to HANC
Picnic table, seating
Half-court basketball

Central Park Victoria West

Trails good?
More features that are accessible to toddlers
Shade, especially by benches

Tamarack Park

No specifics offered

Central Park Ballfields

Shade
Protection from softballs



M a t e r i o n P a r k

Roseville, Minnesota

sheet one	park improvements
sheet two	playground improvements
sheet three	[not used]
sheet four	[not used]
sheet five	[not used]
sheet six	[not used]
sheet seven	[not used]
sheet eight	[not used]



Roseville Parks and Recreation

2660 Civic Center Drive
Roseville, Minnesota 55113



LHB, Inc.
250 Third Avenue North, Suite 450
Minneapolis, Minnesota 55401
612.338.2029

draft for discussion only
4 April 2013



sheet title

sheet number



park improvements plan

1 inch = 60 feet



Roseville Parks and Recreation

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612.338.2029

draft for discussion only
4 April 2013



sheet title
park improvements

sheet number
one

Projects funded through the 2012-2016 Parks and Recreation Renewal Program
Play Area \$75,000



playground improvements plan

1/4 inch = 1 foot



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sheet title
playground
improvements

sheet number
two



Playgrounds for Materion Park, Central Park Victoria West, Tamarack Park, Central Park Ballfields

Implementation Planning Session One

12 March 2013

20 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and the key directions of the Parks and Recreation System Master Plan, meeting participants were asked to respond to questions about potential improvements. It must be noted that the discussion of concerns and ideas extended beyond playgrounds, particularly for Materion Park and Tamarack Park.

Exercise One* **Issues*

As a group focused on a park, participants were asked to identify issues related to the playground area or the park in general:

Materion Park

- Sidewalk on Matilda Street from Materion Park to Acorn Park
- Not enough light
- Parking
- Signage—where is the park?
- Keep it wild
- Pick up fallen trees (beyond the habitat—too much!)
- Pea gravel hard to walk on
- Spongy under swings (like at Acorn Park)
- Seating at playground
- More trash cans
- Plow all paths

Central Park Victoria West

- Not much shade—could we plant more trees (especially by benches)?
- Not great for toddlers—could use some smaller features (like at Dale Street Legion Field)
- Keep the tunnel! Kids love it!
- Two different ground surfaces—sweeping makes playground filthy
- Consider installing a water feature/play area similar to what they have at Ramsey County's Tamarack Nature Center. This would go in area immediately north of playground (old "zip line" area)

Tamarack Park

- Traffic, speeders
- Lack of sidewalks
- Volume of children playing soccer
- No parking
- High demand for park space in summer
- Increase in break-ins
- Access on Dionne is not sufficient

The group (all of whom were neighbors to the park) focused on the overuse of the park by large groups of teenagers from the neighborhood. While residents were not opposed to the presence of these groups, they did note that the large numbers posed concerns for the comfort of other park users and for overuse of the park. As opposed to focusing on playground improvements, these residents offered ideas that would secure the park from vehicle access, provide better connections to the surrounding neighborhood, and better separate teenager activity from playground.

Central Park Ballfields

- Need water fountain (that works better than one already there)
- Seating area below protective screen
- Remove flag pole
- Bigger play area and structure
- Uneven/worn pavement surrounding pavilion
- Trees for shade (and protection?)

Exercise Two Perfect day

As a group focused on a park, participants were asked to share their thoughts about what would make for a perfect day at the playground:

Materion Park

- Consider perfect night as well
- Basketball hoop, half court
- Walking on plowed path in winter
- More lighting in the evenings (HANC has this)
- Picnic on a picnic bench
- Finding a spot to park
- Neighborhood park clean up, weeding out

Central Park Victoria West

- Shade to sit in
- Playground equipment for all ages
- Waterfall going
- Lots of different types of people doing lots of different things

Tamarack Park

- Playground centered
- Safe walking paths (off residents' lawn)
- Picnic area

A place for the neighbors and local residents to gather
Trees, plants, native gardens
Increased park patrol
Ensure safety
Alternate access from Dionne
Focus on neighborhood level access

Central Park Ballfields

No ideas offered

Exercise Three Playground specifics

As a group focused on a park, participants were asked to share their thoughts about what specific playground improvements would be desired:

Materion Park

Lighting, similar to HANC
Picnic table, seating
Half-court basketball

Central Park Victoria West

Trails good?
More features that are accessible to toddlers
Shade, especially by benches

Tamarack Park

No specifics offered

Central Park Ballfields

Shade
Protection from softballs



T a m a r a c k P a r k

Roseville, Minnesota

sheet one	park improvements
sheet two	building and playground area
sheet three	[not used]
sheet four	[not used]
sheet five	[not used]
sheet six	[not used]
sheet seven	[not used]
sheet eight	[not used]



Roseville Parks and Recreation

2660 Civic Center Drive
Roseville, Minnesota 55113



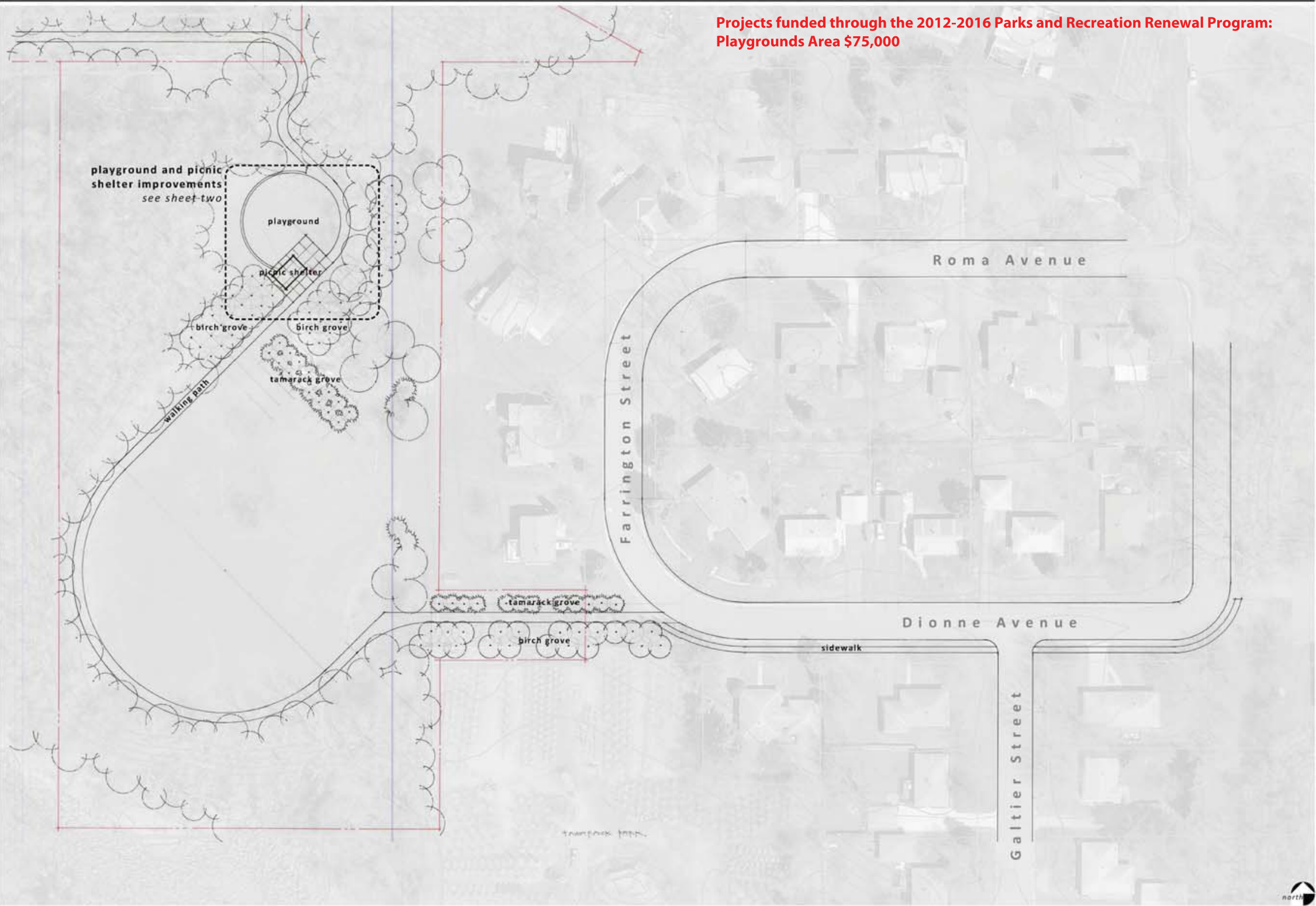
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4 April 2013



sheet title

sheet number



Projects funded through the 2012-2016 Parks and Recreation Renewal Program:
Playgrounds Area \$75,000



Roseville Parks and Recreation

2660 Civic Center Drive
Roseville, Minnesota 55113



LHB, Inc.
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612.338.2029

draft for discussion only
4 April 2013



sheet title
park improvements

sheet number
one

park improvements plan
1 inch = 40 feet



B-2 Sidewalk

Implementation Planning Session One

28 February 2013

61 Attendees signed in

Meeting input

Following an overview of the Parks and Recreation Renewal Program and its application to Victoria and B-2 Sidewalks, participants were asked to identify issues and share ideas about the proposed sidewalk addition. Responses are included in this summary.

Ideas and Issues

As a large group, participants were asked to share their thoughts about issues that needed to be resolved. Responses included:

- Liability for use of the sidewalk.
- Property & right-of-way questions.
- Speed of traffic resulting from changes.
- Fencing along properties.
- Corridor is not well lit.
- Will other neighborhoods also be going through this process?
- Concern for people walking with strollers.
- People on B-2 “really move” kids need to be instructed about how to walk/bike – or get them off the road.
- Traffic speed on Victoria.
- Grotto & B-2 painted crosswalk to get to park. (turned down by county last time requested)
- New residents moved in since the last time street was reconstructed.
- Need to keep kids safe and out of the street. As they go/walk to schools & parks.
- Get tough with the county.
- Why not west of Lexington? (Already a trail there).
- Trash generated along the route.
- Why six feet wide? Why not 4’ or 5’?
- Bike rules on sidewalks? (No limits in Roseville).
- Safety for kids going to school? Extensions for roller bladders, etc..
- Concerns for sidewalks that slope too much.
- Can’t walk B-2 in the winter.
- Lack of curbs along corridor, safety.
- Snow clearing.

- Catch basins with curbs to get water to.
 - Cleaning of catch basins.
 - Localized drainage issues – drains to road.
 - Removal of trees & front yard space – what is the trade off for the sidewalk?
 - Maintenance of utilities.
 - Overhead utilities relocated to below ground.
 - Loss of driveway space due to boulevard.
 - Who will maintain the sidewalk?
 - Sidewalk extensions & connections at Victoria to County Road C.
 - Conflicts with culverts under existing driveways.
- 



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County Road B-2/Victoria Sidewalk Proposal

Comments February 28, 2013

1. Lovell & Victoria
 - Traffic Control -- increase in car accidents, creating safety concern.
 - Field on south side of Lovell at Victoria over grown in summer causing "blind" for pedestrians, bikes & cars that run lights. Need to be mowed in summer.
 - "I don't want a path on any side of the street."
2. Bike Lane on Victoria between County Road B & B2
 - The second lane on Victoria is not needed and leads to bad driving - "drag racing" like behavior. Putting in a bike lane on both sides and reducing to one lane north and one lane south would mitigate this issue and make the neighborhood more bike friendly. (may also provide room for side walk)
3. Long past overdue - concrete good - 6' instead of 8'.
4. Much safer for people to walk. People drive much too fast on B2.
5. I feel strongly that a standard 4' wide sidewalk would be sufficient to meet the current pedestrian traffic c needs.
 - Safety is important and crosswalk issues and 4-way stop signs play a big part in making things unsafe right now.
6. Will this construction help discourage people from parking on our lawn (north side of B2)? We were hoping for a curb.
 - Will Roseville pay/help pay for driveway re-do? After last B2 resurfacing, water pools at the end of our driveway.
 - Heartily welcome sidewalks for students, joggers, ease of getting to the park!
7. I do not want my new drive touched.
8. I am for this - thank you for your hard work!!!
 - On my block all have water at the end of driveways.
 - My house has privacy trees blocking the busy roads, what is going to happen to them?
9. Please give us safe pathways -- just do it!!!
10. I am not opposed to the sidewalk, however I need to have you address the lake in my driveway and eventually it mitigates to the east making a lake in the front yard. I have tried to raise the front yard with loads of black dirt to no avail.



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11. Please contact me personally to discuss: (forwarded original to Kris Giga)
 - My mailbox, during & after construction.
 - My underground sprinkler system.
 - Destruction of roots of my maple tree.
 - Buried wires & cables. (existing)
 - Making the above ground electric wires go below ground like my neighbors to the north on Sandhurst.
12. 300 Block of COUNTY ROAD B-2
 - At Western; sidewalk on Western icy, particularly during spring thaw.
 - Who is responsible for sanding/salting icy walks?
 - Trees (pines); cottonwood- could come down, Parking in driveway with a sidewalk.
13. B-2 & MATILDA
 - Drainage problem at intersection. (south side of B-2)
14. 500-600 Block of COUNTY ROAD B-2
 - Drainage all along this segment.
 - Trees.
 - Are the arbor vitae ok?
15. 800 Block of COUNTY ROAD B-2
 - Raise driveway to address ponding water; driveway flooding at street, sinkhole at sanitary service.
 - Drainage problem.
16. 900 Block of COUNTY ROAD B-2
 - Flooding, Sight distance backing out of driveway.
 - Basement flooding, new driveway; opposed (NO!)
 - Check drainage on driveway, would like concrete driveway, in winter-snow blocks drainage, forcing drainage to driveway, flooding along west property line; 32-year resident.
 - Low point.
17. B-2 & GROTTO
 - Painted crosswalk please.
18. 2400 Block of DALE Street
 - One tree is old/dying- needs to come down (hole in tree); ditch in front of house, concerned about existing landscaping.
19. 2400 Block of COHANSEY
 - Overhead electric over the existing pathway by Central Park... can it be buried?
20. 800 Block of LOVELL
 - Drainage issues; nowhere to store snow with a sidewalk; has a new driveway; lilacs, trees, etc. Strongly opposed.
 - Drainage issues along Victoria ditch.



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21. Victoria & LOVELL
 - Traffic safety issue; lane reduction- causes issues; Lovell traffic does not stop
22. 2400 Block of VICTORIA
 - Hedges in the way of wall, concerned about snow removal.
 - Not in favor of west side, concerned about snow removal.
 - Not in favor of west side, concerned about snow removal; City will need a large retaining wall on the west side of Victoria and north of Transit. East side of Victoria would be much cheaper to maintain the street and connect with the ball park and they have a pathway along here. West side makes NO sense to me. West side of Victoria has the storm sewer, power poles on Transit/Victoria, telephone, electric, etc.
23. VICTORIA & SANDHURST
 - Crosswalk for school kids?
24. 800 Block of SANDHURST
 - Please contact resident (Kris Giga), have design questions.
25. 800 Block of TRANSIT
 - Sinkhole by manhole (backyard by property line); have a steep slope to Victoria- please flatten on top of proposed wall, place fence(?), wide enough to mow.



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February 2013

The Parks & Recreation Renewal Program is the result of extensive community engagement. As we begin to make things happen in our parks, the parks & recreation staff will continue to involve residents and stakeholders to further understand your desires and concerns for park improvements in the community. We encourage you to get involved or better yet, stay involved;

- The following is a list of upcoming neighborhood & community meetings, all community members are welcome to participate in any of these sessions.
- Interested in receiving online project updates and meeting announcements? Sign up at; <http://www.cityofroseville.com/list.aspx> then scroll down to the Parks & Recreation Renewal Program listing, at this point you can choose to receive all renewal program notifications or just the notifications for the specific park(s) you have chosen.
- We can include you on the mailing list for Renewal Program announcements; contact parks & recreation at 651-702-7103 to be added to the mailing list.

Date	Project/Park	Meeting Location	Time
February			
February 26	Villa Park	Maintenance Bldg	6:30-8:30pm
February 28	County Rd B2 Trail	City Hall	5:00-7:00pm
March			
March 2	HANC Meeting #2	HANC	8:00-11:00am
March 4	Autumn Grove Park	Roseville Skating Ctr	7:00-8:30pm
March 12	CP Victoria Ballfields Materion Park CP Victoria West Tamarack Park	City Hall	6:30-9:00pm
March 14	Lexington Park Meeting #2	Roseville Skating Ctr	7:00-8:30pm
March 19	Villa Park Meeting #2	Maintenance Bldg	6:30-8:30pm
April			
April 1	Bruce Russell Park	Roseville Skating Ctr	6:00-7:00pm
April 1	Autumn Grove Meeting #2	Roseville Skating Ctr	7:00-8:00pm
April 4	Meeting #2 CP Victoria Ballfields Materion Park CP Victoria West Tamarack Park Legion Field	City Hall	6:30-9:00pm
April 9	Howard Johnson Park Roseville Skating Center	City Hall	6:30-8:30pm
April 11	Southwest Roseville Evergreen Park	City Hall	6:30-8:30pm
April 13	Reservoir Woods	City Hall	10:00am-Noon
April 16	Oasis Park	Maintenance Bldg	6:30-8:30pm
April 23	Rosebrook Park	Maintenance Bldg	6:30-8:30pm
April 29	Bruce Russell Meeting #2	Roseville Skating Ctr	6:00-7:00pm
April 30	Meeting #2 Howard Johnson Park Skating Center	City Hall	6:30-8:30pm

See Reverse for May, June & July Meetings

May			
May 4	Sandcastle Park	City Hall	9:00am-Noon
May 6	CP Foundation Shelter CP FORParks Shelter CP Dale St Athletic Complex	City Hall	6:30-7:30pm
			7:30-8:30pm
May 8	Meeting #2 Southwest Roseville Evergreen Park	City Hall	6:30-8:30pm
May 14	Oasis Park Meeting #2	City Hall	6:30-8:30pm
May 16	Owasso Ballfields Pocahontas Park	City Hall	6:00-7:00pm
			7:00-8:00pm
May 21	Rosebrook Meeting #2	Maintenance Bldg	6:30-8:30pm
May 23	Sandcastle Meeting #2	Maintenance Bldg	6:30-8:30pm
May 28	CP Lexington	Roseville Skating Ctr	6:30-8:30pm
May 30	Acorn Park	City Hall	6:30-8:30pm
June			
June 3	Meeting #2 CP Foundation Shelter CP FORParks Shelter CP Dale St Athletic Complex	City Hall	6:30-7:30pm
			7:30-8:30pm
June 6	Langton Lake Park Langton Lake Park @ C2 Mapleview Park	City Hall	6:30-8:30pm
June 13	Meeting #2 Owasso Ballfields Pocahontas Park	City Hall	6:00-7:00pm 7:00-8:00pm
June 18	Meeting #2 CP Lexington	City Hall	6:30-8:30pm
June 20	Acorn Park Meeting #2	City Hall	6:30-8:30pm
July			
July 1	Meeting #2 Langton Lake Park Langton Lake Park @ C2 Mapleview Park	City Hall	6:30-8:30pm



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Keep current with developing Parks & Recreation Renewal Program online. Meeting schedules, agendas, summaries and more are available online at cityofroseville.com/parks, follow the Renewal Program link to;

- Projects by Location
- Public Engagement Strategy
- Implementation Schedules

Thank you for your continued support of Roseville Parks & Recreation.



Background

In the 2010 Parks and Recreation System Master Plan it was suggested that the City of Roseville investigate the potential of a park board or park district. Subsequently, the research and recommendation of the potential formation of a park board was identified in the City Council's 2012 Work Plan. The Parks and Recreation Commission have been asked to research the issue and provide a recommendation to the City Council at the joint meeting in June. Commission members assisted City staff in gathering background information, reviewing example park board ordinances, and also attended a meeting with representatives from the City of Maple Grove regarding their Park Board.

History

The Village of Roseville originally established a Recreation Board in August 1958. The powers and duties of the Board included the following:

- Establish recreation policy.
- Conduct and supervise recreation areas, facilities, services and programs.
- Conduct activities and pay for the necessary supervision.
- Establish the qualification, employ and determine the compensation of a Director of Recreation and necessary other employees.
- 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.

In addition, the Board had the power to create a Citizens Recreation Committee whose role was to advise the Board on the City's recreational needs and interest. The Board was financed by annual appropriation by the Village Council and was required to submit an annual report with a detailed account of its estimated fund requirements for the ensuing year.

The Recreation Board was replaced by the existing Parks and Recreation Commission in the early 60's. The Parks and Recreation Commission is advisory with the following duties and functions, as contained in Chapter 203 of the City Code:

- Make recommendations to the Director of Parks and Recreation, the City Manager and the Roseville City Council on all matters relating to parks and recreation programs, facilities and services.
- Provide a method for citizens' input concerning the city's parks and recreation facilities, programs, needs and concerns.
- Identify areas that may require action and/or change to promote a harmonious, safe, and responsive Parks and Recreation program.

Park Board Characteristics

As included in the August 16, 2011 letter from the City Attorney, MN 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. Currently, only the City's Housing and Redevelopment Authority (HRA) has this power. According to MN Statutes § 412.501, the council of any city of more than 1,000 population may by ordinance establish a park board.

The main powers of a park board, as included in MN Statutes § 412.521, are as follows:

- Acquire and control land for park purposes.
- Employ necessary personnel and fix their compensation.
- Construct recreation facilities and make contracts and leases for their construction and operation.
- Purchase all necessary materials, supplies, equipment, and services.
- Maintain, beautify, and care for park property.

In order to carry out the powers of the Park Board, the City is required to set up a park fund. The Council may transfer money to the park fund for park purposes. Each budget year the Park Board submits a budget request to the City Council for approval. Most Park Board members are appointed by the Mayor and then they elect a Chairperson; the Board can also set term lengths and limits.

Communities in Minnesota with Park Boards include Brainerd, Maple Grove, and Rochester. Each has their own structure and powers contained in the local ordinance and can be reviewed in further detail to determine potential options in Roseville.

Maple Grove Parks and Recreation Board

Parks and Recreation Director Brokke and Commissioner Wall had the opportunity to meet with the Maple Grove Parks and Recreation Director Terry Just, a former City of Roseville employee, and the Park Board Chair Tim Phenow, prior to attending the March Board meeting. The Parks and Recreation Board manage approximately 1,488 acres of parkland and 998 recreation programs. In addition, the Board manages the Community Center, which includes an indoor and outdoor pool, gym, two ice rinks, teen and senior centers, indoor and outdoor playground, skate park, and meeting and banquet rooms. The Board employs 44 full-time and 423 seasonal employees and had an operating budget of \$5.4M in 2012.

In addition to touring the Community Center, the powers and duties of the Parks and Recreation staff and Park Board members were discussed as well as a number of specific questions regarding their interaction with the City Council and other City staff. Their current Park Board is well-respected and appreciated among the community members and various user groups that utilize the facilities and should be considered as a model for a potential future Roseville Park Board.

Pros/Cons

As the Commission considers the best fit for Roseville and its residents regarding the formation of a Park Board, a list of potential pros and cons may be helpful in guiding the discussion. The following list is meant to start the discussion and is based on information already provided to the Commission and the visit to Maple Grove:

PRO	CON
Increased transparency	Potential duplication of administrative services
Greater public influence – board has more authority therefore lends to greater influence	No longer an advisory commission
Funding control and responsibility	Added responsibilities of Board members
Increased Citizen engagement	Increased oversight of Department staff
Increased authority over the Department staff	Limited City Council and City Manager oversight/control
Board member increased accountability to the residents	Public perception of implications of additional taxing authority
Increased “ownership” by Board members	Less accountable because not elected
Decisions are less “political”	
Limited City Council and City Manager oversight/control	
Consistent and ongoing emphasis in Parks and Recreation –through good times and bad	
Increased staff efficiencies	

Time Spent

The Maple Grove Parks and Recreation Board Members currently spend about 1-3 hours a month in meetings and 1-3 hours a month preparation time on average. The Board Chair spends a bit more time depending on what is going on, typically with a once a week phone call and/or meeting just to keep open lines of communication.

Summary of Commission Discussion on April 2nd, 2013

D. Holt introduced the topic and indicated that this was a topic of interest by the City Council and that it is was important that the Commission provide an analysis and recommendation to the City Council.

Wall indicated that he, Simbeck and staff have been working to compile information. He reviewed draft #1 research and analysis report dated 4/2/13 that included the background, history, Park Board characteristics, a start of a pros and cons list and was included in the packet. He also mentioned that he and staff met with the Director and Board Chair of Maple Grove Parks and Recreation and attended their meeting. His observations were that it appeared to operate in a similar way to Roseville.

Wall suggested that further discussion, analysis and recommendation of what is in the best interests of the City and residents occur in May in preparation for the June 10th joint City Council/Commission meeting.

Wall communicated his impression of the Maple Grove visit as follows:

- They appear to operate similar to Roseville even though they are a Park Board
- Users and stakeholders appear satisfied
- They like the system that they are operating under
- Maple Grove is a very good model
- Appointments are made by the Mayor and confirmed by the City Council which is similar to Roseville
- The Community Center is very impressive

Staff indicated that procedurally a Park Board is more involved in staffing and budget development with the City Council approving a levy. It would operate similar to the Roseville HRA.

Staff observation was that the Roseville Parks and Recreation Commission is in actuality operating similar to the Maple Grove Park Board with all members being vested and engaged at all levels. With the value placed on Parks and Recreation in the community of Roseville, it does make sense that this type of consistency is important in Roseville.

According to the City Code, the Roseville Commission is advisory only and is probably going beyond their scope of work.

Further discussion included how long Maple Grove has been a Park Board, questions on board members pay and how the City Council is kept informed. Response included that Maple Grove has been a Park Board since inception, board members are not paid but it is believed that Brainerd Park Board Members are paid a stipend of \$25 month and the City Council in Maple Grove is kept informed through a quarterly report provide by the director. Larger items such as land acquisition and certain level of projects are reviewed by the City Council.

Diedrick wondered what the interaction with other City Departments in Maple Grove. Response was that the Director attends Department Head meetings and the need for interdepartmental coordination and cooperation still is important and exists.

Doneen provided his analysis on the primary difference between a Park Board and Commission. Specifically, the day to day operations and project development moves away from the City Council with the responsibility given to the Park Board. A Park Board would be a more focused, separate board relieving the duties from the City Council.

Gelbach questioned that with increased accountability and responsibility, does that then mean increased liability for Board Members.

Azer was complimentary of the existing Commission structure but is interested and would like to learn more.

167
168 D. Holt reiterated that the charge of the commission is to research the topic and provide
169 information to the City Council so they can make a decision.
170

171 Responding to D. Holt, staff indicated that because of the importance Roseville Residents place
172 on their Parks and Recreation system, that at some point, the consideration of a Park Board may
173 be advantageous for Roseville. As guided by the recently updated Master Plan it is suggested
174 that Roseville consider a Park District, which is not currently allowed by State Law. A Park
175 Board seems like it could be a logical step or progression for Roseville.
176

177 The Commission thanked Wall and Simbeck for their work. More discussion will occur at the
178 May meeting.
179

180 **Conclusion**

181

182 Based on the information gathered by the designated Commission members on the topic and
183 discussion at last month's meeting, the demonstrated importance and value placed on parks and
184 recreation by Roseville residents, and the guidance in the Parks and Recreation Master Plan, the
185 Parks and Recreation Commission feels the Park Board structure has merit and should be
186 furthered evaluated by the City Council to ensure the parks and recreation system is managed in
187 the best interest of the City's residents.



Parks and Recreation Department



To: Mayor, City Council Members and City Manager William Malinen
Cc: Roseville Parks and Recreation Commission
From: Lonnie Brokke, Director of Parks and Recreation
Date:
Re: Joint Council/Commission Meeting on June 10, 2013

The Parks and Recreation Commission is looking forward to the joint meeting of the City Council and Commission on Monday, June 10, 2013 at approximately 6:00 p.m. and provide the following topic areas for discussion:

1. Review of the Past Year
 - a. Refer to Goals 2013-15 (included)
 - b. Parks and Recreation Renewal Program
 - i. Public engagement strategy
 - ii. Process development
 - iii. Best Value Procurement
 - iv. Preliminary Plans
 - c. Community Engagement Task Force
 - d. Natural Resources and Trails Work Group
 - e. Capital Improvement Plan/Park Improvement Plan
2. 2013/14 Topics of Discussion
 - a. Park and Recreation Renewal Program (PRRP)
 - b. Review of Goals 2013-15
 - i. Park Board
 - ii. volunteer enhancement
 - iii. other
 - c. Emerald Ash Borer

Thanks for taking the time and interest in meeting with the Commission.

Parks and Recreation Commission Goals 2013 – 2015

Goal	Timeframe	Action Steps	Assigned	Progress
#1 Increase & Enhance Volunteer Participation	Long-term Ongoing	1. Commissioners to attend at least two community engagement functions annually. i.e. DYP, Living Smarter Fair, Rosefest Events, renewal program meetings, others 2. Involve community work groups as appropriate and needed: i.e. Natural Resources and Trails 3. Attend and participate in annual volunteer recognition event 4. Support future volunteer coordinator recommendations	P&R Commissioners & staff	
#2 Collaborate with Public Works, Environment & Transportation Commission (PWET) on trails & pathways initiatives	Renewal: short-term 2013 On-going: 2014 - 2015	1. Create joint PWET and P&R Commission committee by January 2013 2. NRATS representatives report progress to P&R Commission monthly	P&R Commissioners & staff	1. <i>NRATS created and working</i>

Goal	Timeframe	Action Steps	Assigned	Progress
#3 Advise Parks & Recreation on Renewal Program projects and opportunities	Renewal: 2012-2015	1. Keep abreast of and actively review progress of Renewal Program 2. Discuss projects and timing with community members, bring ideas to monthly meetings and department staff. 3. Participate as necessary and requested in project design and review. 4. Identify at least one potential grant and/or partnership opportunities annually. Pursue opportunities as appropriate and available	P&R Commissioners & staff	
#4 Provide research and recommendations for a Volunteer Coordinator	Short-term: 2013	1. Designate commissioners to research cost/benefit of volunteer coordinators in similar communities. 2. Utilize Civic Engagement Report findings where appropriate 3. Make recommendation to P & R Commission by April 2013 4. Discuss options with City Council at June 2013 joint meeting	P&R Commissioners & staff	1. <i>Lee Diedrick & Mary Holt identified as commission leads</i>

Goal	Timeframe	Action Steps	Assigned	Progress
#5 Provide research and recommendations for a Community Center	Ongoing: 2013-2015	1. Designate commissioners to research Community Center options and provide quarterly updates to Commission 2. Review Master Plan and identify next step options. 3. Preliminary report to P & R commission Dec. 2013 4. Establish future direction January 2014 5. Formulate options to City Council by June 2014	P&R Commissioners & staff	
#6 Provide research and recommendations for establishing a Park Board	Ongoing: 2013-2014	1. Designate commissioners to research benefits of a Park Board vs Park & Recreation Commission 2. Look at best practices in other cities. 3. Report findings to P & R Commission by April 2013 4. Discuss with City Council June 2013	P&R Commissioners & staff	1. <i>Nolan Wall and Greg Simbeck identified as commission leads</i>
#7 Work with City Administration to explore local option sales tax	Short-term: 2013-2015	1. Designate Commissioners to meet with City Administrators to learn and understand status and offer assistance 2. Work with City Administration to finalize whether or not the local option sales tax is an option to be used for Community Center funding by February 2014 3. Report to P & R Commission quarterly	P&R Commissioners & staff	1. <i>Dave Holt identified as commission lead</i>



MARLIN LEVISON file photo • mlevison@startribune.com ,

A stroll through green space is restorative, providing “a palliative to the nonstop attentional demands of typical city streets,” said Jenny Roe, who oversaw the study.

A walk in the woods does a brain good, researchers confirm

- Article by: GRETCHEN REYNOLDS
- Science Times
- April 6, 2013 - 5:03 PM

Scientists have known for some time that the human brain’s ability to stay calm and focused is limited and can be overwhelmed by the constant noise and hectic, jangling demands of city living, sometimes resulting in a condition informally known as brain fatigue.

With brain fatigue, you are easily distracted, forgetful and mentally flighty. But an innovative new study from Scotland suggests that you can ease it simply by strolling through a leafy park.

The idea that visiting parks or tree-filled plazas lessens stress and improves concentration is not new. Researchers have long theorized that green spaces are calming, requiring less of our so-called directed mental attention than busy, urban streets do. Natural settings invoke “soft fascination,” a beguiling term for quiet contemplation, during which directed attention is barely called upon and the brain can reset those overstretched resources.

The theory, while agreeable, has been difficult to put to the test. Previous studies have found that people who live near trees and parks have lower levels of cortisol, a stress hormone, in their saliva than those who live primarily amid concrete, and that children with attention deficits tend to concentrate and perform better on cognitive tests after walking through parks or arboretums.

But it had not been possible to study the brains of people while they were actually outside, moving through the city and the parks. At least not until the recent development of a lightweight, portable version of the electroencephalogram, a technology that studies brain wave patterns.

For the new study, published last month in the British Journal of Sports Medicine, researchers at Heriot-Watt University in Edinburgh and the University of Edinburgh attached the portable EEGs to the scalps of 12 healthy young adults. The electrodes, hidden beneath a fabric cap, sent brain wave readings wirelessly to a laptop carried in a backpack by each volunteer.

The researchers, who had studied the cognitive effect of green spaces for some time, sent each volunteer out on a walk of about a mile and half that wound through three different sections of Edinburgh.

What they found confirmed the idea that green spaces lessen brain fatigue.

When the volunteers made their way through busy, urbanized areas, particularly the heavily trafficked district at the end of the walk, their brain wave patterns consistently showed they were more aroused and frustrated than when they walked in the parkland, where brain-wave readings became more meditative.