

Roseville Parks and Recreation
Commission Meeting
Tuesday June 2, 2015
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive

AGENDA

1. Introductions
2. Public Comment Invited
3. Approval of Minutes of May 5, 2015
4. Park Dedication – 2715 Long Lake Road
5. Follow up to the Cedarholm Golf Course Tour
6. Prepare for Joint City Council/Commission Meeting
7. Park and Recreation Renewal Program Status
8. Staff Report
9. Other
10. 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, contact Kelly at kelly.obrien@ci.roseville.mn.us or 651-792-7028.
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 25, 2015
Re: Notes for Commission Meeting on **Tuesday June 2, 2015**

1. Introductions

2. Public Comment Invited

3. Approval of Minutes of the May 5, 2015 Meeting

Enclosed is a copy of the minutes of May 5, 2015. Please be prepared to approve or amend.

Requested Commission Action: Approve/amend meeting minutes of May 5, 2015.

4. Park Dedication – 2715 Long Lake Road

Enclosed is a site map regarding a proposed improvement project at 2715 Long Lake Road where there is a replatting of property occurring. This is the Holiday Inn Express where they are adding a pool onto the hotel.

This is a bit of an unusual situation because the hotel property is located on a 11.95 Common Interest Community (CIC) where there are lot lines separating the shared property. The hotel site is .31 acre and is under a single ownership. The Hotel is proposing to change the lot line to accommodate the pool addition.

In this case, moving the lot line changes the entire 11.95 acres and therefore triggers park dedication. The construction of the pool will also be removing green space from the area. It has been suggested that a reasonable approach is to assess Park Dedication to the .31 acre hotel site at this time and then the remaining 11.64 acres if and when there is a redevelopment in that area.

The cash amount would be approximately \$50,000 (7% of the FMV). Consideration of land is difficult in this situation because the proposal is simply to add a pool onto the existing building. In terms of calculating the land amount it would be 5% of .31 acres or .015 acre.

This area is located in constellation A where it would make sense to consider property when areas are redeveloped.

Included in your packet is a copy of the Park Dedication Ordinance and general guidance from the Parks and Recreation System Master Plan on Parks and Open Space acquisition.

The primary role of the Commission is to review and offer a recommendation to the City Council on whether to accept land, cash or a combination.

Requested Commission Action: To discuss and make a recommendation to accept land, cash or a combination to satisfy the Park Dedication requirements.

5. Follow up to the Cedarholm Golf Course Tour

This is an item with an expected eventual recommendation to the City Council.

The May Parks and Recreation Commission meeting took place at the Roseville Cedarholm Golf Course with a tour of the clubhouse, shop and grounds.

This is an opportunity to continue discussions and determine what other information is needed to complete your report and formulate a recommendation to the City Council.

I have again included in your packet the background report and attachments for your reference.

Requested Commission Action: Review, discuss and determine what additional information is needed.

6. 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 15, 2014 at the City Council regular meeting. It is expected to be the first presentation item on the agenda beginning at approximately 6:20 p.m. for 40 minutes. This is your meeting with the City Council to discuss areas of importance to you and to gather input and guidance from them.

Included in your packet for your review and adjustment is a draft Request for City Council Action (RCA) highlighting work of the Commission over the last year and areas the Commission sees working on over the next year. Please be prepared to add or delete items as you see appropriate.

The RCA and the enclosed draft golf course report are anticipated to be included in the City Council packet.

Please mark your calendars for Monday, June 15, 2014.

Requested Commission Action: Discuss and finalize information and approach for your joint meeting with the City Council.

7. Park and Recreation Renewal Program Status

Included in your packet is an updated matrix of Renewal Program projects and current status. It is a continuous tool designed to provide a snapshot of progress for the staff, Commission, City Council and Community.

Any additional progress on the Renewal Program will be reported at the meeting.

Requested Commission Action: Discuss progress and provide input.

8. Staff Report

9. Other

10. Adjournment

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
MAY 5, 2015
CEDARHOLM GOLF COURSE ~ 6:30pm**

PRESENT: Becker-Finn, Diedrick, Heikkila, Doneen, Newby, O'Brien, Stoner
ABSENT: Bogenholm, Holt, Gelbach notified staff about being unable to attend
STAFF: Anfang, Brokke, McDonagh
OTHERS: Roger Hess Jr.

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

Roseville Resident Roger Hess Jr. was in attendance for tonight's meeting, Roger chose not to comment at this time. Staff recognized an email for a community member sharing ideas for management & operations of Cedarholm.

- Commission Chair Stoner shared information on the revised program for Roseville U.
- Commissioners agreed to re-arrange tonight's agenda to accommodate videotaping of items 5 & 6 and Golf Course operations discussion before course tour.

3. APPROVAL OF MINUTES – APRIL 7, 2015 MEETING

April 7, 2015 minutes passed unanimously.

4. PARK and RECREATION RENEWAL PROGRAM STATUS

Brokke reviewed the program progress report.

- All park buildings are open and serving as vital community gathering places.
- Remodeling at Park Shelters is completed and the facilities are available for use.
- Final adjustments are being made to the boardwalk at HANC.
- Tennis Courts that were rebuilt last fall are being color-coated this spring.
- Field improvements have been completed on four CP Victoria fields.
- Community volunteers have been very busy working on monthly Natural Resource projects throughout the community.
- The City Council approved a 2 year contract with a local environmental firm to perform the required monitoring and reporting to the Minnesota Pollution Control Agency for the newly acquired property adjacent to and now a part of Autumn Grove Park.

5. STAFF REPORT

Staff shared early spring events, facility use and program updates.

6. CEDARHOLM GOLF COURSE TOUR & DISCUSSION

Brokke & McDonagh presented a brief history of Cedarholm Golf Course and overview of golf operations.

Commissioner discussion followed;

- Doneen inquired into what staff see as the top list of needs/priorities.
 - o Staff spoke to capital needs with the clubhouse and maintenance shop. Staff also recognized that Cedarholm is used and maintained uniquely from other courses resulting in items realizing an extended life beyond typical industry standards.

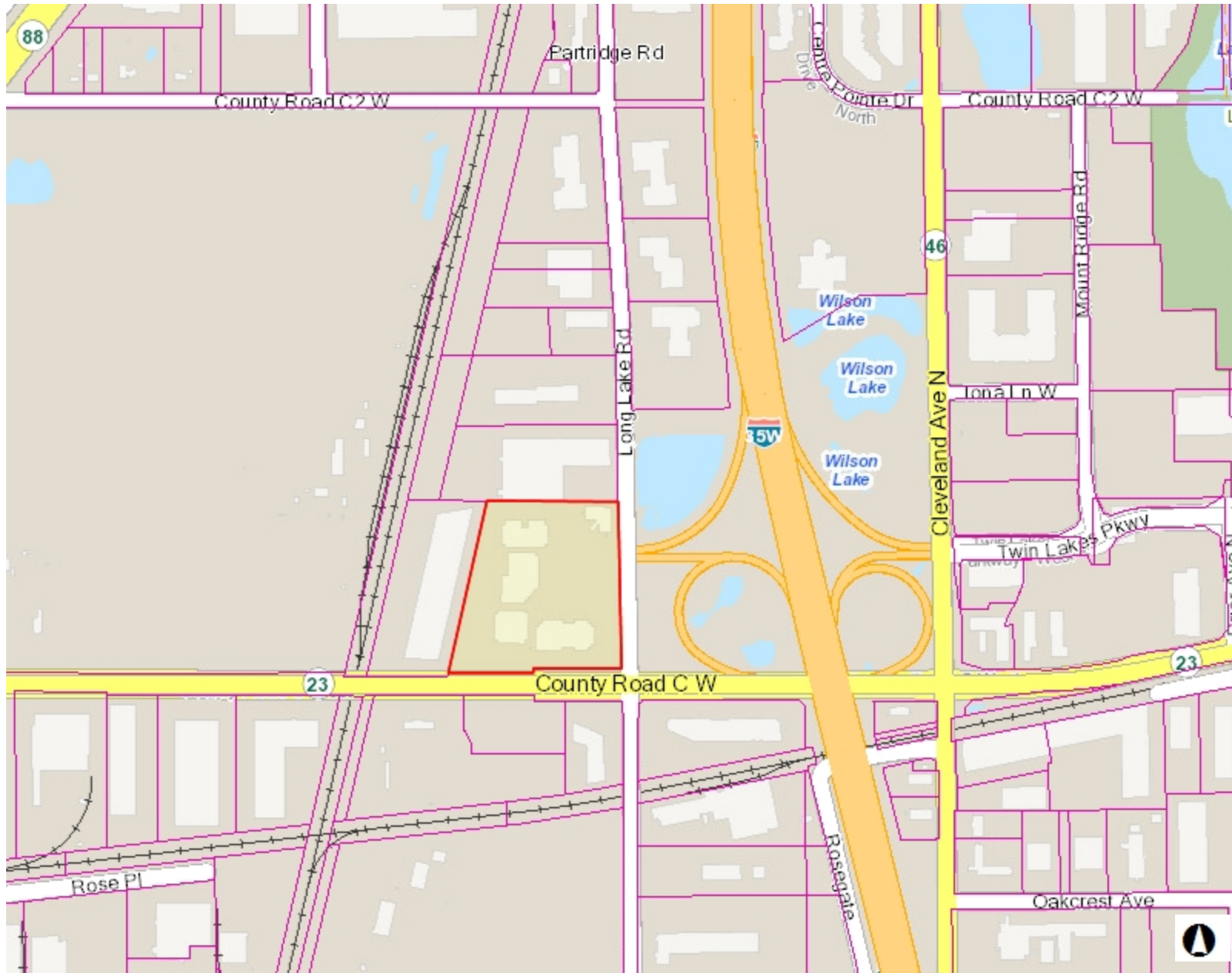
- Stoner asked about the Finance Director's report and wondered if the current \$20,000 in administrative fees is the right number. Stoner also wondered if the current staffing level is correct.
 - Staff responded that the \$20,000 administrative fee has been consistent for many years now.
 - Golf Course staff focus their efforts on the course during the golf season and get some additional assistance on projects from the maintenance staff and a shared maintenance position with the Skating Center, plus work on department-wide tasks like turf management and marketing.
- O'Brien asked if there is a good study of how golf staff spends their time.
 - Brokke spoke to how staff works across the department and mentioned that the department has begun using the Pubworks system to track tasks along with hours during individual pay periods.
- Heikkila recognized increases in concession sales in 2014.
 - McDonagh explained the golf course had a very successful Groupon campaign that resulted in increased concession sales thanks to collateral purchases by those using Groupon purchases

Meeting discussions and videotaping adjourned at 7:30pm. At this time, Commissioners continued their meeting with a walking tour of the Course.

- Commissioners spent time at the maintenance shop seeing first-hand how space is maximized to store riding carts, learned the types of equipment currently being used to maintain the course grounds & facilities.
- Commissioners walked the course learning the processes used to maintain turf, trees and plantings. Staff also pointed out supporting structures and course features.

Meeting adjourned at 8:50 pm.

Respectfully Submitted,
Jill Anfang, Assistant Director



1,333.3 0 666.67 1,333.3 Feet

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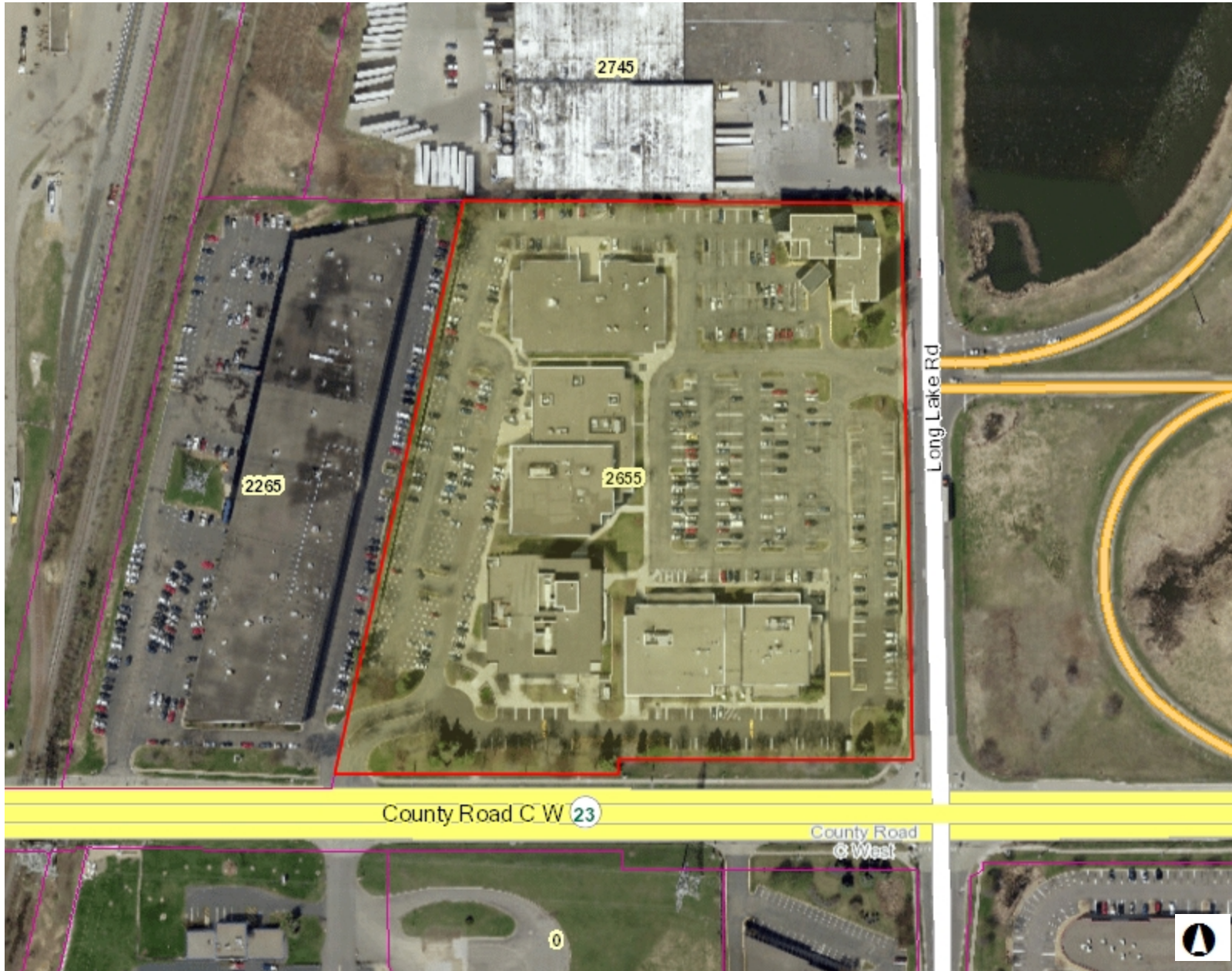
Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports
- Parks (8-64K)**
 - State Park
 - Regional Parks, Preserves, and Open Space
 - County Park
 - Local Parks
 - Golf Course
 - Special Use Facility
 - Rec Center

Notes

Enter Map Description



Legend



-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  2 Recreational Centers
-  Parcel Points
-  Parcel Boundaries
-  County Borders
-  Airports

Notes

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400.0 0 200.00 400.0 Feet

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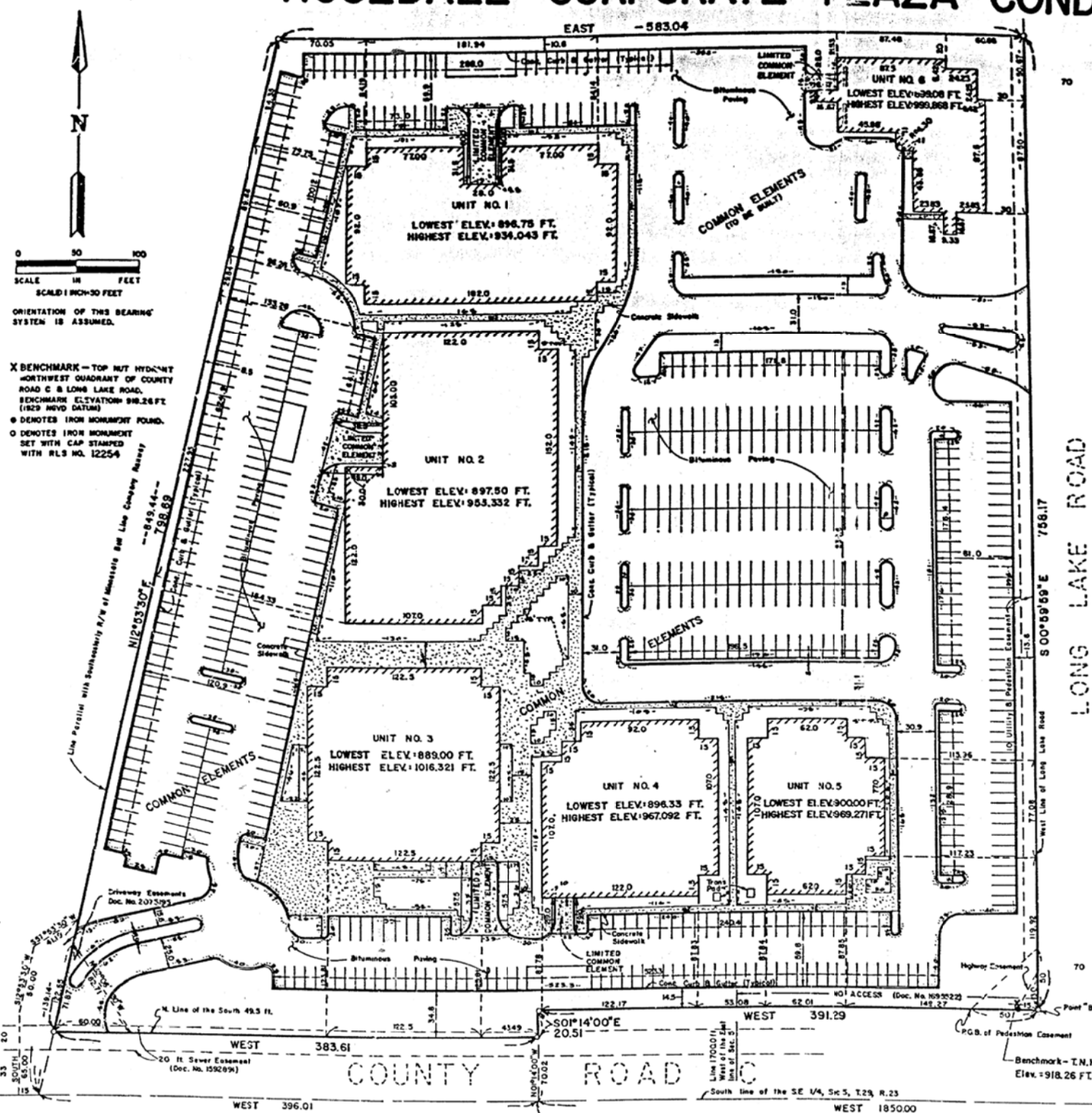
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266

OFFICIAL

CONDOMINIUM NO. 266 ROSEDALE CORPORATE PLAZA CONDOMINIUM

This Condominium Plat is part of the Declaration recorded as Document Number 2395835 on the 6th day of August, 1987.



The undersigned, being first duly sworn under oath, certifies and deposes that this Condominium Plat of Condominium No. 266, ROSEDALE CORPORATE PLAZA CONDOMINIUM, being located upon

All that part of the Southeast Quarter of Section 5, T 29 N, R 23 W, Ramsey County, Minnesota, described as follows:

Beginning at a point on the South line of said Section 5 distant 1850.0 feet West (assumed bearing) of the Southeast corner of said Section 5, said point referred to as point "A"; thence continuing West along said South line 396.01 feet; thence North 12°53'30" East parallel to the Southeastly right-of-way line of Minnesota Belt Line Company Railway 849.44 feet; thence East 583.04 feet to the West line of Long Lake Road; thence South 0°59'59" East 758.17 feet along said West line to a point herein after referred to as point "B"; thence West 391.29 feet; thence South 1°14'East 70.02 feet to the point of beginning. Subject to Highway Taking for County Road C;

fully and accurately depicts all information required by Minnesota Statutes, Section 515A.2-110, as amended.

Dated this 4th day of August, 1987.

Thomas H. Veenker
Thomas H. Veenker, Land Surveyor
Minnesota Registration No. 12254

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 4th day of August, 1987, by Thomas H. Veenker, a Registered Professional Land Surveyor.



David L. Putnam
Notary Public, Hennepin County, Minnesota
My Commission Expires 1/1/88

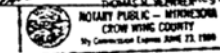
DAVID L. PUTNAM, a Registered Professional Engineer in the State of Minnesota, pursuant to Minnesota Statutes, Section 515A.2-101(b) does hereby certify that all structural components and mechanical systems serving more than one unit of all buildings containing or arising any units hereby created are substantially completed consistent with the floor plans of this Condominium Plat, CONDOMINIUM NO. 266, ROSEDALE CORPORATE PLAZA CONDOMINIUM.

Dated this 4th day of August, 1987.

David L. Putnam
DAVID L. PUTNAM, ENGINEER
Minnesota Registration No. 13492

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing instrument was acknowledged before me this 4th day of August, 1987, by David L. Putnam, a Registered Professional Engineer.

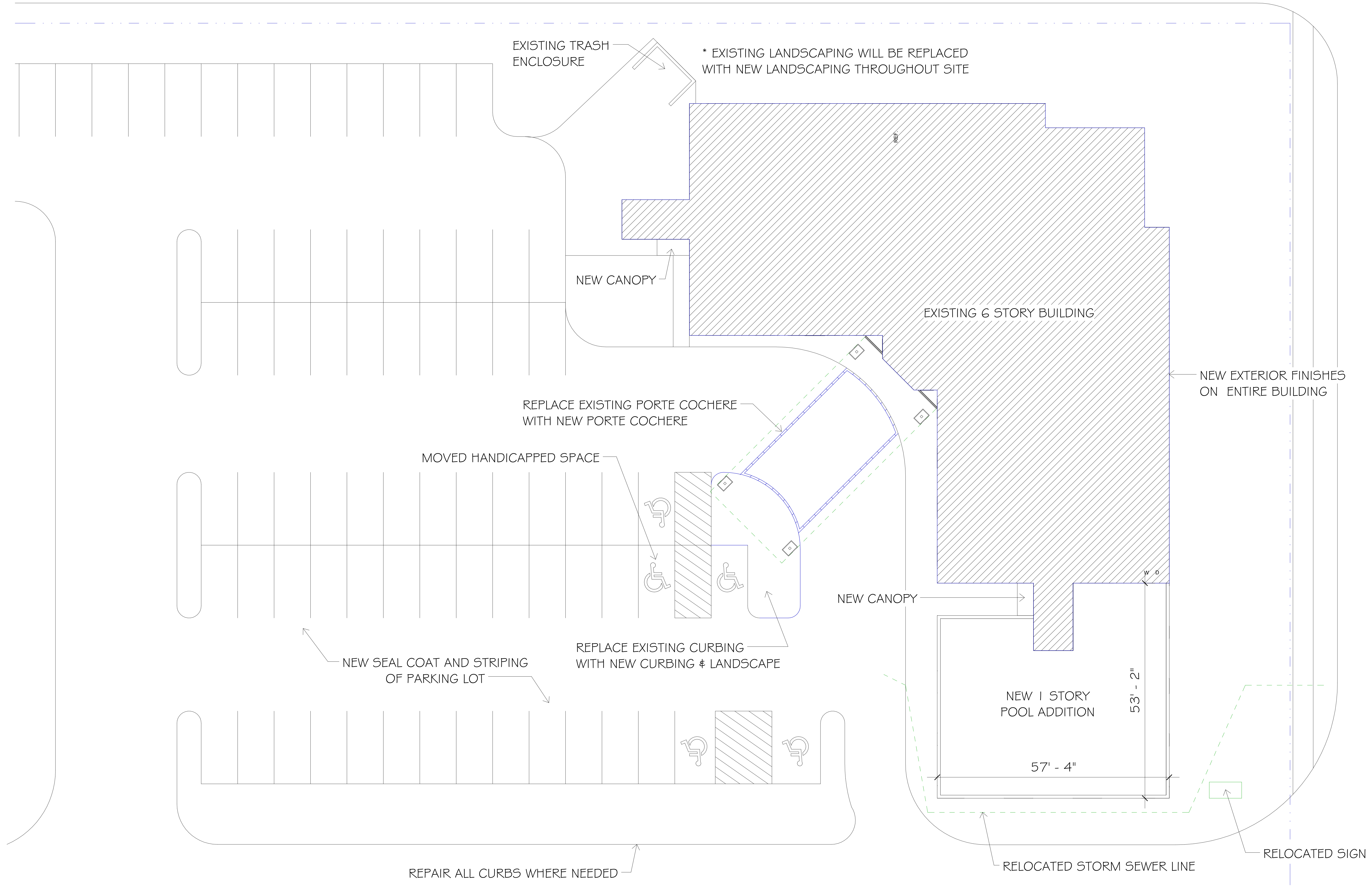


Thomas H. Veenker
Notary Public, Crow Wing County, Minnesota
My Commission Expires 6-23-90

I hereby certify that I reviewed and approved this Condominium Plat this 5th day of August, 1987, pursuant to Minnesota Statutes, Section 515A.2-110, as amended.

David D. Claypool
David D. Claypool, R.L.S.
Ramsey County Surveyor

1 Site Plan
1" = 10'-0"



EXISTING BUILDING FOOTPRINT AREA - 10,645 SQ. FT.
NEW FOOTPRINT AREA WITH ADDITION - 13,340 SQ. FT.

CITIES EDGE ARCHITECTS
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Certification & Seal:

Revision	Date
DATE ISSUED	Issue Date
ISSUE PHASE	SCHEMATIC DESIGN

PROJECT TITLE:

HOLIDAY INN EXPRESS PIP

PROJECT OWNER:

TPI HOSPITALITY, INC.

PROJECT LOCATION:

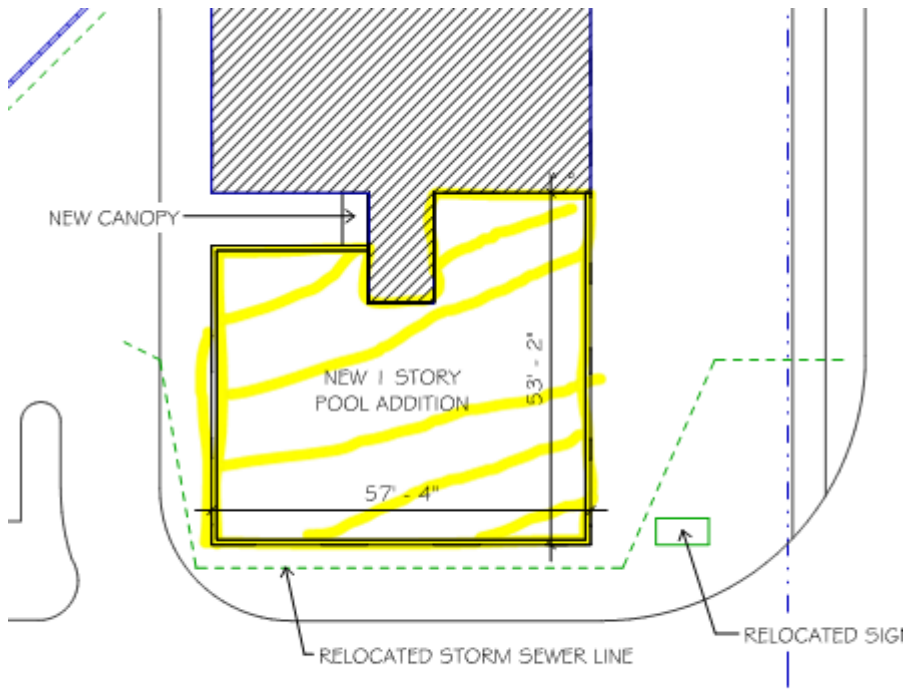
ROSEVILLE, MINNESOTA

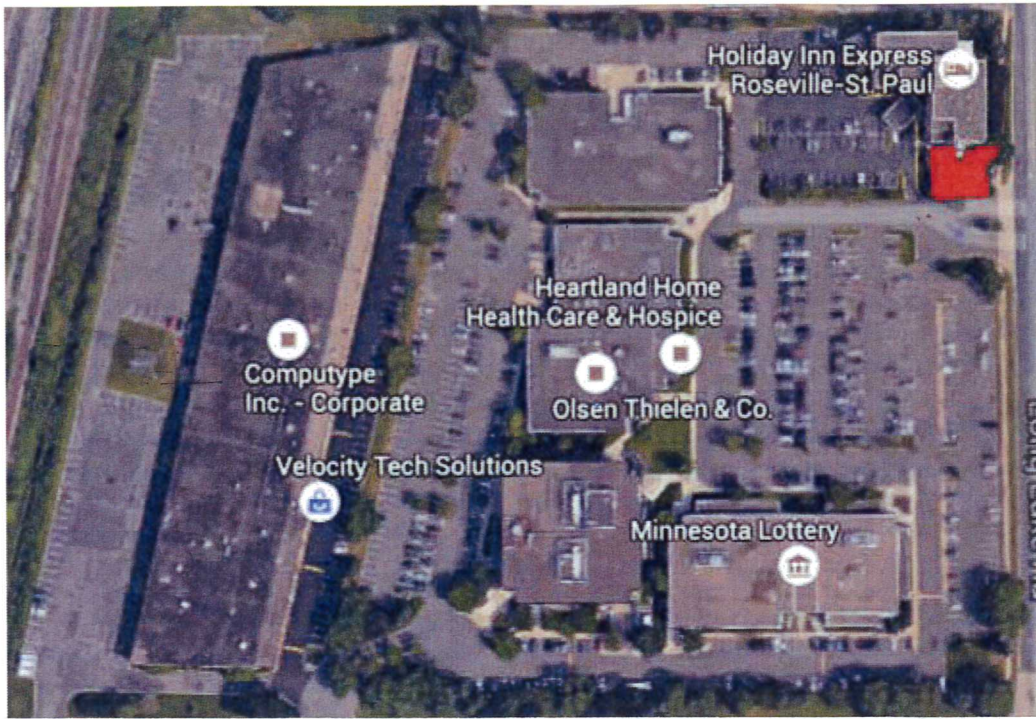
SHEET TITLE:

ARCHIT. SITE PLAN

PROJECT NUMBER	30349
SHEET NUMBER	AOO 1

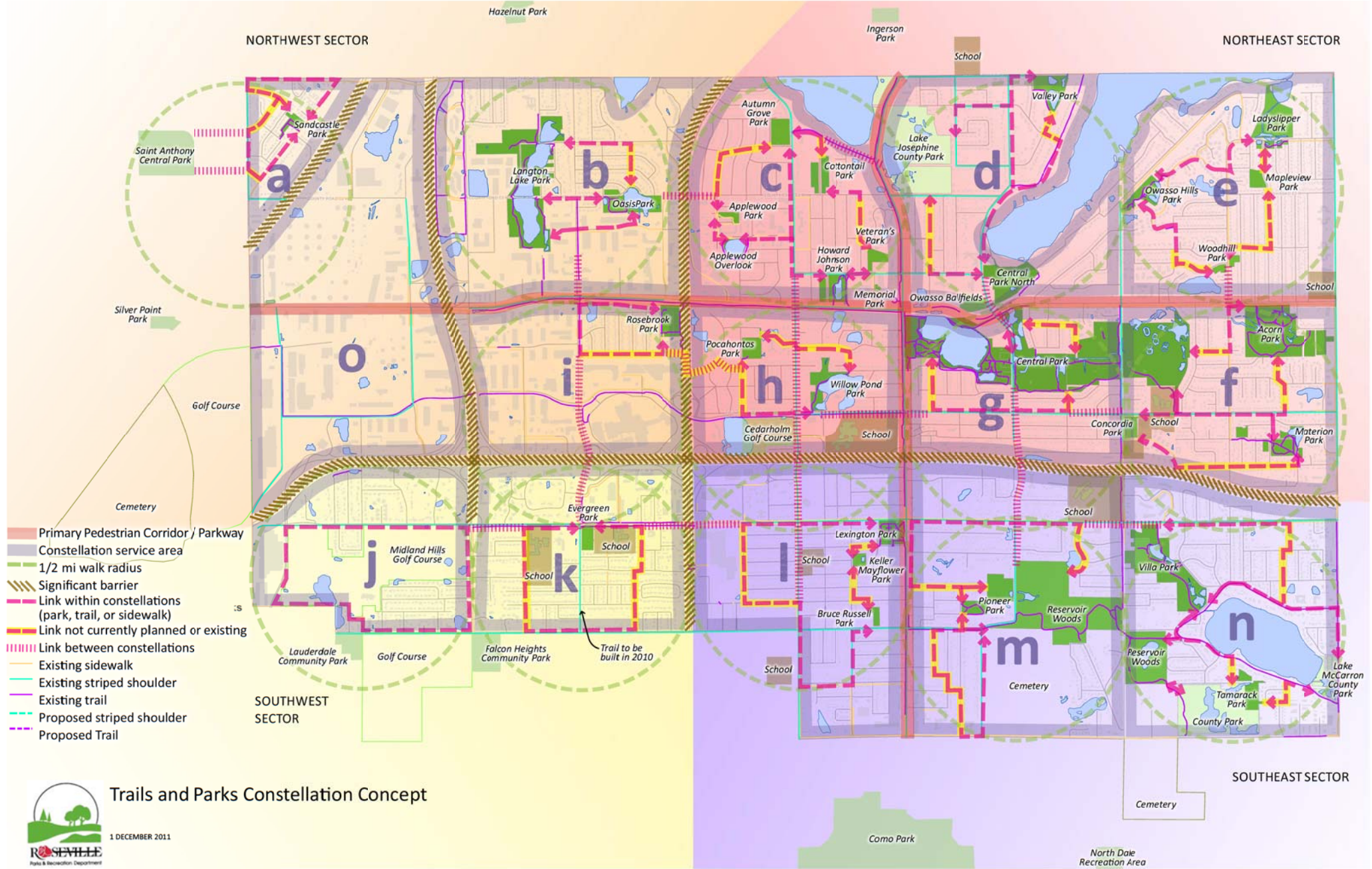
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NORTHWEST SECTOR

NORTHEAST SECTOR



Trails and Parks Constellation Concept

1 DECEMBER 2011

**ORDINANCE 1278
AN ORDINANCE AMENDING
TITLE THREE, SECTION 1103.07
PARK DEDICATION**

THE CITY OF ROSEVILLE ORDAINS:

Section 1103.07 of the Roseville City Code is amended to read as follows:

1103.07: PARK DEDICATION:

- A. Condition To Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.
- B. Amount To Be Dedicated: The portion to be dedicated in all residentially zoned areas shall be ten percent (10%) and five percent (5%) in all other areas.
- C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities', including drainage, does not qualify as park dedication.
- D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)
- E. Park Dedication Fees may, in the City Councils sole discretion, be reduced for affordable housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville.

Ordinance 1278 Effective date. This ordinance shall take effect upon its passage and publication

Passed by the City Council of the City of Roseville this 24th day of February, 2003.

Goal 2

Parks Development, Redevelopment, and Rehabilitation

Provide a high-quality, financially sound system of parks, open spaces, trails, and waterways that meets the recreation needs of all city residents, offers a visual/physical diversion from the hard surfacing of urban development, enhances our quality of life, and forms an essential part of our community's identity and character.

Policy 2.1: Evaluate and refurbish parks, as needed, to reflect changes in population, age, and diversity of residents, recreational activities preferred, amount of leisure time available, and best practice designs and technologies, and asset management strategies.

Policy 2.2: Orient parks and programs equally to youth activities that focus on community building activities teaching them life-long skills, and exposing them to a variety of recreation experiences, and to adult activities which accommodate adults' needs for wellness and provide a range of social interaction opportunities.

Policy 2.3: Focus parks on passive and active recreational activities and activities that take advantage of the unique natural features. Pursue opportunities for incorporating art and cultural programs, which enrich citizens' mental and emotional well-being, as a complement to primary

physical focus of parks and recreation programs.

Policy 2.4: Organize all parks and facilities so that a component is provided for informal, non-programmed activities—those open to anyone in the community, at any time.

Policy 2.5: Maintain parks and open space according to the standards outlined in the Park Maintenance Manual which recognizes that levels of service must be provided based on the intensity of use and purpose of the site.

Policy 2.6: Use innovative methods for park and facility improvements that offer lower lifecycle costs, even if the initial cost is higher. Develop park and recreation facilities that minimize the maintenance demands on the City by emphasizing the development of well-planned parks, high-quality materials and labor-saving maintenance devices and practices.

Policy 2.7: Promote and support volunteerism to encourage people to actively support Roseville's parks and open spaces.

Policy 2.8: Encourage the preservation of features in parks considered to be of historic or cultural value, especially those features that do not conflict with other park uses and activities. Consider the potential of historic landscapes in parks, including agricultural landscapes or features. Work to perpetuate those landscapes and other features of historic or cultural significance when they are identified through recognized investigations.

Goal 3

Parks and Open Space Acquisition

Add new parks and facilities to achieve equitable access in all neighborhoods, accommodate the needs of redeveloping areas, and meet residents' desires for a range of recreation opportunities serving all ages, abilities, and cultures.

Policy 3.1: Ensure that no net loss of parkland or open space occurs during alterations or displacement of existing parkland and open space. If adverse impacts to parkland or open space take place, ensure that mitigation measures include the acquisition of replacement parkland of equal or greater size and value.

Policy 3.2: As areas of Roseville evolve, and properties undergo a change of use and/or density, land should be dedicated to the community for park purposes to ensure adequate park facilities for those new uses.

Policy 3.3: Determine potential locations and acquire additional park land in neighborhoods and constellations that are lacking adequate parks and recreation facilities.

Policy 3.4: Determine locations for new park and recreation facilities in redevelopment areas as part of the redevelopment process and use the park dedication process to acquire appropriate land.

Policy 3.5: Make continued effective use of the Park Dedication Ordinance. Park land dedication will be required when land is developed or redeveloped for residential, commercial, or industrial purposes. Review annually park dedication requirements in order to ensure that dedication regulations meet statutory requirements and the needs of Roseville.

Policy 3.6: Use park dedication funds to acquire and develop new land in addition to other funding sources.

Policy 3.7: Acquire properties necessary to implement adopted park concept plans and in Roseville's Comprehensive Land Use Plan, and consider other additions based on needs identified in the sector or constellation concept. Acquire land on a "willing seller" basis unless otherwise determined by the City Council.

Goal 4 Trails, Pathways, and Community Connections

Create a well-connected and easily accessible system of parks, open spaces, trails, pathways, community connections, and facilities that links neighborhoods and provides opportunities for residents and others to gather and interact.

Policy 4.1: Develop, adopt, and implement a comprehensive and integrated trails, pathways, and community connections system plan for recreation and transportation uses, including separate facilities for pedestrians, and bicyclists (including off-road unpaved trails for bikers and hikers that offer new challenges while protecting resources).

Policy 4.2: Develop, adopt, and implement a Trails Management Program (TMP).

Policy 4.3: Advocate the implementation of community parkways on the County Road C and Lexington Avenue corridors to accommodate pedestrian and bicyclist movement and inclusion of community character and identity features.

Policy 4.4: Maintain the trail and pathway system through all seasons.

Policy 4.5: Make the park system accessible to people of all abilities.

Policy 4.6: Align development and expansion of non-motorized trails, pathways, community parkways, and other routes with the need to provide connections to and within parks, to open spaces, recreation facilities, and key destinations, as well as between neighborhoods, constellations, and sectors.

Policy 4.7: Educate the public on the advantages and safe use of non-motorized trails, pathways, and community parkway connections.

Policy 4.8: Develop clear and communicative signage and kiosks for wayfinding.

Roseville Cedarholm Golf Course Review Report – Commission Review - April, 2015

Background

In November of 2014, the City Council asked the Parks and Recreation Commission to work with staff to review current and future operations and capital needs of the Roseville Cedarholm Golf Course and provide a recommendation.

This report will provide information on the golf course history, current uses, area surveys, fees, financial position, annual operating budgets and Capital Improvement Program (CIP).

History and Facts

The Roseville Cedarholm Golf Course was initially built in 1959. It was initially owned and operated by the neighboring condominiums until purchased in 1967 by the City of Roseville through a voter referendum.

The golf course gets its name from the former Mayor Emil Cedarholm.

The Golf Course is a par 3 nine hole, 1373 yards and sits on 22 acres. It is ideal for youth, seniors, families and those that want to play a quick round.

There is a 2500 sq. ft. model home clubhouse, an 1800 sq. ft. garage as a shop and a 66 car parking lot.

Cedarholm Golf Course is currently an enterprise fund which means that there is no tax dollars used for operations or capital items. All expenses are paid for through user fees and charges.

The golf course has done well financially over the years until the golf industry has realized a correction over the last decade.

Current Programs and Course Use (on and off season)

- Leagues
 - o 4 – Morning Lady Leagues - 4 days a week (Spring & Fall)
 - o 6 - Evening Leagues - 3 Private and 3 Cedarholm
 - o 1 - Friday Morning Senior League - Co-ed
 - o 1 - Junior Golf League - ages 8-15
- SNAG (Starting New At Golf) for early introduction to golf age 5-7
- Special golf tournaments and outings - average of 5 internal and 13 external
- PGA Junior Golf Tournament
- High School Golf Team - 3 local high schools and 6-8 From St. Paul School System
- Open play
- Club House rentals
- Public Skiing
- Cross Country Ski team Practice

Current uses of Clubhouse

- Rentals-, i.e. family events: birthdays, anniversaries , retirements, holiday rentals ...
- Concessions
- Events - golf tournaments and league receptions
- Deck feature for gathering and socializing

Participation - General Play Type (2014)

Golf Type	Rounds	Percentage	Notes
Open Golf	13,923	55%	
Youth Golf	1,426	6%	
Women's League	2,373	9.5%	
Senior Leagues	3,900	15.5%	
Specials	3,537	14%	Specials, Coupon returns, tournaments, ...
Total	25,159	100%	

Rounds Played Per Year

Year	Rounds	Specials *	Comments
1990's average	41,860		Golf Booming Private courses being built Course saturation
2000's average	33,525		Golf beginning to see adjustment, League members changing Some courses beginning to close
2010	30,458	1,759 or 5.7%	Private golf courses closing Golf stabilizing
2011	25,518	1,618 or 6.3%	Golf correction occurred Leagues continue to change
2012	25,929	1,619 or 6.2%	Golf appears stable Courses beginning to look at varying uses
2013	24,282	1,015 or 4.1%	
2014	25,159	994 or 3.7%	

* Specials include: promotion of loyalty cards, prize for league member events, rain check redemptions, high school reward programs; fundraisers for schools, churches, special events, and other marketing promotions...

57 Registered League Members (2010 – 2014)

Year	Junior League 10 weeks	Senior League 22 weeks	Women's League - Summer 18 Weeks	Women's League - Fall	Evening Leagues
2010	115	150	503	90	110
2011	90	149	475	84	120
2012	95	135	463	87	120
2013	113	142	402	86	120
2014	101	147	391	89*	120
	80% residents	47% residents	27% residents	29% residents	28%residents

58

59 Survey of Comparable Area Public Golf Courses

Course/City or County (9 hole comparisons)	Rounds of Golf 2014	Funding Sources	Comments
Brightwood Hills /City of New Brighton	20,832	Fees and General Tax Levy	Warm up driving net
Birnamwood Golf Course/ City of Burnsville	16,431	Fees	
The Ponds/ Ramsey County Golf	TBD	TBD	Driving range
Island Lake/Ramsey County	TBD	TBD	Driving range and mini golf
New Hope Village/City of New Hope	17,000	Fees and General Tax Levy	
Mendota Heights/City of Mendota Heights	9,550	Fees and Tax Levy	
Brookland Golf/City of Brooklyn Park	11,000	Fees and Tax Levy	
Hyland Greens/City of Bloomington	25,000 rounds	Fees	Driving range, 9 holes, foot golf, Golf Learning Center
Cedarholm Golf/ City of Roseville	25,000	Fees	

60

61

62

Current Staffing Model

Cedarholm Golf Course staff consists of:

- (10) part-time staff working limited hours
- (1) full-time Golf Course Superintendent
- (1) ³/₄ time Program Marketing Coordinator
- (1) shared maintenance employee with the Skating Center

The Golf Course Superintendent and the Program Marketing Coordinator have other duties throughout the Parks and Recreation Department.

The shared maintenance position is paid for out of the Skating Center budget and spends the winter months at the Skating Center (OVAL) and the summer months in a variety of areas including the golf course, skating center and special park projects.

Other Parks and Recreation Department employees also sporadically spend time at the golf course as necessary, i.e. Director, Assistant Director, Administrative Assistant and specialty maintenance.

The following is a bit more specific about the 2 regular golf course paid employees:

1) Golf Course Superintendent (full time):

The Golf Course Superintendent duties include all turf operations and general management of all golf operations. The other areas of responsibility for the Golf Course Superintendent is to assist in the winter operations at the Roseville Skating Center/Oval outside operations from ice maintenance, snow removal and special events assistance.

In the Parks and Recreation System, the Golf Course Superintendent works with staff and local community organizations to develop the park athletic field turf maintenance program. He also assists in performing many of the turf field repair and enhancement activities during the spring, summer and fall seasons.

2) Program Marketing Coordinator (3/4 time):

The Program Marketing Coordinator provides supervision of all the daily operations including: daily receipts, staffing, general operations including concessions, league programming, development of special events and the marketing of Cedarholm through social media and other local marketing opportunities and assists the Golf Course Superintendent in the operations of the overall course operations.

The position also includes assisting in developing and pursuing marketing, sponsorships and contributions for the entire Parks and Recreation Department. This position also works with the arrangement and management of contracts with many local community business located throughout the twin city metro area.

- 100 **Fee schedule – see attached surrounding fee matrix**
- 101 **Financial position review – see attached Memo from Finance Director Chris Miller**
- 102 **Operating budget - see attached 2015 annual budget**
- 103 **Capital Improvement Program (CIP) – see attached 20 year CIP**

DRAFT

Fees at Surrounding Comparable Golf Courses (2012-2014)

[illegible]



Memo

To: Lonnie Brokke, Parks & Recreation Director
Sean McDonagh, Golf Course Superintendent

From: Chris Miller, Finance Director

Date: January 23, 2015

Re: Cedarholm Golf Course Financial Summary (2010-2014)

Introduction

The purpose of this memo is to provide a 5-Year financial summary for Cedarholm Golf Course. The information presented below is consistent with the City's published financial statements and has been prepared using generally accepted accounting & financial reporting standards. However, you may find it purposeful to compile and present the information in a different format to highlight specific areas of operation.

Most of the information presented below relates to the Golf Course Statement of Revenues, Expenses, and Changes in Net Position; which is more commonly referred to as the operating statement, income statement, or profit & loss statement. I will briefly address the financial impacts of capital replacements as well.

As you know, major revenues sources for the golf course include: greens fees, equipment sales and rentals, concessions, and interest earnings. Major operating expenses include; personnel, supplies, other services & charges, internal administrative charges, and depreciation.

Each of these categories is presented separately to ensure transparency and allow interested parties to determine both the direct and indirect costs of operating the golf course.

Financial Summary

The following table depicts the 2010-2014 financial results for the golf course. Please note that the amounts listed for 2014 are preliminary, unaudited figures that are subject to change.

[See table on next page]

Cedarholm Golf Course Financial Summary (2010-2014)

	2010	2011	2012	2013	Prelim 2014
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Sales & Cost of Sales					
Concession Sales	\$ 17,154	\$ 15,355	\$ 17,436	\$ 16,120	\$ 28,505
Equipment Sales	3,410	2,859	2,540	2,565	4,498
Clothing Sales	-	-	-	15	-
Total Sales	\$ 20,564	\$ 18,214	\$ 19,976	\$ 18,700	\$ 33,003
Cost of Sales	11,248	8,898	12,016	9,895	13,595
Gross Profit	\$ 9,316	\$ 9,316	\$ 7,960	\$ 8,805	\$ 19,408
Operating Revenues					
Green Fees	270,382	239,489	265,749	224,127	230,944
Evening League Fees	1,704	1,760	2,033	9,652	9,967
Day League Fees	9,004	8,874	8,095	8,911	7,287
Junior Golf League	1,840	1,976	1,932	1,688	1,716
Equipment Rental	6,754	6,258	10,991	14,477	18,106
Building Rental	3,610	2,737	2,791	3,101	2,723
Pop Commissions	-	-	-	-	-
Miscellaneous	-	25	4	336	8
Total Operating Revenue	\$ 293,294	\$ 261,119	\$ 291,595	\$ 262,291	\$ 270,750
Expenditures					
Personnel Services	\$ 221,870	\$ 221,639	\$ 242,092	\$ 231,577	\$ 215,953
Supplies & Materials	31,815	26,537	30,206	30,849	29,212
Other Services & Charges	36,695	37,549	41,467	33,789	40,715
Administrative Charge	20,000	20,000	20,000	20,000	20,000
Depreciation	28,481	26,755	26,755	29,602	32,000
Total Operating Expenditures	\$ 338,861	\$ 332,480	\$ 360,519	\$ 345,818	\$ 337,879
Operating Income (Loss)	\$ (36,251)	\$ (62,045)	\$ (60,963)	\$ (74,721)	\$ (47,721)
Other Financing Sources (Uses)					
Sale of Property	\$ -	\$ -	\$ 2,709	\$ -	\$ 1,003
Investment Income	14,536	8,825	3,165	885	2,650
Change in fair value of investmts.	-	-	-	(11,769)	-
Total Other Financing Sources	\$ 14,536	\$ 8,825	\$ 5,874	\$ (10,884)	\$ 3,653
Net Change in Assets	(21,715)	(53,221)	(55,090)	(85,605)	(44,068)
Beginning Net Assets	898,551	876,836	823,615	768,525	682,920
Prior Period Adjustment	-	-	-	-	-
Ending Net Assets	\$ 876,836	\$ 823,615	\$ 768,525	\$ 682,920	\$ 638,852

As depicted in the table, the golf course has experienced an operating loss for the past 5 consecutive years. These operating losses are somewhat mitigated with interest earnings and the sale of excess equipment. This is captured in the 'Net Change in Assets' line near the bottom of the table.

Collectively, this amounts to total losses of \$259,000 over the past 5 years. If we look back over the past 10 years, the collective loss is \$354,000; an indication of systemic challenges that preceded the 2007-2009 economic recession.

Let me pause here and talk briefly about the line items for the internal administrative charge and depreciation expense – two items that collectively have a significant impact on your bottom line and are oftentimes highlighted when discussing financial results.

Internal Administrative Charge

The golf course is operated as an 'Enterprise' Fund whereby all direct and indirect costs are captured and reflected on the financial statements.

It's recognized that there are other city personnel that perform administrative or financial duties such as human resources, accounting, or IT support on the golf course's behalf. This is in lieu of the golf course hiring its own staff or outside services to perform these functions. These administrative costs (charges) are real costs that would not occur if the golf course didn't exist. Therefore we assess an internal administrative charge.

I'm certainly open to a discussion on whether the administrative charge is set too high, but I will note that the \$20,000 annual charge has remained the same since 2006.

Depreciation Expense

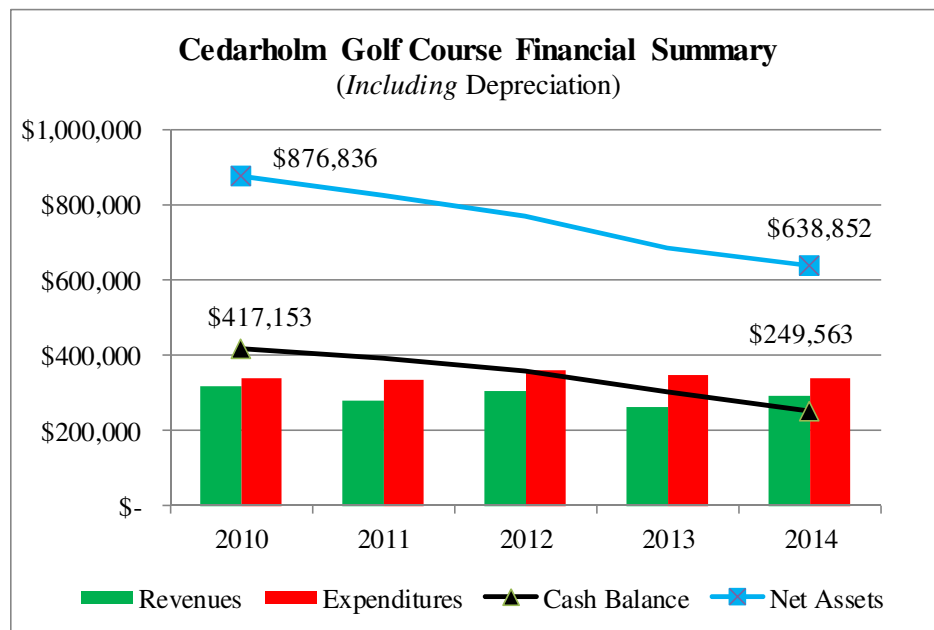
The Depreciation expense is an accounting method of systematically setting aside funds to pay for the eventual replacement of equipment and buildings. The basic concept is that we budget to incur the expense each year, but we don't actually move any money out of the golf course's account. In essence, we're committing to NOT spending all of the revenues (green fees) that come in each year so we can build up some funds to pay for capital.

In an ideal world, our cash balance would be going up each year because we're saving up for future capital expenditures. In reality, 100% of incoming revenues are being used for day-to-day operations. Further information on the golf course's cash reserves is shown below.

Financial Summary Graphs

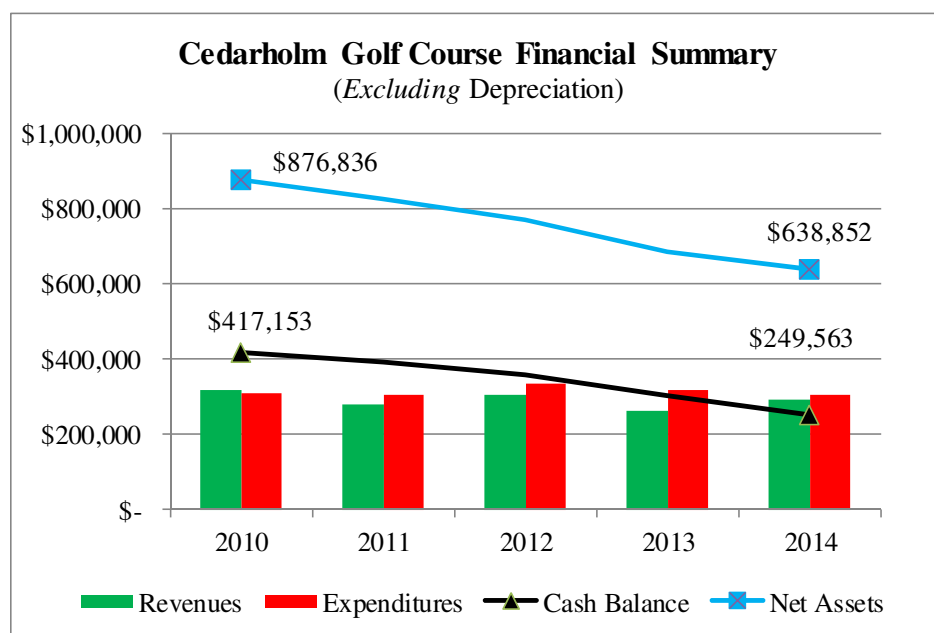
In an effort to further depict the information presented in the table above, a number of graphs have been prepared. They include a couple of scenarios that depict varying expenditure levels along with a financial projection.

The first graph depicts the golf course's financial summary over the past 5 years.



This graph depicts the revenues, expenditures, cash balance, and net assets of the golf course. It includes all expenditures including the administrative charges and depreciation. As shown here, expenditures have exceeded revenues each and every year which has resulted in a steady decline of both cash reserves and net assets.

The next graph depicts the golf course's financial summary over the past 5 years excluding the depreciation expense.

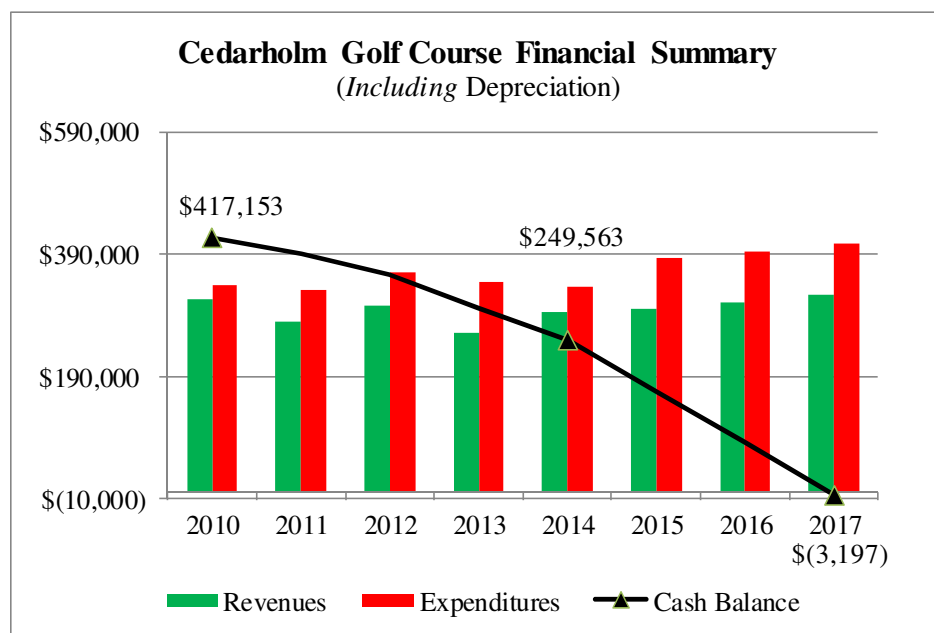


In this case, even after we remove the depreciation expense the expenditures still exceeded revenues during the past 4 years. Only 2010 shows a positive result. You'll notice however that there is no impact on the golf course's cash reserve or net assets. This is because depreciation expense is a non-cash expense – i.e. we're not actually moving any money.

Bottom line is that golf course is running out of cash. Cash reserves have declined from \$417,000 in 2010 to \$249,000 by the end of 2014.

2015 and Beyond

The graph below presents the same 2010-2014 financial summary information accompanied by a projection of the next 3 fiscal years (2015-2017). The 2015 amount is based on the adopted budget. The remaining years are extrapolated from the 2015 budget with the assumption that revenues will increase by 4% and expenditures by only 3%.



As shown here, on its current pace Cedarholm Golf Course will run out of money in 2017. Bear in mind that this only includes the impacts from projected operating expenses. Capital purchases will expedite the draw-down of the golf course's cash reserves even faster.

Final Comments

Hopefully the information presented above demonstrates that there are significant financial concerns at the golf course that need to be addressed very soon. Reducing the administrative charge might be part of the solution, but its effect will be negligible given the size of the current operating losses.

We could also evaluate whether it is appropriate to allocate 1.75 FTE's to the golf course in addition to the temporary/seasonal employees. If we did a time-spent profile for golf course employees would we find that they collectively spend 3,640 hours annually managing or serving the golf course? If not, then the hours spent elsewhere should arguably be funded by that department/division.

Alternatively, the City could also look at the capacity for increasing green fees above and beyond operating increases. Ultimately however, there likely needs to be a comprehensive assessment of the golf course's financial viability especially in the context of an aging clubhouse and maintenance building and general trends in the golfing industry.

Please let me know if you have any questions regarding the information presented above, or how I might be of assistance moving forward.

City of Roseville
Recreation - Golf Course Clubhouse
2015 Budget Worksheet

Budget Item	Acct #	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Budget	% Incr. (Decr.)	2016 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	50,004.68	49,157.09	52,509.34	98,000.00	102,000.00	4.1%	-	-100.0%	-50.0%	
Vacation Pay	410001	6,210.59	8,674.01	4,462.01	-	-		-			
Sick Leave Pay	410002	-	-	-	-	-		-			
Holiday Pay	410003	2,733.84	2,608.16	1,967.13	-	-		-			
Overtime	411000	-	29.55	92.82	-	-		-			
Temp Employees	412000	31,494.04	39,266.23	34,813.38	37,000.00	37,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	14,375.71	12,780.63	11,236.55	17,500.00	18,500.00	5.7%	-	-100.0%	-50.0%	
Employer Insurance	415000	4,511.46	6,769.78	6,373.44	16,000.00	15,000.00	-6.3%	-	-100.0%	-50.0%	
Personal Services		109,330.32	119,285.45	111,454.67	168,500.00	172,500.00	2.4%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-		-			See Schedule B
Clothing	422000	351.85	300.00	-	500.00	500.00		-			
Vehicle Supplies	423000	-	377.44	-	-	-		-			
Operating Supplies	424000	7,178.48	9,950.98	9,365.92	9,000.00	9,000.00		-			
Merchandise for Sale	425000	8,897.69	12,015.84	9,806.66	12,100.00	11,000.00		-			
Supplies and Materials		16,428.02	22,644.26	19,172.58	21,600.00	20,500.00	-5.1%	-	-100.0%	-50.0%	
Telephone	431000	1,604.76	1,015.93	962.40	1,200.00	1,200.00		-			See Schedule C
Postage	431100	637.82	471.46	350.52	900.00	500.00		-			
Transportation	432000	117.66	-	182.95	250.00	250.00		-			
Advertising	433000	3,171.52	4,674.38	1,473.50	4,000.00	4,000.00		-			
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00		-			
Utilities	436000	6,749.12	5,794.32	7,004.29	7,200.00	7,200.00		-			
Rental	438000	-	1,980.00	3,648.98	-	4,100.00		-			
Contract Maintenance	439000	608.10	898.65	766.06	1,000.00	900.00		-			
Conferences	440000	-	-	-	-	-		-			
Training	441000	-	165.00	127.95	300.00	200.00		-			
Memberships & Subscriptions	442000	474.00	578.00	963.00	700.00	700.00		-			
Depreciation	446000	-	-	-	7,000.00	7,000.00		-			
Miscellaneous	448000	-	2,212.39	9.41	-	-		-			
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		-			
Credit Card Fees	448600	3,729.21	4,149.21	3,711.27	4,500.00	4,000.00		-			
Other Services & Charges		32,342.19	37,189.34	34,450.33	42,300.00	45,300.00	7.1%	-	-100.0%	-50.0%	

City of Roseville
Recreation - Golf Course Clubhouse
 2015 Budget Worksheet

Budget Item	Acct #	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Budget	% Incr. (Decr.)	2016 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Buildings & Structures	450000	-	1,655.08	50.40	-	-		-			See Schedule D
Furniture & Fixtures	450001	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	-	1,208.39	-	-	-		-			
Capital Outlay		-	2,863.47	50.40	-	-	#DIV/0!	-	#DIV/0!	#DIV/0!	
Total		158,100.53	181,982.52	165,127.98	232,400.00	238,300.00	2.5%	-	-100.0%	-50.0%	
Revenues											
Green Fees		239,488.70	265,749.16	224,126.68	272,000.00	247,555.00		-			
Evening League Fees		1,760.00	2,032.75	9,652.46	2,000.00	2,000.00		-			
Day League Fees		8,874.00	8,095.29	8,910.83	9,000.00	9,000.00		-			
Junior Golf League		1,976.02	1,932.08	1,687.92	2,000.00	2,000.00		-			Snag/ remarketing/
Equipment Sales		6,258.04	2,539.52	2,565.06	3,300.00	3,000.00		-			
Rental Equipment		-	10,987.62	14,477.08	10,000.00	14,400.00		-			Carts
Concession Sales		18,214.14	17,436.48	16,119.78	17,500.00	16,000.00		-			
Clothing Sales		-	-	15.07	-	-		-			
Charges for Service		276,570.90	308,772.90	277,554.88	315,800.00	293,955.00	-6.9%	-	-100.0%	-50.0%	
Building Rental		2,736.79	2,791.12	3,100.61	2,300.00	3,000.00		-			
Pop Commissions		-	-	-	-	-		-			
Investment Income		8,824.58	3,164.54	(10,884.17)	8,800.00	-		-			
Miscellaneous		25.00	2,713.24	333.85	-	-		-			
Miscellaneous		11,586.37	8,668.90	(7,449.71)	11,100.00	3,000.00	-73.0%	-	-100.0%	-50.0%	
Total Revenues		288,157.27	317,441.80	270,105.17	326,900.00	296,955.00		-			
Total Expenditures		158,100.53	181,982.52	165,127.98	232,400.00	238,300.00		-			
Income		130,056.74	135,459.28	104,977.19	94,500.00	58,655.00		-			
Less Golf Maintenance Exp.		(183,277.45)	(190,549.28)	(190,582.60)	(145,000.00)	(145,400.00)		-			
Net Income (loss) from Golf Operations		(53,220.71)	(55,090.00)	(85,605.41)	(50,500.00)	(86,745.00)		-			

City of Roseville
Recreation - Golf Course Maintenance
2015 Budget Worksheet

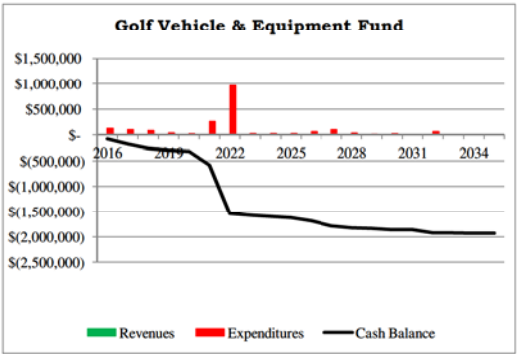
Budget Item	Acct #	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Budget	% Incr. (Decr.)	2016 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	68,858.85	70,420.97	70,392.09	42,500.00	44,000.00	3.5%	-	-100.0%	-50.0%	
Vacation Pay	410001	8,885.40	8,594.79	10,760.51	-	-		-			
Sick Leave Pay	410002	112.95	76.06	-	-	-		-			
Holiday Pay	410003	3,463.80	3,346.64	3,924.36	-	-		-			
Overtime	411000	-	-	23.63	-	-		-			
Temp Employees	412000	7,534.42	10,496.67	9,493.31	13,000.00	13,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	11,636.25	12,008.22	12,351.26	7,300.00	7,600.00	4.1%	-	-100.0%	-50.0%	
Employer Insurance	415000	11,817.34	17,861.91	13,174.70	6,600.00	7,000.00	6.1%	-	-100.0%	-50.0%	
Personal Services		112,309.01	122,805.26	120,119.86	69,400.00	71,600.00	3.2%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-		-			See Schedule B
Motor Fuel	421000	1,171.12	1,102.20	1,130.01	3,000.00	3,000.00		-			
Clothing	422000	137.70	131.01	-	500.00	500.00		-			
Vehicle Supplies	423000	3,265.14	4,878.77	3,461.11	5,000.00	4,000.00		-			
Operating Supplies	424000	14,433.01	13,463.56	16,892.36	17,400.00	17,400.00		-			
Merchandise for Sale	425000	-	-	88.10	-	-		-			
Supplies and Materials		19,006.97	19,575.54	21,571.58	25,900.00	24,900.00	-3.9%	-	-100.0%	-50.0%	
Professional Services	430000	20.00	20.00	33.03	-	-		-			See Schedule C
Telephone	431000	1,408.97	1,293.59	965.21	1,400.00	1,400.00		-			
Postage	431100	-	-	-	-	-		-			
Transportation	432000	-	-	-	-	-		-			
Printing	434000	-	-	-	-	-		-			
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00		-			
Utilities	436000	-	-	-	-	-		-			
Contract Maint. - vehicles	437000	4,593.45	343.55	660.00	1,000.00	1,000.00		-			
Rental	438000	473.22	2,066.55	406.04	1,000.00	800.00		-			
Contract Maintenance	439000	3,386.27	1,923.00	1,467.64	3,000.00	2,500.00		-			
Conferences	440000	-	99.00	-	300.00	300.00		-			
Training	441000	-	-	442.95	300.00	350.00		-			
Memberships & Subscriptions	442000	244.00	410.30	15.30	450.00	300.00		-			
Depreciation	446000	26,754.56	26,754.57	29,602.46	27,000.00	27,000.00		-			
Miscellaneous	448000	(169.00)	7.92	48.53	-	-		-			
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		-			
Employee Recognition	448050	-	-	-	-	-		-			
Other Services & Charges		51,961.47	48,168.48	48,891.16	49,700.00	48,900.00	-1.6%	-	-100.0%	-50.0%	

City of Roseville
Recreation - Golf Course Maintenance
 2015 Budget Worksheet

Budget Item	Acct #	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Budget	% Incr. (Decr.)	2016 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Furniture & Fixtures	450001	-	-	-	-	-		-			See Schedule D
Vehicles / Equipment	452000	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	-	-	-	-	-		-			
Capital Outlay		-	-	-	-	-	0.0%	-	#DIV/0!	#DIV/0!	
Total		183,277.45	190,549.28	190,582.60	145,000.00	145,400.00	0.3%	-	-100.0%	-50.0%	

City of Roseville
Capital Improvement Plan: **Golf Vehicle & Equipment Fund (620)**
2016-2035

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Tax Levy: current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy: Add/Sub	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fees, Licenses, & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Equipment	52,000	55,000	68,000	7,000	-	-	88,000	5,000	-	25,000	52,000	18,000	35,000	1,800	5,000	-	22,000	-	10,000	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	45,000	47,000	8,000	15,000	-	256,000	850,000	24,000	9,000	-	12,000	35,000	-	15,000	-	-	5,000	-	-	-
Improvements	32,000	-	5,000	15,000	20,000	5,000	-	-	18,500	-	-	50,000	-	-	17,500	-	-	-	-	-
Expenditures	\$ 129,000	\$ 102,000	\$ 81,000	\$ 37,000	\$ 20,000	\$ 261,000	\$ 966,000	\$ 29,000	\$ 27,500	\$ 25,000	\$ 64,000	\$ 103,000	\$ 35,000	\$ 16,800	\$ 22,500	\$ -	\$ 62,000	\$ -	\$ 10,000	\$ -
Beginning Cash Balance	\$ 50,000	\$ (78,500)	\$ (180,000)	\$ (260,500)	\$ (297,000)	\$ (316,500)	\$ (577,000)	\$ (1,542,500)	\$ (1,571,000)	\$ (1,598,000)	\$ (1,622,500)	\$ (1,686,000)	\$ (1,788,500)	\$ (1,823,000)	\$ (1,839,300)	\$ (1,861,300)	\$ (1,860,800)	\$ (1,922,300)	\$ (1,921,800)	\$ (1,931,300)
Annual Surplus (deficit)	(128,500)	(101,500)	(80,500)	(36,500)	(19,500)	(260,500)	(965,500)	(28,500)	(27,000)	(24,500)	(63,500)	(102,500)	(34,500)	(16,300)	(22,000)	500	(61,500)	500	(9,500)	500
Cash Balance	\$ (78,500)	\$ (180,000)	\$ (260,500)	\$ (297,000)	\$ (316,500)	\$ (577,000)	\$ (1,542,500)	\$ (1,571,000)	\$ (1,598,000)	\$ (1,622,500)	\$ (1,686,000)	\$ (1,788,500)	\$ (1,823,000)	\$ (1,839,300)	\$ (1,861,300)	\$ (1,860,800)	\$ (1,922,300)	\$ (1,921,800)	\$ (1,931,300)	\$ (1,930,800)



Expenditure Detail

Key	Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
V	Pickup Truck 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	63,000
E	Gas pump / tank: est: 1967/1997	10,000	-	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000
E	Zero turn mowers 2008	-	14,000	-	-	-	-	-	-	-	-	14,000	-	-	1,800	-	-	-	-	-	-	29,800
E	Fairway mower 2008	-	-	-	-	-	-	58,000	-	-	-	-	-	-	-	-	-	-	-	-	-	58,000
E	Greens Mower 2000	30,000	-	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-	-	60,000
E	Greens/Tee Mower 2002	-	-	35,000	-	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	70,000
E	Computer equipment 2014	-	-	-	7,000	-	-	-	-	-	-	8,000	-	-	-	-	-	-	-	10,000	-	25,000
E	Turf equipment/aerators 2001	-	21,000	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	22,000	-	-	-	63,000
E	Cushman #1 - 1967	-	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000
E	Greens covers 1997/replaced 2 -2006	-	-	5,000	-	-	-	-	5,000	-	5,000	-	-	-	-	5,000	-	-	-	-	-	20,000
E	Course netting/deck/shelter 1985/1994/200	12000	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	32,000
E	Top Dresser Tufco 1993	-	15,000	-	-	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	-	28,000
E	Operational power equipment 1980-2010	-	5,000	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-	10,000
B	Clubhouse kitchen equipment 1970-2010	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	25,000
B	Clubhouse upkeep/repairs 1999/2002	-	-	8,000	-	-	6,000	-	-	9,000	-	-	-	-	10,000	-	-	-	-	-	-	33,000
B	Clubhouse furnace / AC 1999	-	35,000	-	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	-	70,000
B	Clubhouse roof replace 1988	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000
B	Clubhouse /carpeting/flooring 1998	12,000	-	-	10,000	-	-	-	12,000	-	-	12,000	-	-	-	-	-	-	-	-	-	46,000
B	Replace Clubhouse CH 1970est.	-	-	-	-	-	-	850,000	-	-	-	-	-	-	-	-	-	-	-	-	-	850,000
B	Shop garage door/roof 2006/2008 doc	-	-	-	-	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Shop heating/upgrading 1967	-	7,000	-	-	-	-	-	7,000	-	-	-	-	-	-	-	-	-	-	-	-	14,000
I	Sidewalk/exterior repairs 1985	8,000	-	-	-	10,000	-	-	-	6,000	-	-	15,000	-	-	-	-	-	-	-	-	39,000
I	Course improvements, landscaping (yearl	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-	10,000	-	-	-	-	-	30,000
I	Parking lot repairs/sealing 1990/2005	-	-	-	15,000	-	-	-	-	7,500	-	-	-	-	-	7,500	-	-	-	-	-	30,000
I	Irrigation system upgrades 1960/1988/199-	24,000	-	-	-	10,000	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-	64,000
E	Cushman #2 2014	-	-	-	-	-	-	-	-	28,000	-	-	-	-	-	-	-	-	-	-	-	28,000
		\$ 129,000	\$ 102,000	\$ 81,000	\$ 37,000	\$ 20,000	\$ 261,000	\$ 966,000	\$ 29,000	\$ 55,500	\$ 25,000	\$ 64,000	\$ 103,000	\$ 35,000	\$ 16,800	\$ 22,500	\$ -	\$ 62,000	\$ -	\$ 10,000	\$ -	\$ 2,018,800

REQUEST FOR COUNCIL ACTION

Date: 6-15-15

Item No.:

Department Approval

City Manager Approval



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

BACKGROUND

Periodically, the Parks and Recreation Commission meet with the City Council to review activities and accomplishments and discuss work items and issues to consider.

Activities and accomplishments:

Community outreach activity items include the following:

- o Renewal Program project kickoff – May 31, 2014
- o Discover Your Parks
- o Natural Resource Program volunteer projects
- o Community Build playgrounds
- o Park Building and Nature Center open houses

Project type activity items include the following:

- o Tour and review of project sites
- o Ongoing review, guidance and advice on Renewal Program
- o Review of park building operations plan
- o Review and recommendation on Roseville Deer population

Other:

- o Accepted petition on park classification for Langton Lake Park
- o Regular meetings with the City Council

Work Plan items for the upcoming year:

- o Park and Recreation Renewal Program substantial completion
- o Review status of park building operation
- o Review and update Commission goals
- o Cedarholm Golf Course review and recommendation

Prepared by: Lonnie Brokke, Staff Liaison

Attachments: A. Summary Cedarholm Golf Course Report

CITY OF ROSEVILLE
PARKS AND RECREATION RENEWAL PROGRAM
PROJECT PROGRESS REPORT
May 28, 2015

PROJECT NAME	START DATE	STATUS	COMMENTS
A. BUILDING REPLACEMENT/SITE			
Lexington Park	5/2014	100 % complete	Open House completed- Punch list items remaining and spring site work
Sandcastle Park	6/2014	100 % complete	Open House completed- Punch list items remaining and spring site work
Villa Park	6/2015	100 % complete	Open House completed January 28, 2015 –punch list items and spring site work
Autumn Grove Park	9/ 2014	100 % complete,	Open House completed March 25, 2015 – punch list items and spring site work
Oasis Park	9/ 2014	100 % complete	Open House completed April 23, 2015 – punch list items and spring site work
Rosebrook Park	9/ 2014	100 % complete	Open House completed April 22, 2015 – punch list items and spring site work
B. SHELTER REMODEL			
CP FOR Parks – DALE STREET	9/2014	100% complete	Spring completion planned
CP Foundation - WEST	9/2014	100% complete	Spring completion planned
CP Ballfields	9/2014	100% complete	Spring completion planned
C. SKATING CENTER REPAIRS			
Painting of Exterior	8/2014	100 % complete	
Replace exterior doors on Arena		100% complete	
Block Work			2015 project
Vestibule Improvements			2015 project
D. HANC			

PROJECT NAME	START DATE	STATUS	COMMENTS
Exterior Work	6/2014	100 % complete	Punch list items only
Interior Work	11/2014	100 % complete	Open House completed March 26, 2015 – punch list items only
Boardwalk	11/2014	100 % complete	Installation complete – now adjusting
E. BRIDGE REPLACEMENT			
Villa Park	7/2014	100 % complete	3 bridges installed April, 2015
F. LIGHTING SYSTEMS REPLACEMENT			
Lake Bennett Trail	6/2014	100% complete	
Courts in conjunction w/ project			See courts
Autumn Grove Park rink lights		100% complete	Install fall 2014
Lexington Park rink lights		100% complete	Install fall 2014
Villa Park rink lights		100% complete	Install fall 2014
Sandcastle Park rink lights			Install fall 2014
G. COURT REFURBISHMENT/SITE			
Acorn Park	2015		Resurface only
Autumn Grove Park	10/2014		To be started soon
Bruce Russell Park	9/2014	100 % complete	Complete and playable, color coat to be done in spring 2015
Evergreen Park	9/2014	100 % complete	Complete and playable, color coat to be done in spring 2015
Howard Johnson Tennis Court	7/2014	100 % Complete	Complete and playable, color coat to be done in spring 2015
Pocahontas Park Tennis Court	7/2014	100 % Complete	Complete and playable, color coat to be done in spring 2015
Sandcastle Park	Fall 2014		
H. FIELD IMPROVEMENTS			
CP Victoria #2, 4, 5, & 6	8/ 2014	100 % complete	Complete and playing leagues – punch list items remaining
CP Victoria #1 & 3			2015 fall project
Evergreen Park # 1, 2 (west)	4/2015		2015 project – well underway
Evergreen Park # 3,4	8/2015		2015 project –fall project
CP Legion			2015 project –fall project

PROJECT NAME	START DATE	STATUS	COMMENTS
I. IRRIGATION IMPROVEMENTS			
Acorn Park			Contractor approval 1/26/15
Autumn Grove Park			Was alternate – is not planned
CP Dale Street			Contractor approval 1/26/15
CP Lexington			Contractor approval 1/26/15
CP Victoria			Started with in house staff
Evergreen Park			Contractor approval 1/26/15
Langton Lake Park			Contractor approval 1/26/15
Lexington Park			Started with in house staff
Rosebrook Park			Contractor approval 1/26/15
J. NATURAL RESOURCES			
Grants			\$ in grants applied for 1-26-15 awarded and approved \$146,376
1. Interpretive Signage			
All Parks		Core Project	
2. Lake Restoration			
CP Lexington		Grant Approach	
3. Native Landscaping			
Autumn Grove		Grant Approach	
4. Pond Buffer Restoration			
Keller Mayflower Park		Grant Approach	
Howard Johnson Park		Grant Approach	
5. Prairie Reconstruction			
CP Dale Street East		Core Project	
Acorn Park		Core Project	
6. Prairie/Savanna Restoration			
Reservoir Woods		Core Project	
Applewood Overlook		Grant Approach	
7. Shoreline Restoration			
CP Lexington		Core Project	
Langton Lake Park		Core Project	
Reservoir Woods		Grant Approach	
Oasis Park		Core Project	
Willow Pond Park		Core Project	
8. Stream Restoration			

PROJECT NAME	START DATE	STATUS	COMMENTS
Oasis Park		Grant Approach	
9. Water Quality Improvements			
CP Dale East		Grant Approach	
10. Wetland Restoration			
CP Dale East		Grant Approach	
CP North		Grant Approach	
CP Victoria East		Grant Approach	
Langton Lake Park		Core Project	
Reservoir Woods Parks		Core Project	
Villa Park		Core Project	
Ladyslipper Park		Core Project	
Acorn Park		Grant Approach	
Willow Pond Park		Grant Approach	
Owasso Hills Park		Grant Approach	
Pocahontas Park		Grant Approach	
Valley Park		Grant Approach	
11. Woodland/Forest Restoration			
CP Dale East		Core Project	HANC project 2-21-15
CP Lexington		Core Project	
CP North		Grant Approach	
CP Victoria East		Grant Approach	
Langton Lake Park		Grant Approach	
Reservoir Woods Park		Core Project	
Villa Park	9/29/14	Core Project	
Ladyslipper Park		Grant Approach	
Oasis Park		Grant Approach	Volunteer effort only at this point
Acorn Park		Core Project	
Applewood Park		Grant Approach	
Willow Pond Park		Grant Approach	Volunteer effort at this point
Materion Park		Grant Approach	
Cottontail Park		Grant Approach	
Pioneer Park		Grant Approach	
Pocahontas Park		Grant Approach	
Valley Park		Grant Approach	
Tamarack Park		Grant Approach	
Rosebrook Park		Grant Approach	
Autumn Grove Park		Grant Approach	
Woodhill Park		Grant Approach	
Evergreen Park		Grant Approach	
Owasso Hills Park		Grant Approach	
K. DISC GOLF COURSE			
Improvements	Fall 2014		2014 & 2015 project

PROJECT NAME	START DATE	STATUS	COMMENTS
			Design complete Marking course Equipment ordered
L. PATHWAYS/SIDEWALKS			
County B2 and Victoria		100% complete- restoration to be finished in spring	10/2014 completion - 4 benches installed - Punch list items
County B		100% complete	10/2014 completion
VARIOUS PARKS			
Pocahontas Park		100% complete	10/2014 completion
Howard Johnson Park		100% complete	10/2014 completion
Langton Lake Park		100 % complete	
Upper Villa Park			2015 project
Mapleview Park			2015 project
Evergreen Park			2015 project
M. PLAYGROUNDS			Community build emphasis
Acorn Park	Fall 2014	95% complete	Community build 10/25/2014
Bruce Russell Park			2015 project
CP Lexington			2015 project
CP Victoria West			2015 project
CP Victoria East- Ballfields	Fall 2013	100 % complete	- Overhead netting
Howard Johnson Park	Spring 2014	100% complete	Community build
Langton Lake Park at C2	Summer 2014	100% complete	
Langton Lake Park at Ballfields	Fall 2014	100 % complete	Community build
Mapleview Park			2015 project
Materion Park	Spring 2014	Complete	Community build
Oasis Park			2015 project –playground out- community build scheduled for May 30, 2015
Tamarack Park			2015 project- neighborhood discussions to occur prior
Upper Villa Park			2015 project
N. PROPERTY ACQUISITION			

PROJECT NAME	START DATE	STATUS	COMMENTS
Hamline and Lydia – Moundsview property		Closing occurred 1/21/15	Will be capping wells and reviewing landscape work to be done to make it usable
SW Roseville			Need to identify property and/or improvements

Green- project underway

Orange – prep work being done

Red- not started

Purple - complete – with punch list items

TBC= To Be Completed

From: noreply@civicplus.com
Sent: Tuesday, May 19, 2015 9:07 PM
To: *RVParksCommission
Subject: Online Form Submittal: Contact Parks and Recreation Commission

If you are having problems viewing this HTML email, click to view a [Text version](#).

Contact Parks and Recreation Commission

Please complete this online form and submit.

Subject: *
golf course

Contact Information

Name: *
roger hess jr

Address: *

City:	State:	Zip:
Roseville	MN	55113

How would you prefer to be contacted? Remember to fill in the corresponding contact information in the fields below. *

- ☐ Email
☐ Phone
☐ Letter
☒ No need to contact me

Phone Number:

Email Address:

Please Share Your Comment, Question or Concern *

parks and rec commission member, it was quite interesting to tour the golf course during your last meeting. the city has some very knowledgeable and dedicated employees working there, especially the superintendent - i don't know what you will do when his time there ends! it was clear to me that a financial loss in 2015 of an estimated \$86,745 is very acceptable considering all the people who use this facility. this is one parks and rec facility that is relatively cheap to keep around. even if you sold the land for \$3,000,000, it would be just a drop in the bucket of one year's city budget! so, let's look at financial numbers if the golf course was not in operation. it appears that the city has been draining cash from the golf course for years to pay for other city operations, which is why the golf course fund has been going down every year. the full and 3/4 time employees would not be fired if the course closed as they provide services throughout the year for the parks and rec department outside of the golf course, so their full salaries (\$194,100) would need to be funded another way. the outrageous administration fee of \$20,000 would need to be funded in another way, since no one in IT, HR, or finance would be fired if the course closed. so, let's look at the real financial condition of the golf course if we took out those expenses which the city would have whether or not the golf course existed. using the 2015 budget numbers which show a projected loss of \$86,745 and adding back \$194,100 in regular salaries (and related expenses), adding back depreciation of \$34,000, adding back \$17,000 in administration expense (\$3,000 seems more realistic which would be \$600 for IT, \$600 for internet service, and \$1,800 for payroll of 10 seasonal

employees for 12 pay periods), assuming six months of golf course operation, would change the loss of \$86,745 to a positive cash flow of \$158,355, which would be plenty of money for the golf course to pay for the improvements it needs. if the golf course was allowed to keep it's positive cash flow for two years, you could replace the HVAC and bathrooms in the clubhouse and spruce up the overall look of the facility. because the golf course exists, many expenses that would normally be paid by property taxes are currently being paid by the golf course. without the golf course, taxpayers would need to pay the \$194,100 in regular salaries and the \$20,000 administration fee. thanks again for the opportunity to tour the golf course and have a great day! roger roger hess jr

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Woodbury's municipal golf emerges from the rough, financially speaking

Given three years to shed its losses, or else, Woodbury's Eagle Valley Golf Course is seeing a bit more green.

MAY 9, 2015 — 3:31PM



New Life Academy sophomores Sydney Sheridan, Kristine Nelson, Nicole Hager and Sidney Fortunato practiced at Woodbury's Eagle Valley Golf Course.

Story and photos by David Peterson • david.a.peterson@startribune.com

Wally Bomgren, coach of the new girls' golf team at New Life Academy in Woodbury, doesn't want to offend any of the courses the team plays on, but he's certain of which one his players like best:

Woodbury's municipal course, Eagle Valley.

"It's the nicest," he said. "Scenic views. There's water. There's a real variety to the holes, and there's wildlife — our girls get chased by geese, constantly."

Bomgren was surprised to hear that the course he sees today, with its country-club ambience of soft leather chairs in the lounge, was on the financial brink just a few years ago and given three years to turn things around. But it has — thanks in part to discounts that have the club selling thousands more rounds than it used to.



Greeter Bob Dolan touched up the windshields of golf carts after a brief rain at Eagle Valley. Four years ago, the course was on a downward slide, but is looking good again.

All in all, said city parks director Bob Klatt, “the course is now operating very successfully. We’ve had good seasons and good revenue.”

A big change

Four years ago, it was quite the opposite.

“By far, 2011 was the worst ever in our existence,” said Dan Moris, head pro and supervisor of golf operations.

It began the year before as rounds sold began dropping off fast, and then Mother Nature delivered a blow: the biggest single-day November snowfall in nearly 20 years.

“We went from 65 degrees one day in the fall, with greens still trying to grow, to nine inches of snow three days later,” Moris said. “It suffocated the grass. We spent the whole spring trying to regrow the greens. We seeded them three times. That year was brutal.”

City officials were tiring of financial problems, and put the golf course on a three-year recovery clock: Get your act together, or risk getting out of the business altogether.

Things began to turn around in 2012, with its miraculously early spring. Golfing at Eagle Valley soared. Even last year, with an abnormally wet June, notably on weekends, the course experienced a jump of well over 4,000 rounds played compared to 2011.



New Life Academy golfers Nicole Hager and Kristine Nelson examined a scorecard as coach Wally Bomgren watched.

Late in 2014, a financial weight was lifted. The City Council found the money to buy out debt, save heavily on interest costs, and put the course on a firmer footing.

“The funds for the debt retirement came from city reserves and resulted in substantial interest savings of \$832,180, the largest savings the city has experienced in calling a debt issuance,” said city spokesman Jason Egerstrom.

The course’s “key performance goal,” he said, “is maintaining a 20 percent or greater annual operating profit. The course has exceeded that goal for three straight years: 25 percent in 2012; 22 percent in 2013 and 25 percent in 2014.”

Staffing got slimmer with the loss of a general manager position. The cost of play dropped: Fridays, weekends and holidays after noon went from higher weekend rates to lower weekday rates.

Memberships in the Royal Club, which offers greens fee discounts, were reduced for Woodbury residents. Memberships jumped from 332 in 2011 to more than 500 in the following three years. A club card is \$90 for residents and \$110 for nonresidents. It pays for itself after five rounds played in a season.

“With the Royal Club membership,” Moris said, “you can ride [play while riding a cart instead of walking] for 38 bucks. That’s attractive to people.”

‘More inviting’

While the cost dropped, improvements were made to the clubhouse to give it a more luxurious feel.

“We did an interior renovation. The carpet and painting had been there for 15, 17 years, ugly green carpeting, and we’ve made improvements,” Moris said. “That was important.

“Those leather chairs you’re seeing have only been here for a year. It used to be just little tables all around. We tried to make it inviting. We want people to have a beer and a sandwich on our revenue side, so let’s make it inviting.”

In retrospect, he said, the course opened at just about the worst time it could have — July 1998, as courses were opening across the region and supply began to outpace demand.

After 9/11, he said, the corporate market crashed. Then the Great Recession hit. Between them, you saw a lot fewer expense-account Fridays. Now, courses are closing all across the metro.

In suburbs, municipal golf exists in a slightly precarious position: it’s considered enough of an elite amenity that cities are reluctant to oversubsidize it while turning away requests for funding of other projects or programs.

Still, Egerstrom said, the debt buyout was considered to be a good decision. A task force decided that “the golf course is a valuable asset for the community — for recreation, quality of life and for the property values around it — and therefore was worth preserving and continuing to operate.”

So far this year, rounds played are up 100 percent from the same period last year, mostly because of great weather, officials say.

“The last three days,” Moris said early last week, “Friday-Saturday-Sunday, we were pushing 700 rounds played. Typically, this time in May, it could be as little as just a couple of hundred.”