Roseville Parks and Recreation
Commission Meeting
Tuesday June 3, 2014
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive

AGENDA

1. Introductions
2. Public Comment Invited
3. Approval of Minutes of May 6, 2014
4. Election of Chair and Vice Chair
5. Prepare for Joint City Council/Commission Meeting
6. Park and Recreation Renewal Program Status
7. Other
8. 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 18, 2014
Re: Notes for Commission Meeting on **Tuesday, June 3, 2014**

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 May 6, 2014 Meeting**
   Enclosed is a copy of the minutes of May 6, 2014. Please be prepared to approve or amend.
   Requested Commission Action: Approve/amend meeting minutes of May 6, 2014.

4. **Election of Chair and Vice Chair**
   This is the time to elect the Chair and Vice-Chair for the upcoming year. Included in the packet is the roster of Commission members and their appointment dates. The election may be done by voice vote or secret ballot depending on the wishes of the Commission.
   Requested Commission Action: Election of Chair and Vice-Chair of the Roseville Parks and Recreation Commission.

5. **Prepare for Joint City Council/Commission Meeting**
   Your annual joint meeting of the City Council and the Parks and Recreation Commission will be held on Monday, June 9, 2014 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 and based upon your last meeting discussion, included in your packet is:
   - Parks and Recreation Commission Goals 2013-2015
   - A draft RCA (Request for City Council Action) outlining the highlights of the work of the Commission over the last year and areas the Commission sees working on over the next year
   - Letter from Mark Gaugen dated 3-14-14 related to a Park Board
   - Research and Analysis of a Park Board dated 5-7-13
   - SWOT Analysis related to a Park Board dated 5-6-14

   These documents are anticipated to be included in the City Council packet to prepare for joint meeting.

   Please mark your calendars for Monday, June 9, 2014.
   Requested Commission Action: Discuss and finalize the RCA to City Council and approach for joint meeting.

6. **Park and Recreation Renewal Program Status**
   On May 12, 2104, the City Council authorized entering into an agreement for all of the 11 construction packages. Documents are in the process of being finalized and signed.

   A kickoff event is planned for Saturday May 31, 2014 from 1:00 – 3:30 at Lexington Park, with a short ceremony at 2:00 p.m.

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

7. **Other**

8. **Adjournment**

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR MAY 6, 2014
ROSEVILLE CITY HALL ~ 6:30pm

PRESENT: Diedrick, Doneen, Gelbach, D. Holt, M. Holt, Newby, Wall
ABSENT: Azer, Boehm, and Stoner all notified staff about being unable to attend
STAFF: Anfang, Brokke

1. **INTRODUCTIONS**

2. **ROLL CALL/PUBLIC COMMENT**
No Public Comment. Agenda adjusted to accommodate Commissioner Wall who needed to leave the meeting early.

3. **APPROVAL OF MINUTES – APRIL 1, 2014 MEETING**
Commission Recommendation:
Minutes for the April 1, 2014 meeting were approved unanimously with Wall abstaining due to his not attending the meeting.

4. **PARK BOARD DISCUSSION**
D. Holt initiated the discussion with brief background information. This Commission has spent a good amount of time researching and discussing Park Board considerations. D. Holt asked the Commission to make a recommendation at tonight's meeting so that there can be further discussion with the Council during the joint meeting in June.

- Most recently, Wall, Gelbach, Holt & Stoner met with Brokke. This meeting resulted in Gelbach creating a SWOT analysis outlining the Park Board consideration.
- Wall having taken the lead on this project from the beginning, spoke to how this SWOT analysis fit into the bigger picture and reviewed a compilation of Park Board information.
- M. Holt asked about lines 38 & 39, wondering what was meant by "other options".
    - Brokke explained that this was referring to possible political sub-divisions and what the sub-divisions might be.
- Diedrick asked "how difficult would it be to join with another entity to form a Park Board"?
    - This would be an extensive process and requires willing parties.
- Doneen reflected on the work done by Wall and others to outline the benefits & options of a Park Board. Doneen admitted he is challenged by these discussions because the current system is working well. On the other hand, there are 3 main areas of concern; natural resource management, staffing and parks and recreation facility maintenance.
- Newby inquired into the benefits.
    - Doneen responded, potential expanded transparency and possible increased efficiencies.
    - D. Holt spoke to how the Master Plan brought attention to the parks & recreation system and how in the recent past the park system was neglected due to timely local situations. The Master Plan addressed not only current needs but also looked to the future and how a foundation can be built to sustain future needs. Councils do their best, but they can't always give the attention needed toward making informed decisions due to the vast needs of the community. Recent Parks & Recreation Commissions have done a good job of filling the information gaps and keeping the parks and recreation needs as a forethought. Parks and Recreation is an essential service for our community, a Park Board would be able to pay the necessary attention and have the required focus to continue maintaining and providing for the

parks and recreation system. A Park Board seems to make sense as we think ahead, 5, 10 or more years from now.

- Newby asked for more information on how a board and commission differ.
  - Brokke responded that a Commission is advisory while a board is established by ordinance and has specific responsibilities such as budget development, staffing responsibilities and property management.
- D. Holt also spoke to needed capitalization to maintain our parks and recreation resources. A Park Board has the potential for better management and attention toward deferred maintenance.
- Doneen mentioned that he sees a Parks Board as potentially relieving the Council of some responsibility.
- Newby wondered if a Park Board might increase distance from the Council and lead to an out-of-site/out-of-mind situation.
  - Wall mentioned that the HRA has a Council member on its board. Brokke added that this might be true for a Park Board also.
  - Wall also brought up how the once a year joint meeting between the Council and Commission is not enough for providing information and taking direction.

Commission Recommendation:
Motion by Nolan Wall that current Parks and Recreation Commission members support a recommendation to the City Council to change the status of the Parks & Recreation Commission to a Park Board and undertake the necessary steps to encourage the City Council and local legislators to author, sponsor and enact a special law to create a fully-empowered Roseville Park Board. Second by Gelbach.
Motion passed unanimously by the seven commission members in attendance.

Chairman Holt added he would talk with Commissioners Azer and Stoner about their thoughts.

Commissioner Wall excused himself following the Park Board item to attend another commitment.

5. **KOTOSKI PARK DEDICATION – 301-303 SOUTH OWASSO BOULEVARD**

Brokke identified property as just west of Ladyslipper Park.

Doneen brought forward how the area includes a wetland feature and involves local natural resources. He can see how there might be a benefit to there being an addition to public wetland ownership over private wetland ownership.

Brokke informed the group that this is a subdivision proposal and would result in either the cash amount of 6 units @$3500 each totaling $21,000 or the land acquisition of 10% of 3.28 acres totaling .32 acres. Brokke also recognized that anytime there are park dedication options adjacent to current park land there should be a healthy discussions of the options and the pros and cons for both.

Commission Recommendation:
Diedrick moved that Parks and Recreation Commission recommend to the City Council the acceptance of cash at $3500 per unit for a total of 6 units and $21,000 in lieu of land. Second by M. Holt. Passed unanimously.

6. **PARKS AND RECREATION RENEWAL PROGRAM UPDATE**

Brokke briefed the Commission on the individual proposal packages. All proposal packages will be presented to the Council on May 12, 2014 for their consideration.

- Package A involves park buildings, shelters and related site work.

    - Structures will be demolished and rebuilt at Lexington, Villa, Sandcastle, Oasis, Autumn Grove and Rosebrook Parks.
    - Central Park Shelters (FORParks, Victoria Ballfields and Foundation) will be remodeled rather than rebuilt.
    - We will not be replacing the Central Park @ Lexington restrooms and redesigning the park entrance at this time.
    - We will not be installing a splash pad at this time.
    - Sandcastle Park parking lot will not be relocated at this time.
- Package B – Skating Center Repairs
    - Turns out, this was an odd package that combined painting work, rebuild of the signature arch and addressing the banquet facility north entrance. No proposals were received. Staff are working to collect separate quotes for the work. Details should be worked out in the coming weeks. This package is not going to the Council on May 12th.
- Package C – Harriett Alexander Nature Center
    - Project includes upgrades to mechanical and electrical systems as well as repairs and improvements to building exterior and interior spaces. (Boardwalk is also being replaced, this is part of package D). Staff and contractors are working on the timing of projects so as not to impact programs and events. Outside work will be done in the spring with interior work taking place fall and early winter. Staff will also be working with Blue Rhino's creative team to include the FORParks/FORHANC display additions during the interior work timeframe.
- Package D – Bridges & Boardwalk
    - Includes 3 bridges in Villa Park and the Nature Center Boardwalk.
- Package E – Lighting
    - Includes Rink, court and Lake Bennett Pedestrian Lighting.
- Package F – Court Resurfacing & Reconstruction
    - Designated Tennis and Basketball Courts will be worked on. The recommended proposal includes a value added component that leaves the milled surface in place for the overlay. This process has proven to help minimize court cracking.
- Package G – Field Improvements
    - Includes work at the Legion Field, Evergreen Fields and Victoria Ballfields
- Package H – Irrigation
    - Projects will involve upgrading to a 2-wire system that will allow for staff to remotely operate the system. Additional irrigation will be added to Autumn Grove Park to support heavy field use by youth recreation programs.
- Package I – Natural Resources
    - The Natural Resource package includes both core projects and other projects. It is the intent of the accepted proposal to be able to address all using the Renewal Program budget and outside grants. Simply put the natural Resource package removes invasives and restores these areas. The package includes a specific maintenance agreement that will allow staff to develop a solid future program for maintenance. The program also includes educational signage and the managed use of volunteers to complete projects. The Natural Resource program will touch nearly all areas of the City (22 of 30 parks).
- Package J – Disc Golf Improvements
    - Work includes assessing design and performing improvements throughout the course.
- Package K1 – County Rd B2 and Victoria Pathway.

- Sidewalks will be added to County Road B2 from Lexington Avenue to Rice Street and from County Road B to County Road C along Victoria.
- Package K3 – Additional Sidewalks and pathways in Parks
  - Selected parks will have pathway work done to correct safety issues.
  - A roadway extension will be added to County Road B from Cleveland Avenue to Eustis.
- Other Renewal Program Updates
  - Land Acquisitions
    - Council approved a purchase agreement for the Mounds View property. We have moved into a 90 day due-diligence period to explore property conditions, if all goes well we could close on the property in 90 days.
    - Staff are still in discussions with owners of a SW Roseville property for acquisition.
  - Playground Replacements
    - 3 playgrounds will be replaced this spring, 2 are community build projects
      - June 7 is the Howard Johnson Community Build, 40-50 volunteers are needed to complete this project
      - June 14 is the Materion Park Community Build, 15-20 volunteers are needed at this park.
  - Doneen asked about the letter in the packet from Prairie Restorations Inc. related to the Natural Resource Package and the complaints on the proposal process:
    - Based on his personal experiences participating in the Best Value review process for the current Renewal Program, D. Holt spoke to how the Best Value process thoroughly takes the subjectivity out of the process. Evaluations and scoring are completely blind, you do not know who is coming in to interview until they walk through the door. Dave truly believes this process leads you to the best value contractor.
    - Doneen commented that he didn't feel the design of the process was biased.
    - Brokke reiterated that the review team followed the methodology and process throughout the packages.

7. **STAFF REPORT**

Brokke reported;

- June 9th has been scheduled as the joint meeting for the City Council and the Parks & Recreation Commission.
  - D. Holt talked about how recent Commissions have handled the annual joint meeting.
    - Last year's agenda was reviewed.
      - Diedrick reviewed the Commission goals. The goals tend to give the discussion direction and demonstrate the work the Commission accomplished over the past year.
    - Joint meetings during the past few years have involved a variety of Commissioners speaking on the topic/item they have led or been involved with.
    - Commissioners were encouraged to review the materials they received tonight and pass along to Brokke any suggestions for the upcoming meeting.
    - Agenda will be finalized at the June commission meeting.

        - Brokke will work to include Commission materials for the joint meeting in the Council pre packet.
- We had a record tree sale this year. 211 trees were purchased by the community.
- The 46th annual Ice show took place recently. Thank you to the many volunteers who made this wonderful show possible.
- Wildlife Management/Control in Roseville:
    - Over the years Roseville has taken a number of calls on deer and other wildlife issues. Ten or more years ago, Parks & Recreation volunteered to take the calls and work with Ramsey County. During the past 10 years Ramsey County has done winter flyovers to track the number of deer in our City. Staff regularly get questions on what the policy is for feeding deer in Roseville. Roseville does not have a policy specifically addressing this, we suggest that they do not feed the deer.
        - Doneen added that an overly large deer population may be hazardous to parklands and natural resources.
        - Others commented that there are also problems with coyote, geese and fox in Roseville.
        - Brokke will include an update in a future meeting with tracking numbers.
        - Newby commented that it is important to track but also important to not let isolated complaints or comments drive actions.
- Gelbach asked about the upcoming burn at Langton Lake.
    - Brokke explained this is follow-up work for the Buckthorn removal that was done on the west side of the lake last year.
- D. Holt asked about the EAB status after the winter.
    - Brokke reported that unfortunately more trees have been identified with EAB and the cold winter did not impact the bugs as much as we had hoped.
- Anfang added:
    - The department 20 year reaccreditation visit will take place on May 20-22. Staff look forward to meeting with professionals from across the country and showing off Roseville Parks & Recreation.
    - The City Communications staff are working on a park amenities map that will be included in the July City newsletter.
    - Rosefest buttons are now on sale.
    - Pottery in the Garden is this Saturday, May 10 from 11am-3pm at the Arboretum
    - Annual City-wide Garage Sale is June 7th
- D. Holt inquired into the election of chair and vice chair positions. This typically takes place in March/April and has not yet happened for the upcoming year.
    - Brokke will add to the June meeting agenda.

Meeting adjourned at 8:40pm

Respectfully Submitted,
Jill Anfang, Assistant Director

Roseville Parks and Recreation Commission Roster 2014

NAME AND ADDRESS	PHONE	E-Mail	APPOINTED	CURRENT TERM EXPIRES
David Holt, Chair 1880 Alta Vista Drive Roseville, MN 55113	W:612-465-0421	dave@rpmgmt.com	4/01/09 J. Johnson Unexpired term 4/01/07 – 3/31/10 4/01/10 **4/01/13**	3/31/10 3/31/13 **3/31/16**
Lee Diedrick, Vice Chair 1871 N. Chatsworth St. Roseville, MN 55113	H: 651-488-5262		**4/01/11** **4/01/14**	**3/31/14** **3/31/17**
Erin Azer 1329 Draper Avenue Roseville MN 55113	H: 651-788-7711	Mikel5@comcast.net	4/01/10 **4/01/13**	3/31/13 **3/31/16**
Randall Doneen 1886 Shryer Ave W Roseville, MN 55113	H: 651-207-4090	radoneen@gmail.com	4/01/10 **4/01/13**	3/31/13 **3/31/16**
Philip Gelbach 1239 Willow Lane Roseville MN 55113	C: 651-324-2627	phil@gelbach.com	**4/1/13**	**3/31/16**
Mary Holt 1880 Alta Vista Roseville, MN 55113	H: 651-489-9292	Mary.holt@isd623.org	4/01/09 **4/01/12**	3/31/12 **3/31/15**
Terrance Newby 2486 Churchill Street Roseville, MN 55113	W: 952-460-9272	tnewby@hjlawfirm.com	**4/01/14**	**3/31/17**
Jerry Stoner 2866 Merrill St Roseville, MN 55113	H: 515-314-8522	Jerry507@gmail.com	J. Etten unexpired term 4/01/12 – 3/31/15 **4/1/13**	**3/31/15**
Nolan Wall 2943 Matilda Street Roseville, MN 55113	H: 651-402-0883	Nolanwall11@gmail.com	**4/01/12**	**3/31/15**
Chloe Boehm, Youth			10/17/11 8/01/12 **8/01/13**	7/31/12 7/31/13 **7/31/14**
Lonnie Brokke Director 2660 Civic Center Dr. Roseville, MN 55113	W:651-792-7101	lonnie.brokke@ci.roseville.mn.us	N/A	N/A
Jill Anfang Asst. Director 2660 Civic Center Dr. Roseville, MN 55113	W 651-792-7102	jill.anfang@ci.roseville.mn.us	N/A	N/A

Updated – Public 04/08/2014

REQUEST FOR COUNCIL ACTION

Date: 6-9-14
Item No.:

Department Approval | City Manager Approval

Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

Each year, the Parks and Recreation Commission meets with the City Council to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered.

Activities and accomplishments:

- Park and Recreation Renewal Program
  - Guided community process and final design for projects
- Volunteer Coordinator
- Emerald Ash Borer incident response
- Park Board Research and Analysis
- ???

Work Plan items for the upcoming year:

- Review of Goals 2013-15 (included in packet)
- Park Board Consideration
- Communications
  - City Council/ Commission
  - Community
  - Other ????
- Forestry - Emerald Ash Borer, tree preservation, natural resources…
- Volunteer follow up ???
- Park and Recreation Renewal Program Project Construction
- ???

Prepared by: Lonnie Brokke, Staff Liaison

Attachments: A: Goals 2013-15
B. Letter from City Attorney Mark Gaughan dated 3-14-14 regarding Park Board Legislation
C. Research and analysis of a Park Board 5-7-13
D. SWOT analysis report on Park Board dated 5-6-14

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. ie DYP, Living Smarter Fair, Rosefest Events, renewal program meetings, others 2. Involve community work groups as appropriate and needed: ie Natural Resources and Trails 3. Attend and participate in annual volunteer recognition event	**P&R** **Commissioners & staff**	Ongoing.
#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**	February 2014: Completed.

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**	Ongoing.
#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**	May 2014: Completed. City-wide Volunteer Coordinator hired

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**	March 2014: Under discussion. Ties in with #6.
#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 5. Make a recommendation to City Council June 2014	**P&R** **Commissioners & staff**	1. June 2013: Initial findings presented to City Council. 2. January 2014: City Council requests a recommendation. 3. March 2014: City Attorney update. 4. April 2014: Commission subgroup to review legal options and report to commission May 2014 meeting. 5. April 2014: Nolan Wall, Jerry Stoner, Dave Holt identified as commission leads.

#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. Dave Holt identified as commission lead.
#8 Communications Plan	Renewal: 2014 – 2015 Long-term: 2015 - ?	1. Develop a communication plan for Roseville Parks and Recreation and the Community. Communicate why we are here and what we are doing (through the renewal program). 2. Communication as an ongoing and regular Commission agenda item for 2014.	**P&R** **Commissioners & staff**	January 2014: Phil Gelbach identified as commission lead. Work begun with City of Roseville staff. Contact new Civic Engagement Commission.

ERICKSON, BELL, BECKMAN & QUINN, P.A.

1700 West Highway 36
Suite 110
Roseville, MN 55113
(651) 223-4999
(651) 223-4987 Fax
www.ebbqlaw.com

James C. Erickson, Sr.
Caroline Bell Beckman
Charles R. Bartholdi
Kari L. Quinn
Mark F. Gaughan
James C. Erickson, Jr.

Robert C. Bell
(1926-2014)

March 14, 2014

Via U.S. Mail and Electronic Mail

Mr. Lonnie Brokke
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Mr. Pat Trudgeon
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Park Board Legislation
Our File No.: 1011-00186

Dear Pat and Lonnie:

Lonnie asked me to put into writing the process that would be necessary for the City of Roseville to establish a Park Board with all of the powers governing such a board under Minnesota Statutes. Under state law, a Park Board possesses full, absolute, and exclusive control over all property set aside for park purposes. To that end, a Park Board is authorized to employ its own personnel, undertake construction projects, purchase supplies and equipment, and generally maintain and care for park property. Under Minnesota Statutes section 412.621, however, an Optional Plan B City cannot have a Park Board:

> "In any [Optional Plan B City] there shall be no...park board...except for the administration of a function jointly with another political subdivision. The council itself...shall govern and administer...parks...as fully as other municipal functions for the administration of which no independent boards are authorized by statute for cities generally. The council may, however, create boards or commissions to advise the council..."

Under this section, then, the City can create a Park Board if it joins this function with another political subdivision, such as a neighboring community. The City also may have an advisory commission for the parks, which Roseville already possesses. Or, the City could renounce its Optional Plan B form of government and re-form under a governing scheme that permits Park Boards.

The only other alternative for the City, if it wishes to create a fully-empowered Park Board, would be to gain statutory permission from the state legislature. Specifically, the City would need a special law to be enacted that permits the City of Roseville to create a Park Board despite the fact that it is an Optional Plan B City. The process to gain such statutory permission would be as follows:

1. The City will need to be united in its pursuit of statutory permission for a Park Board. I would suggest that such unity could be demonstrated through the Parks Commission adopting a resolution declaring its support for Park Board legislation, followed by a similar resolution adopted by the City Council. Because this is a purely political pursuit, it would be important that these resolutions be adopted in a near-unanimous fashion. If the City's leadership is divided on this issue, then the prospects of gaining legislative support diminish.
2. Armed with the demonstrated support of City leadership, one or more local legislative representatives will need to shoulder the burden of authoring a bill and undertaking the burden of getting the bill passed through appropriate committees within their chamber of the legislature, followed by a majority vote of the entirety of the chamber. Then, the bill will have to pass by majority vote in the other chamber of the legislature and, finally, signed into law by the Governor. Along the way, City leadership and the community as a whole will likely need to lobby the legislature to support the bill. The first step in this process, however, will be to convince at least one local legislative representative undertake this project.

I hope this information is helpful. Please do not hesitate to contact me with any questions.

Very truly yours,

ERICKSON, BELL, BECKMAN & QUINN, P.A.

Mark F. Gaughan

MFG/kmw

Research and Analysis of a Park Board 5-7-13

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 Statues § 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 2, 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.

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 step or progression for Roseville.

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

Conclusion

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

Parks and Recreation Commission
Discussion regarding the legislative action to change from a commission to a board
May 6, 2014

Discussion Point

Should the current Roseville Parks and Recreation Commission members adopt a resolution declaring support to change the commission's current status as a commission to become a Park Board and undertake the necessary steps to persuade the City Council and local legislators to author and sponsor and enact a special law to create a fully-empowered Roseville Park Board.

Strengths

- The current Commission acts more like a Board than a Commission
- Under Minnesota law, a fully empowered Park Board would possess "full absolute and exclusive control" over all property set aside for park purposes including:
    - Budget development and management;
    - Employ personnel;
    - Undertake construction projects;
    - Generally maintain and care for park property.
- A Board would provide regular and constant attention and oversight to Parks and Recreation activities. Might not need it now, but might be useful in future years as city staff turns over.
- The City Council has limited capacity to review all details from all areas of the City, a Board would be able to review things and act in place of the Council. Shoulder a bit of the load in response to park and recreation issues.
- A Board structure would assure a strong and benevolent advocacy for Parks and Recreation into the future
- May create increased staff efficiencies.
- The Board would help prevent the deferred maintenance issues that resulted in having to go out for bonding
- Parks and Recreation needs to be viewed as an essential service. People expect police and fire, but they choose to live in Cities based on Parks and Recreation and Schools. A Board would give focused attention to this important service.

Weaknesses

Roseville is a Plan B city-it has a City Manager form of government that makes it ineligible to have a park board without special legislative action.

- The Roseville City Council cannot relinquish their authority over Parks and Recreation functions and activities to another group—even the Parks and Recreation Commission.
- HOWEVER, as a Plan B city the only other option is to function jointly with another political subdivision i.e. another City, School District, or County. So the City ***can*** create a Park Board if it joins the function with another political subdivision.
- To create a fully–empowered Park Board is a lot of work… the City would need a special law enacted:

    - The City should be united in its pursuit of a Park Board, demonstrated by:
        - The Parks Commission adopting a resolution declaring support for Park Board legislation (need unanimity due to its political nature) and followed by:
        - The City Council adopting a resolution declaring support for Park Board legislation (again need unanimity)
        - Local Representative must author the bill and get it passed through appropriate committees
        - Must pass majority vote of both chambers
        - Must be signed into law by Governor
        - City and community must lobby the legislature for support
- If Parks and Recreation chooses to pursue legislative action, we are about a year out on the legislative timeline for an action like this.
- Future City Council make-up might not be as propitious and advantageous for Parks and Recreaction as our current Council make-up.

Opportunities

- The Roseville Housing Redevelopment Authority (HRA) was approved by the legislature using a process similar to what the Parks and Recreation Commission would have to undergo (the HRA process has set a pattern for the process that we could follow).
- Future City Council make-up might not be as propitious and advantageous for Parks and Recreation as our current Council make-up. A Board structure would assure a strong and benevolent advocacy for Parks and Recreation.
- Increased “ownership” in the management of the City’s parks and recreation system by Board members.
- Increased accountability for Board members by the residents.

Threats

- Higher time commitment by members. Board activities would include more time from board members to:
    - Review budget
    - Make personnel decisions
    - Review projects
- Long and involved legislative process to achieve desired outcomes
- Future City Councils might not be as committed to funding parks and recreation at a level necessary to maintain the existing investment
- Future economic circumstances may entice budget reductions which compromise the maintenance and expansion of services (underscores need for a strong advocating body)
- Public perception of implications of additional taxing authority
- Board members may have less accountability because they are not elected and are making decisions that were formerly considered by the Council

Saturday
May 31

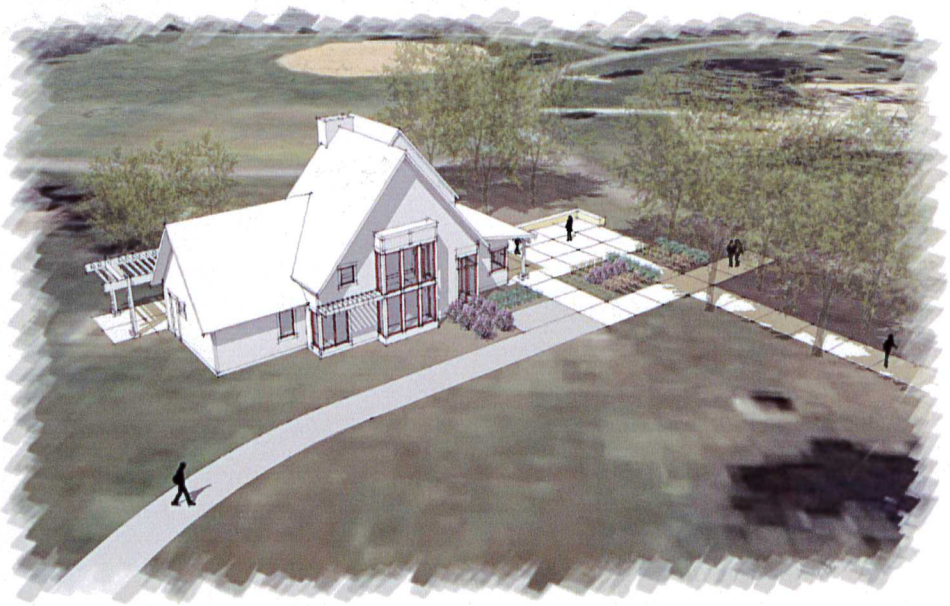
Renewal Program Kick-Off Celebration

Lexington Park ~ 2131 Lexington Avenue North

1 - 2pm
Community Social

2pm
Kick-Off
Time Capsule Ceremony

2:30 - 3:30pm
Community Social



YOUR NEIGHBORHOOD
OUR COMMUNITY
ROSEVILLE PARKS & RECREATION
RENEWAL PROGRAM

Roseville Parks & Recreation

651-792-7006

www.cityofroseville.com/parks

Entertainment:

Roseville Community Band Brass Quartet	1-2pm
Puppet Wagon	1-1:45pm 3-3:30pm

Family Fun:

Bounce House	1-2pm & 2:45-3:30pm
Construction Craft	1-2pm & 2:45-3:30pm
Removable Tattoos	1-2pm & 2:45-3:30pm

Community Social:

Council Members, Parks & Recreation Commissioners and Roseville Staff on hand to answer questions, review plans and celebrate the renewal program kick-off & a new era for Roseville Parks & Recreation.

Working together...
...To build a community.

YOUR NEIGHBORHOOD
OUR COMMUNITY
ROSEVILLE PARKS & RECREATION
RENEWAL PROGRAM

What: Community Build

Where: Howard Johnson Park

1260 Woodhill Drive

When: Saturday June 7, 2014

Inclement Weather Date: June 14th

Equipment Removal Date: On or Before May 16th

Through the Roseville Parks and Recreation Renewal Program the playground at Howard Johnson Park is planned to be replaced.

This community build will be led by trained supervisors but we need you to dig, wrench, drill, lift, organize and BUILD the new playground!

Come Join the Fun!

Shift 1: 8:00am - Noon | Shift 2: Noon - 4pm

If you have access to construction/power tools and wheelbarrows, please let the individuals listed below know!

Please RSVP/direct questions to these neighbors:

Jerry Stoner: jerry507@gmail.com(515-314-8522)

Liz Russell: embrussell@gmail.com(612-226-6170)

Visit the link to sign up online!

www.SignUpGenius.com/go/9040B48A8A722A02-howard

flagship recreation

Working together...
...To build a community.

YOUR NEIGHBORHOOD
OUR COMMUNITY
ROSEVILLE PARKS & RECREATION
RENEWAL PROGRAM

What: Community Build
Where: Materion Park
225 Minnesota Avenue
When: Saturday, June 14, 2014
Equipment Removal Date: On or Before May 27th

Through the Roseville Parks and Recreation Renewal Program the playground at Materion Park is planned to be replaced.

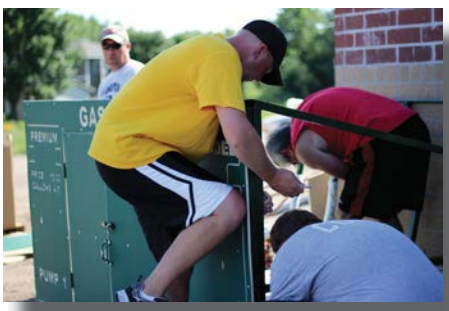
This community build will be led by trained supervisors but we need you to dig, wrench, drill, lift, organize and BUILD the new playground!

Come Join the Fun!

Shift 1 : 8:00am – noon

Stop by and help your community create a new play experience!

Direct questions to Flagship – 763-550-7860



flagship recreation

May 27, 2014

Re: Roseville Parks and Recreation Renewal Program
Scheduled Improvements to Sandcastle Park

Dear Neighbors of Sandcastle Park,

This letter is to inform you that The City of Roseville Parks and Recreation Department will be proceeding with the planned improvements in Sandcastle Park. The following projects are scheduled to begin immediately, with completion of listed projects in the Fall of 2014:

- New Park Building and associated site work
- Upgrades to hockey rink
- Upgrades to tennis courts

As construction occurs, we will make every effort to limit disruptions in the neighborhood and will of course be observing the highest possible safety standards during the entire process. We will also be updating project schedules and information on our website www.cityofroseville.com, just click on the Parks & Recreation Renewal Program tab on the left side of the home page. If there are any issues, please contact me using the information listed below.

These projects are part of the first phase of the City of Roseville's Parks and Recreation Renewal Program.

Sincerely,

Jeffrey M. Evenson
Park Superintendent

Phone: 651-792-7107
Cell: 651-775-3519
Fax: 651-792-7050
Jeff.evenson@ci.roseville.mn.us

May 27, 2014

Re: Roseville Parks and Recreation Renewal Program
Scheduled Improvements to Lower Villa Park

Dear Neighbors of Lower Villa Park,

This letter is to inform you that The City of Roseville Parks and Recreation Department will be proceeding with the planned improvements in Lower Villa Park. The following projects are scheduled to begin immediately, with completion of listed projects in the Fall of 2014:

- New Park Building and associated site work
- Upgrades to hockey rink

As construction occurs, we will make every effort to limit disruptions in the neighborhood and will of course be observing the highest possible safety standards during the entire process. We will also be updating project schedules and information on our website www.cityofroseville.com, just click on the Parks & Recreation Renewal Program tab on the left side of the home page. If there are any issues, please contact me using the information listed below.

These projects are part of the first phase of the City of Roseville's Parks and Recreation Renewal Program.

Sincerely,

Jeffrey M. Evenson
Park Superintendent

Phone: 651-792-7107
Cell: 651-775-3519
Fax: 651-792-7050
Jeff.evenson@ci.roseville.mn.us