

**Roseville Parks and Recreation
Commission Meeting
Tuesday April 5, 2016
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive**

AGENDA

- 1. Introductions**
- 2. Public Comment Invited**
- 3. Approval of Minutes of February 29, 2016**
- 4. Introduction and Oath of Office for New Commissioners**
- 5. Update on the Cedarholm Golf Course Clubhouse
Replacement Process**
- 6. Staff Report**
- 7. Other**
- 8. Adjournment**

**Roseville Parks and Recreation
“Building Community through People, Parks and Programs”
www.cityofroseville.com**

Be a part of the picture....get involved with your City....Volunteer.
For more information, contact Kelly at kelly.obrien@cityofroseville.com or 651-792-7028.
or check our website at www.cityofroseville.com
Volunteering, a Great Way to Get Involved!

To: Parks and Recreation Commission
From: Lonnie Brokke
Date: March 30, 2016
Re: Notes for Commission Meeting on Tuesday April 5, 2016

1. Introductions

2. Public Comment Invited

3. Approval of Minutes of the February 29, 2016 Meeting

Enclosed is a copy of the minutes of February 29, 2016. Please be prepared to approve or amend.

Requested Commission Action: Approve/amend meeting minutes of February 29, 2016.

4. Introduction and Oath of Office for New Commissioner

Ronald Bole and Cynthia Warzecha were appointed to the Parks and Recreation Commission by the City Council on Monday, March 7, 2016. Chair Newby will officially swear them in. We welcome them to the Commission and thank them for their interest in Roseville Parks and Recreation.

Requested Commission Action: Welcome to Commissioners Bole and Warzecha and introduction of all Commissioners.

5. Golf Course Clubhouse Replacement Process Progress

The City of Roseville has initiated a community involvement process to replace the Cedarholm Golf Course Clubhouse.

Specifically, a 27 member resident advisory committee has been organized to implement the planning process and will explore topics such as clubhouse size, function, use, possible partnerships and funding options.

The first committee meeting was held on March 17 and will be held monthly at minimum. All meetings are open to the public and will include a public comment portion for those interested in adding input.

In addition to Roseville residents at large, the 27 member advising committee consists of assigned members representing the Parks and Recreation Commission, Finance Commission, City Council, Historical Society, Senior Golf League and the Business Community. To follow the progress, please visit the city website at www.cityofroseville.com/golf.

Included in your packet is information from the first committee meeting including a copy of the PowerPoint presentation, draft notes, revised meeting dates and themes as well as a draft agenda for meeting # 2.

Commissioner representatives Gelbach and Stoner along with staff will provide any further update at the meeting and seek any guidance.

Requested Commission Action: Review, discuss progress and provide feedback

6. Staff Report

7. Other

8. Adjournment

**ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR FEBRUARY 29, 2016
ROSEVILLE CITY HALL – 6:30PM**

PRESENT: Becker-Finn, Doneen, Gelbach, Heikkila, Holt, O'Brien, Stoner, Newby
ABSENT: Bogenholm, Diedrick notified staff they were not able to attend
STAFF: Brokke, Schultz, Anderson
OTHERS: Peter Knaeble, Terra Engineering

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

3. APPROVAL OF MINUTES – FEBRUARY 2 MEETING

Commission Recommendation:

Minutes for the February 2 meeting were unanimously approved.

4. WHEATON WOODS PARK DEDICATION

Brokke explained the proposed Wheaton Woods Housing project on the Northwest quadrant of Dale Street and County Road C. The project is for the development of 17 single family homes. The Commission needs to recommend either cash or land purchase for park dedication to the City Council for the project. Cash would be \$3,500 per home, land amount is approximately .58 acres. Gelbach commented that in the housing proposal, the Rice Creek Watershed District is listed. Actually the project would be in the Ramsey-Washington County Watershed District. Commissioners discussed the value of cash vs. land for the project. **Doneen made a motion to request cash, in lieu of land for this project. Second by Becker-Finn. Motion passed unanimously.**

5. REVIEW PROGRESS FOR THE CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT PROCESS

Commissioner Holt said there was a great response from the community for members to serve on the Clubhouse Advisory Team. Twenty-one applications were received. Holt and Gelbach reviewed the applications. In order to not limit involvement, they decided that all applicants would be invited to be on the advisory team. This will bring the total number of persons on the team to thirty-one. O'Brien said she thought recruiting members for the team was well publicized. March 17 will be the first meeting. Letters will be sent soon to applicants, along with a packet of information.

6. REVIEW FINANCIAL STATUS OF THE PARKS AND RECREATION RENEWAL PROGRAM

Brokke reviewed the handout sections for the packages and projects for the renewal program. The general categories listed on the handout are:

Section #1 – Packages: Buildings, Shelters, and Site; Skating Center Repairs, Nature Center, Bridges and Boardwalk, Lighting, Tennis Court Reconstruction/Resurface, Field Improvements, Irrigation Replacements and Upgrades, Natural Resources, Disc Golf Course, County Road B-2 and Victoria Sidewalk/County Road B, Sidewalk/ Pathways at various parks, and Playgrounds
Section #2 – Land Acquisition: Rosebrook – Press Gym Site, Property at Hamline/Lydia, SW Acquisition and Development

Section #3 – Administration: Planning and Management, Litigation and Bonding Costs

Brokke went over details on the renewal funding and expenses. There were a total of 77 projects and this was the largest construction project for the city. The projects are 95% complete and the majority of the work should be done in 2016. Brokke reviewed the original budget, award amount, current spending and the difference. The total amount of funds not spent is \$435,464 under budget. It was noted the ASU estimate of added construction costs due to the litigation was 12%.

Becker-Finn suggested adding handicapped push button access to the new park buildings, if there is funding available. Brokke noted for the new playgrounds, the Community Builds have been very well received and plans are to incorporate them into future playground projects. Brokke thanked the Commission, the Community, the City Council and Staff for all the support on the park renewal projects. Brokke said Jeff Evenson, park superintendent and staff lead on the project did a great job of managing the program and projects.

The Natural Resource program will be continuing in 2016. O'Brien said there were comments on nextdoor.com regarding the resource program in Materion Park. Some neighbors were concerned about the changes taken place. Other neighbors were able to respond and explain the changes were for the benefit of the park. It was good to have their involvement. Brokke said Stantec, the Natural Resource contractor, has received around \$300,000 in grants funding so far.

Stoner commented that the revenues listed for the new park building rentals was very good and over original estimates.

Doneen said he would like to see the city partner with the School District on the SW Roseville area.

Stoner requested that the Commission be made aware of future volunteer opportunities with natural resource projects and community playground builds.

7. ELECTION OF CHAIR AND VICE CHAIR

After discussion, **Holt made a motion to elect Terrance Newby chair, second by Gelbach. Motion carried unanimously. Holt also made a motion to elect Gelbach as Vice Chair, second by Doneen. Motion carried unanimously.** Commissioners thanked Stoner for serving as chair for the last year. Brokke extended congratulations to Newby and Gelbach on their election.

8. STAFF REPORT

Brokke reported:

- Volunteer Appreciation Night will be this Thursday, March 3 at the Skating Center
- Women's World Bandy Championships were held at the OVAL Feb 17-21
- Brad Tullberg has resigned as Skating Center Superintendent to take a position with the City of Brooklyn Park
- The last date the OVAL will be open for the season will be March 3

9. OTHER

Becker-Finn informed the Commission there is a petition being circulated by residents for adding a sidewalk on Victoria Street, between County Roads C and D. Plans are to present it to the City Council in March.

Stoner asked about the acquisition of the land on Marion Street. Brokke said it will be discussed by the City Council this Monday, March 7.

102 Stoner presented plaques to Commissioners Holt and Doneen for their years of service to the
103 Commission. Stoner commended them for their dedication and effort with the Commission.
104 Brokke also thanked Holt and Doneen. He said it's great to have the Commission members to get
105 input on situations that affect the department.
106

107
108 Seven applications have been received for the two openings for the Commission. The City
109 Council will conduct interviews on March 7. Stoner said Commissioners had received a written
110 comment from Dick Houck regarding his opposition to the Marion Street park proposal.
111

112 Meeting adjourned at 8:03pm
113

114 Respectfully Submitted,
115 Rick Schultz, Recreation Supervisor
116

DRAFT



THANK YOU



Purpose/Scope – January, 2016

- Primary focus is on Clubhouse Replacement
- Engage the community
- Identify Funding Options & Opportunities
- Explore Partnerships – e.g. Historical Society, other needs the city may be missing.....
- Create preliminary building function concept
- Learn more from and about other communities
- Make report and recommendation to the City Council

Your Roles

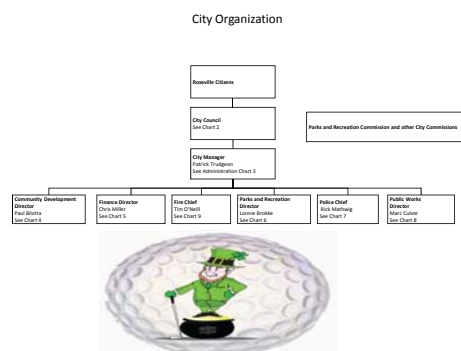
- To attend meetings
- To be actively engaged
- To engage residents
- To keep residents informed
- To keep groups informed
- To share progress with others
- Help get word out about what is happening, why and how residents can participate

Draft Meetings and Themes

- Meeting #1 – March 17 – Background and History
- Meeting #2 – April 28 – Golf Professionals Panel
- Meeting # 3 – May 12 – Partnerships
- Meeting # 4 – May 19 – Function and Use Brainstorm
- Meeting # 5 – June 16 – Funding Options
- Meeting #6 – July 21 – Public Input (also along the way)
- Meeting #7 August 18 – Draft Report
- Meeting # 8 – City Council Presentation

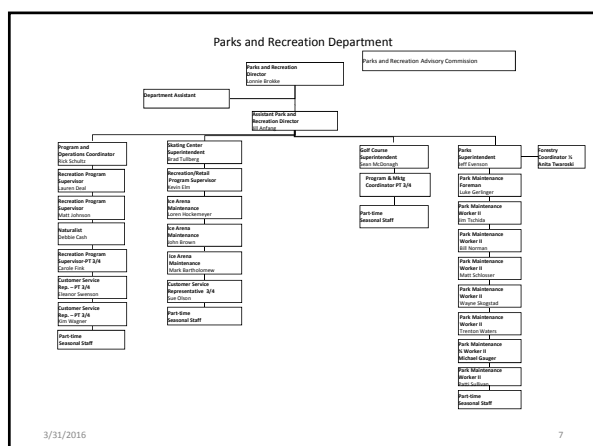
Outreach

- Input – taking in information
 - All considered public meetings – public comment
 - Being available and accessible
 - City website to receive comments, group e-mail box
 - City Council/Parks and Recreation Commission
- Output – putting out information
 - Sharing of information – at functions, at neighborhood gatherings, casually.....
 - City website
 - Brochure/newsletter/paper/other avenues
 - Meeting Notes
- Other? As suggested or becomes evident along the way



3/31/2016

6



Cedarholm Golf Course Facts

- Built in 1959
- Purchased in 1967 – referendum
- Mayor Emil Cedarholm
- 22 acres
- Clubhouse – 3200 sq. ft.
- Shop – 1800 sq. ft.
- 66 car parking lot
- Enterprise Fund



Summary of Use

- 42,000 annual rounds average in 1990's
- 33,000 annual rounds average in 2000's
- 26,000 annual rounds average last 5 years
- Leagues (12) – 850 golfers
- Season and off season uses



Background on Clubhouse Replacement

- Commission working with the City Council – Capital needs upon us
- Commission background work
- Discussions with Finance Commission representatives
- Commission guidance from City Council

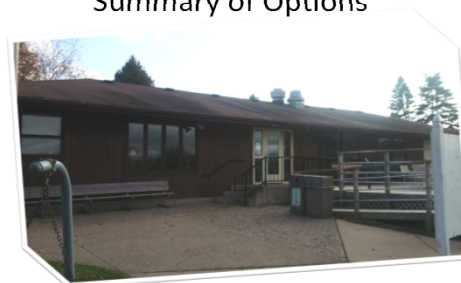


Commission Work To Date

- Current and future operations
 - Current and future activities at golf course
 - Current financial position
 - Area surveys
 - Capital improvement needs
 - Very involved in Renewal Program
- 



Cedarholm Clubhouse Summary of Options

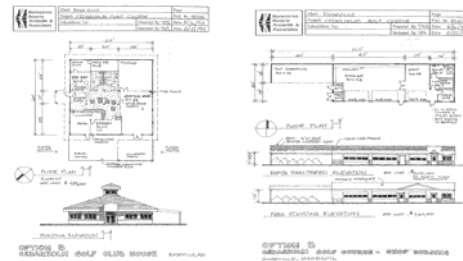


Options Summary

- See Spreadsheet for details

- **Option #1** Rebuild to Existing Size & Function (3200 Sq. Ft.)
- **Option #2** Rebuild to Similar Size to Autumn Grove & Lexington Park Buildings (2200 sq. ft.)
- **Option #3** Rebuild to Smaller Size for Check in and Casual Sitting/Snack Area (1575 sq. ft.)
- **Option #4** Existing Clubhouse Conditions (ruled out)

1994 Replacement Schematic



General Information

- The deck in all cases considered a valuable amenity
- Explore basement for cart and other storage
- The maintenance shop currently functional but should be considered in the future
- Overall site space is limited

Timeline



- August/September 2016 – report and recommendation to the City Council



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting # 1, March 17, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Mike Cylkowski, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Rynetta Renford, Nancy Robbins, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, Matthew Vierling, Janice Walsh, Kerrik Wessel

Advisory Team Absent: The following Team Members notified staff ahead of time that they would not be able to attend the March 17th meeting. Jeff Boldt, Dick Laliberte, Jim McCall, Beth Sazl

Public Comment: None

Orientation:

The Cedarholm Clubhouse Replacement Advisory Team has been put in place to discuss the future of Roseville Cedarholm Golf Course's Clubhouse. Team members introduced themselves by telling a bit about their golf background and relation to Cedarholm

Staff and Facilitator, Dave Holt discussed;

- The primary focus of this committee: To engage the community, identify funding options and opportunities, explore partnerships, create a preliminary building function concept as it relates to the replacement of the clubhouse, and learn more from and about other communities and to provide a report and recommendation to the City Council.
- Committee member's roles: to attend meetings, be actively engaged, engage residents, keep residents informed, keep groups informed, and share progress with others and to help get word out about what is happening, why and how residents can participate.
- The proposed Meeting schedule: Some conflicts were pointed out. It was recommended that 3 dates be changed; June 16th, July 21st and August 18th were changed to June 9th, July 14th and August 11th. The group also talked about meeting locations being changed from the clubhouse to a new park building. Dates are yet to be determined.
- Outreach is an important part of this committee. All meetings are public and open for public comment. In addition, questions can be asked and received by the group via the website <http://www.cityofroseville.com/2965/Clubhouse-Replacement-Advisory-Team>. The Advisory Team, as mentioned above, should share information with others around the community through personal contact, city website, newsletters, meeting notes, special events and social media sites. An Advisory Team report will also be a monthly item on the Parks and Recreation Commission Agenda.

Background Materials

Parks & Recreation Director, Lonnie Brokke reviewed the City & Department organizational charts, Golf Operations & Clubhouse Replacement Routes discussions to date.

- Cedarholm Golf Course was built in 1959. It was purchased in 1967 by the City of Roseville and was named after former Mayor Emil Cedarholm. The 3,200 sq. ft. clubhouse and 1,800 sq. ft. maintenance building sits on 22 acres of property. Parking is limited to 66 cars and Cedarholm currently operates as an enterprise fund.
- Annual rounds played at Cedarholm Golf Course are not what they once were in the 1990's but continue to be near the top year after year among Metro Area par-3 golf courses. Cedarholm offers 12 leagues that host nearly 850 golfers per week.

- Current trends such as foot-golf and fling-golf have been looked into over the past couple years but have been considered a poor fit for Cedarholm at this time due to current number of rounds of golf played.
- During the winter, Cedarholm is used for cross-country skiing, snowshoeing and sledding while clubhouse rentals are available to public year round.
- Cedarholm has a full time superintendent and a ¾ time clubhouse manager. Salaries may spike year to year based on line items being bulked together.

Review of Preliminary Work done by Commission & Council:

- The Parks and Recreation Commission have been working with the City Council on Capital needs for Cedarholm. They have also done a range of background work on specific Clubhouse needs. The City Council has given the guidance to work with community members to replace the existing clubhouse. Commission & Council work has been provided in today's meeting packet.
 - The Park and Recreation Commissions work to date has been a look at current and future operations, current and future activities at the golf course, current financial position, area surveys, capital improvement needs and renewal program similarities.
- Discussions with Finance Commission representatives have also occurred. The Finance Department has provided information in the meeting packet.
- The time frame of this project is looking to be completed near the end of 2017.

Preliminary Clubhouse Options provided by the Parks & Recreation Commission were reviewed:

Four options for clubhouse replacement were presented to the City Council. The advisory committee will not be limited to these four options. The golf course has been identified as a valuable asset to the City. In sizing a clubhouse replacement, it was the desire of the Commission & City Council to be sure it not only served the needs of today, but also into the future.

Some key features should be considered when looking into replacement of the clubhouse.

- The deck in all cases is considered a valuable amenity.
- A basement could be considered to store carts and other things.
- The maintenance shop is currently functional but should be considered in the future.
- Overall site space is limited. A tour of the 2 facilities will be available before next meeting.

Advisory Committee Members inquired into the new Park Buildings:

Anfang spoke briefly on current Park Building operations.

- The replaced park buildings located around the city have opened with an overwhelming response. City Council recently approved the hire of a ½ time position to coordinate the use of the buildings. The buildings realized approximately \$35,000 in revenue in 2015.
 - More detailed building usage and rental information will be provided at the next meeting.
 - The City of Roseville also has larger buildings available for use. The Nature Center and Guidant John Rose Minnesota OVAL meet the needs of larger groups.
 - The Arboretum is also available as an outdoor facility to provide a more intimate setting.

Clubhouse Tour

Sean McDonagh, Golf Course Superintendent, provided a verbal tour of the clubhouse.

Advisory Team members suggested extending the meeting times to better address all areas of discussions. Facilitator Dave Holt responded that the schedule appears to be flexible to fit those needs and that opportunity will be addressed throughout the process. It was also suggested that future meeting themes and ideas be combined to save time. This too will be considered as the group works through the process.

Meeting #2 will feature municipal golf professionals from around the metro.

Meeting adjourned at 8:30pm

DRAFT

Draft Meeting Schedule/Themes – Revised after Meeting #1 on March 17, 2016

Meeting #1	March 17	Intro, History, Financials
Meeting #2	April 28	Golf Professionals
Meeting #3	May 12	Other Users Partners
Meeting #4	May 19	Function & Use Brainstorming Charrette
Meeting #5	June 9	Funding Options
Meeting #6	July 14	Public Discussions/White Board Theme Presentation
Meeting #7	August 11	Review Draft Report
Report to Council September/October		

Cedarholm Clubhouse Replacement Advisory Team

Meeting #2: April 28, 2016 <> 6:30-9:00pm
Roseville Cedarholm Golf Course

Agenda

1. Meeting Introduction
2. Review of Meeting Notes from March 17th
3. Public Comment
4. Local Golf Industry Panel: *Participating panelists are currently being finalized*
 - a. Panel Presentation
 - b. Questions for the Panelists
5. 2015 Park Building Use Overview
6. Meeting #1 Follow-up
 - a. Questions & Answers
7. Late Breaking Info & Other Comments
8. Next Meeting: Thursday, May 12th





Natural Resources Renewal

Join the Team!

Make a lasting impact with minimum time commitment. Join friends, neighbors and other community members for a fun, informative and high impact gathering to support Roseville's Natural Resources Restoration Program. Come to one, come to all, come when it works for you and your schedule. The Natural Resources Renewal team meets on Martin Luther King Day in January and the third Saturday of every other month from 10:00 am to noon to work on a specific restoration project in one of Roseville's parks. Each event begins with an overview of the city-wide plan, the status of the plan and the day's identified task. Contact Kelly O'Brien for more information or join us for one of the events. Be a part of these exciting efforts to restore the eco-balance throughout our park system.



The Project

Roseville Parks and Recreation is in the midst of an aggressive eco-restoration project to remove invasive/nonnative plant species from City parks. This 376-acre natural resources renewal project is taking place over a three-year period from 2014-17 and includes prairie/savanna, wetland, and shoreline restoration and management.



Next Renewal Event

Saturday, March 19
Waterfowl habitat/indoor and outdoor projects/limited space
10 a.m. to noon
Villa Park - 2055 Cohansey Blvd



Upcoming Renewal Events

April 16 | Oasis Park | 10 a.m. to noon

- Natural Resources Renewal leadership training

May 21 | Central Park | 10 a.m. to noon

- Lexington Blvd planting - Blooming Boulevard!

June 18 | Applewood Park | 10 a.m. to noon

- Native habitat planting

Kelly O'Brien

Volunteer Coordinator

Phone: 651-792-7028

Email: kelly.obrien@cityofroseville.com

www.cityofroseville.com/volunteeropportunities



Ramsey
Conservation District



Presents

Urban Pollinators

April 21, 2016

2pm- 4pm

Free Public Event!

RSVP to Ashley Bennett by April 14, 2016
ashley.bennett@co.ramsey.mn.us or 651-266-7277



Speakers

Ramsey County Pollinator Initiative

Commissioner Victoria Reinhardt
Ramsey County Commissioner: District 7

Helping our Urban Honey Bees

Dr. Marla Spivak
University of Minnesota Professor of Entomology

MN Bumble Bees: Biology, Conservation Status, and How to Help

Sarah Foltz Jordan
Xerces Society

Solitary Bees and Beneficial, Flower-Visiting Insects

Heather Holm
Author of *Pollinators of Native Plants*

Location



Marsden Room
Ramsey County Public Works
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

**Please park in the
back of the building.**



26th annual Earth Day

Celebration!

Saturday, April 23, 2016

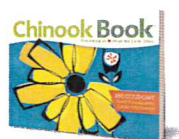
10:00 a.m. - 2:00 p.m.



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Will bring their
recycling truck and
recycling games



FREE 2016 Chinook Book
to the first 100 families!



We hope to welcome
home our resident
BEES to their brand
new home!

Free
DRAWINGS for
fabulous stuff!

- Check out the new display cabinets *donated by Friends of Roseville Parks.*
- Enjoy guided tours of the new BOARDWALK.
- Honor **ARBOR DAY** with a free tree seedling, *to the first 200 families.*

Other highlights:

- Free seed packets (*while supplies last*)
- Activities, Crafts and Planting for Butterflies
- 10:30 and 11:45: Will Hale and the Tadpole Parade
- 1:00: "The Great Kapok Tree" performed by students of Kinderberry Hill Child Development Center, Roseville
- Walking Parade and BIRTHDAY CAKE to celebrate HANC's 26th birthday!

Celebrate Arbor Day



Plant A Tree

Community Partner



KINDERBERRY HILL
CHILD DEVELOPMENT CENTERS

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