

**Roseville Parks and Recreation
Commission Meeting
Thursday August 4, 2016
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive**

AGENDA

- 1. Introductions**
- 2. Public Comment Invited**
- 3. Approval of Minutes of June 7, 2016**
- 4. Follow Up to City Council Joint Meeting**
- 5. Cedarholm Golf Course Clubhouse Replacement Update**
- 6. Staff Report**
- 7. Other**
- 8. Tour of Roseville Skating Center's Ice Arena**
- 9. Adjournment**

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

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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: July 25, 2016
Re: Notes for Commission Meeting on **Thursday, August 4th, 2016**

1. **Introductions**

2. **Public Comment Invited**

3. **Approval of Minutes of the June 7th, 2016 Meeting**

Enclosed is a copy of the minutes of June 7, 2016. Please be prepared to approve/amend.

Requested Commission Action: Approve/amend meeting minutes of June 7, 2016.

4. **Follow-up to City Council Joint Meeting**

Thank you for taking another night to be at the City Council meeting on Monday, June 13, it is very much appreciated.

This is an opportunity for you to review the joint meeting with the City Council that occurred on Monday, June 13, 2016. Included in your packet are the minutes of that meeting for your reference.

Requested Commission Action: Review and discuss.

5. **Cedarholm Golf Course Clubhouse Replacement Process**

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

Meeting number six was on Thursday, July 14, 2016 (agenda attached). Also included in your packet is a “work in progress” copy of a draft report.

A small group of the advisory committee has agreed to meet on August 1st, 2016 at 6:30 at City Hall to work on further content and language for the final report.

An additional follow up meeting of the entire committee is scheduled for Thursday, August 11th, 2016 at 6:30 p.m. at Cedarholm Golf Course to review the report.

A public review meeting is scheduled for Tuesday, August 16th, 2016 at 6:30 p.m. at the Lexington Park Building.

All meetings are open to the public and do include a public comment portion for those interested in adding input.

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

To follow the progress, please visit the city website at www.cityofroseville.com/golf.

Requested Commission Action: Review, discuss progress and provide guidance.

6. **Staff Report** – A brief summary of any current topics will be provided.

7. **Other**

8. **Tour of the Roseville Skating Center's Ice Arena**

Due to the high level of interest in a tour of the Roseville Skating Center's Ice Arena during its temporary closure for maintenance, we will plan to take a tour on the night of your meeting immediately after your agenda items.

9. **Adjournment**

**ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR JUNE 7, 2016
ROSEVILLE CITY HALL – 6:30PM**

PRESENT: Becker-Finn, Bole, Diedrick, Gelbach, Heikkila, Newby, O'Brien, Stoner,
Warzecha

ABSENT:

STAFF: Anfang, Brokke, Christensen

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public comment at the start of the meeting.

3. APPROVAL OF MINUTES – MAY 3rd MEETING

Commission Recommendation:

Commission Vice-Chair Gelbach moved, Commissioner O'Brien seconded. Motion passed unanimously.

4. TREE REPLACEMENT FUND POLICY

Brokke introduced City Planner Thomas Paschke and Interim Community Development Director Kari Collins. Paschke and Collins provided a presentation on the Tree Replacement Fund Policy for the commission.

Collins provided a background on the Tree Replacement Fund Policy:

- Fee collected is \$500 per tree or up to a maximum of 10% of the fair market value of the property
- Money will be held in a separate account
- Funds will be utilized within two years
- A hierarchy will be utilized to determine the replacement installation locations
- The City Council will approve all tree replacement fund expenditures

Collins indicated that funds should be utilized in the close vicinity of the project. Also, brought up Emerald Ash Borer (EAB) as an option to add into the hierarchy.

Commission had a clarification discussion on the current process, fee determination, and surrounding cities fee structure for tree replacement.

Paschke confirmed that the \$500 amount was vetted by a third-party consultant.

Commission Vice-Chair Gelbach questioned if the ordinance currently addresses only city trees. Also, asks for additional information on a sliding scale for the tree pricing.

Collins confirmed that the flat fee is beneficial with the current fee structure utilized by the City of Roseville. Also, it allows developers to easily understand the cost of doing business in Roseville.

Paschke confirmed this is a new policy and that it will be reviewed yearly to understand if the fee structure is appropriate.

Commissioner Becker-Finn inquired if the hierarchy for approval would go through the Tree Board/Parks and Recreation Commission or the City Council. The current layout of the policy is to have the Community Development Department finalize the plan details and present them for approval to the City Council. Commissioner Becker-Finn stated that she believes the Tree Board/Parks and Recreation Commission should also review the plans prior to implementation.

Collins relayed that it may be beneficial to have a presentation to the Tree Board/Parks and Recreation Commission of how the yearly dollars are spent.

Commissioner Heikkila asked about the process for residents to petition for a tree. Paschke confirmed that through the hierarchy the surrounding neighbors would be interviewed and their feedback would be utilized in the final recommendation.

Commissioner Stoner questioned what type of trees will be planted. Collins noted that all plans need to be approved by the Arborist.

Commission Chair Newby requested additional information on how they arrived at the two-year timeline for installation. Paschke confirmed that the goal should be expended in a reasonable timeframe. It was determined that 2-3 years was reasonable in order to create a plan and hire a company to plant the trees. Commission Chair Newby acknowledged that the trees can be planted sooner than 2 years. Also, he agreed the 2-year timeframe is reasonable.

Commission Chair Newby inquired when the funds are paid. Paschke verified it is when the final plat is approved and released.

5. DISCUSS AND PREPARE FOR JOINT MEETING WITH THE CITY COUNCIL

Brokke outlined the typical process for the joint meeting with the City Council on Monday, June 13th and provided a brief description of the packet provided in preparation for the meeting:

- RCA for Joint City Council

- Wildlife Management Report
- City Ordinance for Wildlife Management
- City of Roseville Deer Population Management Program and Policy
- 2016 Ramsey County Cooperative Deer Management Program
- Deer Population Survey Map
- Emerald Ash Borer (EAB) Infestation Map
- Summary of EAB Program Funds
- Playground Build Flyer

Commissioner Chair Newby relayed that he has been receiving multiple e-mails on the deer population from Roseville residents. Brokke suggested that Commission Chair Newby should send them to the Parks and Recreation Department to compile and send to the group.

Commission engaged in a general discussion on the presentation to the City Council and the presentation layout.

Anfang confirmed that the park building usage report will be sent to Commissioner Heikkila in preparation for his upcoming presentation to the City Council. Also, that she would send Commissioner Becker-Finn information on the Award of Excellence for Park Stewardship that the City of Roseville was recently awarded.

Regarding the EAB Report: Commissioner Stoner asked for clarification on the cost of treatment and if it has remained stagnant year over year. Also, Commissioner Stoner suggested that in the future it would be helpful if the total per year is added to the EAB spreadsheet.

6. CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT PROCESS

Commission Vice-Chair Gelbach confirmed the upcoming meeting at Autumn Grove on Thursday, June 9th. At this meeting the Advisory Team will discuss finances.

Stoner relayed that this is a “clubhouse for golfers” is the new trend during the discussions. Also, relayed that the recent meeting was very well run.

Commission engaged in a general discussion on the uses of the clubhouse and the options for the Advisory Committee.

Stoner discussed that the maintenance building had been a discussion point in recent Cedarholm Advisory Committee meetings.

Brokke confirmed that all information is on the City of Roseville website for those interested but not participating on the Cedarholm Advisory Committee or have not been able to attend the meetings.

7. STAFF REPORT

Parks and Recreation Director, Brokke Reports: Asset Management:

Brokke provided a brief overview of the City of Roseville's Asset Management Program. Historically, the information had been tracked via spreadsheet. However, the City has invested in technology (PubWorks) to help with Asset Management tracking going forward.

Commission engaged in a general discussion on Parks and Recreation specific asset management information and asset life cycles.

Commissioner O'Brien stated that an overview report at each meeting (similar to the renewal updates) would be beneficial for the Commission. Brokke agreed this would be helpful for the commission and the general public.

Commissioner O'Brien confirmed that focusing on Asset Management would be helpful to ensure that people are aware of asset life-cycles. This would help to eliminate future asset management surprises.

Urban Pollination:

Brokke provided additional details on what the City of Roseville is specifically doing to assist with the Urban Pollination efforts:

- Orchard Planted at the Arboretum
 - o 60 Fruit Trees
- 50 Bee Nests Created
 - o Will be distributed throughout the Park System
- Natural Resource Restoration Programs

Commissioner Warzecha questioned if multiple species can utilize the bee nests and the general location of the nests. Brokke responded that multiple species can utilize the nests and that they would soon be "appropriately placed" in the Roseville Park System.

Youth Commissioner:

Youth Commissioner Bogenholm has provided notice that he will no longer be on the Roseville Parks and Recreation Commission. The city will post for a replacement Commissioner.

County Rd. B and Cleveland Ave. Property

Brokke relayed that a purchase agreement for a new park is being presented to the Roseville City Council. The new park is a .79 parcel at the corner of County Rd. B and Cleveland Ave. The site was identified in the master plan as a vacant lot to consider acquiring for park use.

Commissioner Becker-Finn confirmed that it would be beneficial to have an additional park in that area as she was a previous resident.

Parks and Recreation Assistant Director, Anfang Reports:

The 2015 Parks and Recreation Annual Report is now available. Highlights of the 2015 report include:

- 9% Increase in on-line registrations
- More than 18,000 visitors were hosted at the Harriet Alexander Nature Center

Commissioner Heikkila asked if the Annual Report will be available for the public. Anfang stated that it will be available on the City of Roseville website.

General Discover Your Parks (DYP) updates were provided by Anfang. Commissioner O'Brien stated that she feels a booth at the DYP events would be easier to engage the public and that a sign-up list would be a good idea to ensure a Commissioner is always there to represent the group. Anfang committed to circulating an e-mail sign-up sheet.

Update on Rosefest: The parade is closed for additional participants. The City of Roseville Parks and Recreation Department is preparing for the upcoming Medallion Hunt.

8. OTHER

Commissioner Becker-Finn provided updates on:

- Progress on the pathway project on Victoria from County Road C to County Road D
- Zinnia's are starting to bloom on the Blooming Boulevard

Commissioner Bole thanked Director Brokke for the tour of the Roseville Park System last week.

171 Meeting adjourned at 8:40pm.

172

173 Respectfully Submitted,

174 Danielle Christensen, Department Assistant

DRAFT

Excerpt of minutes from the Joint Meeting on June 13, 2016 with the Roseville City Council and the Roseville Park & Rec Commission:

a. Joint Meeting with the Park & Recreation Commission

Mayor Roe welcomed Parks and Recreation Commission members present, including Chair Terrance Newby, and Commissioners Jerry Stoner, Philip Gelbach, Cynthia Warzecha, Nancy O'Brien, Luke Heikkila, Jamie Becker-Finn, Ronald Bole, Lee Diedrick

Chair Newby thanked the City Council for this opportunity to briefly review projects the commission was working on and updating them on projects still in process. Chair Newby delegated reports on various activities and accomplishments as detailed in the RCA to Commissioners Becker-Finn, Heikkala, Gelbach and Stoner. Chair Newby concluded the presentation by addressing other activities before seeking feedback from the City Council.

Commissioner Gelbach noted a typographical error in the "Summer Fun 2016 Events" flyer on the date of the parade shown as a Thursday, when it was Monday, June 27, 2016.

At the request of Commissioner Becker-Finn, Assistant Parks and Recreation Director Jill Anfang reported that 110 volunteers had volunteered approximately 900 hours on Community Playground Builds to-date.

Considerable discussion was held on the Emerald Ash Borer (EAB) update, prompted by Councilmember McGehee's request to know more about the city's goal for the program.

Chair Newby advised that the commission and staff were exploring ways to minimize the impact on Roseville, with one option to treat individual trees even though he noted this was an expensive option and not always practical. Since the borer appears here to stay, Chair Newby reported that when exploring various alternatives with a goal not to isolate the disease, but consider replacement trees, removal of diseased trees, or treatment if appropriate while realizing treatment may not be the most cost-effective measure depending on the number of trees infected. Chair Newby reported that another option was finding new species that were not as susceptible to the borer.

At the request of Councilmember McGehee, Commissioner O'Brien responded to the question if trees were found infected, if they could withstand infestation with-

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out treatment. Commissioner O'Brien reported on information the commission had been told through consultation with the city's arborist, that once treatment was begun it needed to be continued for the life of the tree or was not viable. Commissioner O'Brien noted that was one reason why the long-term process became expensive for areas unless those trees were important in a certain area. Commissioner O'Brien suggested that the reports from the arborist that the Commission received on a regular basis could be shared with the City Council more frequently to keep everyone more informed. Commissioner O'Brien noted EAB seemed to now be moving like wildfire, and assured the City Council and public that the city was working locally but also with Ramsey County to address EAB infestation.

In response to whether once infestation was found, was there any hope for the tree, Commissioner Gelbach stated that the need remained to get rid of the bark and beetle to remove the danger of further infestation.

Councilmember McGehee asked if the city had published information for the benefit of private property owners on removal requirements or past experience in removing infested trees.

Commissioner Stoner responded that public or private parties were subject to Ramsey County rules for transporting wood from a quarantined area, such as Roseville was now designated. Commissioner Stoner stated that it was his understanding that the more cost-effective way now being used was to chip infested wood to mechanically destroy the beetles. Commissioner Stoner advised that there was a plethora of information available from Ramsey County and the State Department of Natural Resources. Commissioner Stoner advised that; and at this time, the recommendation was that if you found a tree in poor condition due to EAB, you took it down, with those infected deteriorating quickly, with a projected five-year cycle from start to finish for the disease, and possibly sooner depending on the health of the tree, with visible deterioration seen as the canopy starts to die off.

Councilmember McGehee suggested including educational flyers or handouts for the community and golfers as part of requested public input for the Cedarholm project to help spread the word.

Commissioner Stoner duly noted that request; and also noted the expenditure of funds to-date for treatment of significant public trees, which included some on the golf course within a limited scope.

Specific to the Wildlife Management Program and Ordinance, Councilmember Laliberte noted previous discussion about the educational component (e.g. feeding ban), and asked how or when this was being done.

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Chair Newby advised it was an ongoing process; and noted it had been found that the feeding was frequently going on in city parks. Therefore, Chair Newby advised that the commission would be returning to the City Council in the near future with a recommendation to consider signage in parks explaining and summary the city ban as a gentle reminder.

Commissioner Becker-Finn advised that when city staff receives a call reporting a resident feeding wildlife, in response a staff person was sent out to help educate residents. Commissioner Becker-Finn noted that the city was not just citing people without a prior warning that they were in violation of city ordinance, especially in certain specific areas of the city where this has been problematic, but that education is being done on a person-to-person basis.

Chair Newby had noted communication received by staff and the commission on the deer issue; and sought assurances that the City Council was also being copied on those emails. Chair Newby reported that the only information not forwarded to the City Council was informal comments when commissioners had been out and about the community, and people had inquired about the ordinance, with most of those inquiries about misconceptions about hunting and feeding.

Councilmember McGehee thanked the commission for endorsing the Marion Street park; opining it was a wonderful thing and very much needed; and stated her often voiced opinion that the city adopt a policy to ensure adequate green space in all High Density Residential (HDR) zoning districts.

Chair Newby noted the commission's involvement in reviewing and providing input into the city's asset management program, and adoption by the City Council in 2015 of the civic priority plan, including asset management. Chair Newby assured Councilmembers that the commission would continue to review respective parks, facilities and infrastructure segments related to parks and recreation.

Councilmember Willmus specifically asked the commission to review the 2016 community survey results about park building use, noting the comments were quite impressive.

Councilmember Etten thanked the commission for all their work, especially the huge accomplishment as the Park Renewal Program nears completion, as well as for looking down the road going forward on new items.

Mayor Roe noted, as a key thing the City Council addressed as part of the city's 2016 budget process was the proactive tackling of capital improvement program (CIP) issues. Given the significant and immediate deficit in the parks and recreation area of the CIP, Mayor Roe noted that the funds go negative this or next year; and noted the Commission and staff were tasked to look at that very closely.

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Mayor Roe asked that the commission do so as well to identify any expenditures that could be reasonably delayed or changes made to the plan; or if additional funding sources could be identified beyond the previously-discussed park dedication fee. Mayor Roe noted recent accountings indicating surplus Park Renewal Program bond funds that may be applicable to park CIP uses and help to somewhat alleviate the deficit situation. Mayor Roe stated that he wanted input from the commission and their recommendations about how to address this deficit, noting he didn't want to see negative lines in the CIP going forward, but to see it adequately and realistically funded.

Councilmember Willmus noted past commission discussions about a local option sales tax, especially for the city's major regional component (skating center).

Regarding the skating center, Mayor Roe noted that staff-level discussions were ongoing about how to approach and receive state bonding funds at the next opportunity, in the 2018 legislative session.

Chair Newby noted these were some difficult and complex issues, but assured the City Council that the commission was holding those discussions now.

Mayor Roe thanked commissioners for their attendance and update.

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #6: Final Report Review & Discussion

July 14, 2016 <> 6:30-9:00pm <> Harriet Alexander Nature Center

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #5 Notes/Comments
4. Process Clarification
5. Preliminary Final Report
 - Final Report Development Outline
 - Review & Discussion
 - Recommendation Discussion
6. Meeting #7: August 11 @ Cedarholm Golf Course Clubhouse, 6:30-9pm
 - Draft Final Report presented to Advisory Team
 - Community Input
7. Late Breaking Info & Other Comments



8/1/2016

Cedarholm Clubhouse Replacement

Advisory Team Final Report

Preliminary Work

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• Recommendation Summary	
1. Rebuild Clubhouse	
A. Contract Professional Design Services	
B. Utilize Preliminary Work of the Replacement Advisory Team	
C. Plan Site for Golf Course Supporting Infrastructure	
D. Design Facility for Year-Round, Multi-Faceted Use	
E. Implement a Construction Calendar with Minimal Impact to Golf Operations	
2. Identified Funding Options	
A. Maximize Use of Current Funding	
B. Consider All Funding Options	
C. Pursue Partnerships and Collaborations	
D. Update/Establish Clubhouse Business Plan	
E. Consider Reclassifying Golf Operations as a Recreation Fee Fund	
3. Plan Golf Maintenance/Storage Facility	
A. Replace or Improve Maintenance/Storage Facility	
Attachment Directory	10

Advisory Team Mission

To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought-out, efficient, functional way that meets the needs of the community today and for generations to come.

Purpose

The purpose of the Cedarholm Golf Course Clubhouse Advisory Team was to;

- Study, analyze and guide the replacement of the Cedarholm Golf Course Clubhouse
- Gather input from community members and users that provides direction for planning and design
- Align clubhouse design and rebuild with the current Parks and Recreation Master Plan

Process

Advisory Team Focus

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 resulting in a findings report and recommendations to the City Council.

Advisory Team Task

Develop an understanding of the current physical capacity of the Cedarholm Golf facility.

- Examine financial, business, market and industry trends.
- To the greatest extent possible, provide unbiased insights and ideas from a third point-of-view (not involved in the operation of the golf course).
- Encourage and support the exploration of new business ideas.
- Provide “wise counsel” on issues raised by citizens, City Council and golf course management.
 - Conduct initial brainstorming exercises to assist future design professionals and architects
 - Generate as many spontaneously contributed ideas as possible from Advisory Team membership. Extend or add to ideas, reserving criticism for a later “critical stage” of the process.
 - Identify specific clubhouse replacement concerns and opportunities.
- Recommend a sustainable course of action that will have minimal impact on city taxes and is doable within the given budgets and timing parameters.

Advisory Team Deliverables

- Advisory Team Final Report
- Presentation of Final Report to the Roseville Parks and Recreation Commission
- Presentation of Final Report to the Roseville City Council

Advisory Team Makeup

The Advisory Team is a group of Roseville Residents that provided well-considered, non-biased information and non-binding strategic advice to the Roseville City Council. It is a volunteer group with greater flexibility in its mandate than the Parks and Recreation Commission or the Roseville City Council and the time available to pursue avenues of inquiry.¹

- John Bachhuber: Roseville Finance Commissioner
- Mary Cardinal: Roseville Community Member
- Herb Dickhudt: Roseville Historical Society Member
- Phil Gelbach: Roseville Parks and Recreation Commissioner
- Paul Grotehuis: Roseville Community Member
- Roger Hess: Roseville Community Member
- Greg Hoag: Roseville Community Member
- Dave Holt: Advisory Team Facilitator
- Michelle Kruzel: Roseville Community Member
- Dick Laliberte: Senior Golf League Representative
- Lisa Laliberte: Roseville City Council Member
- Dena Modica: Roseville Community Member
- Bjorn Olson: Roseville Community Member
- Mary Olson: Roseville Community Member
- Rynetta Renford: Roseville History Society President
- Nancy Robbins: Roseville Community Member
- Eileen Stanley: Roseville Community Member
- Kyle Steve: Roseville Community Member
- Jerry Stoner: Roseville Parks and Recreation Commissioner
- Benno Sydow: Roseville Community Member
- Matthew Vierling: Roseville Community Member
- Janice Walsh: Roseville Community Member
- Kerrik Wessel: Roseville Community Member

Supporting Staff

- Steve Anderson: Cedarholm Golf Operations Clubhouse Manager and Program Supervisor
- Jill Anfang: Roseville Parks and Recreation Assistant Director
- Lonnie Brokke: Roseville Parks and Recreation Director
- Jeff Evenson: Parks Superintendent
- Sean McDonagh: Golf Operations Superintendent

¹ Attachment 1 (page ??) Advisory Task Force Application

Community Input

The Advisory Team used a number of avenues for receiving and sharing information with the community;

- City of Roseville Website ²
 - Speak Up Roseville
- Council and Parks and Recreation Commission Updates
- Advisory Team Members Engagement with Community
- Parks and Recreation Brochure
- Nextdoor.com ³
- City of Roseville News Release ⁴

Advisory Team Approach and Meeting Schedule

The Advisory Team met 6:30-9:00pm on eight occasions. Most meetings were held at the Cedarholm Clubhouse, however, 3 meetings were scheduled at other community facilities due to scheduled Golf Course functions.

- The Advisory Team met with local golf industry professionals, participated in group exercises that encouraged creative, forward thinking and openly discussed needs, options and possibilities.
- The meeting schedule followed a progression of golf operation themes to facilitate round-table discussions and formulate recommendations.
 - March 17: Cedarholm Golf Course and Clubhouse Background Information and History
 - April 28: Local Golf Industry Professionals Panel
 - May 12: Partnerships and Other Users
 - May 19: Function and Uses
 - June 9: Funding Options (meeting @ Autumn Grove Park Building)
 - July 14: Final Report Group Discussions and Development (meeting @ Nature Center)
 - August 11: Draft Report Review
 - August 16: Report Presentation and Community Input (meeting @ Lexington Park Bldg)

² Attachment 2 (page ??) Community Input via City of Roseville Website

³ Attachment 3 (page ??) Nextdoor.com comments

⁴ Attachment 4 (page ??) City of Roseville Press Release recognizing Advisory Team's work

Meeting Summaries

1. Cedarholm Golf Course and Clubhouse Background Information and History ⁵

An introduction to an established community process to review operations and conditions and make recommendations for the replacement of the Cedarholm Golf Course Clubhouse.

2. Local Golf Industry Professionals Panel ⁶

This meeting brought together 3 local industry professionals to share their experiences and answer Advisory Team questions.

- Jody Yungers, Roseville resident, former director of golf operations for Ramsey County, current Parks and Recreation Director in Brooklyn Park, MN.
- Mark Severson, New Hope Village Golf Course Superintendent
- Jason Hicks, Parks and Recreation Assistant Director, New Brighton, MN responsible for Brightwood Hills Golf Course

** Both New Hope and New Brighton have built clubhouse facilities for a 9-hole golf course.*

3. Partnerships and Other Users ⁷

Advisory Team members participated in a brainstorm exercise that created prioritized lists of potential “Users and Partners” during the golf season, off-season clubhouse uses/users, community partners, creative clubhouse opportunities and other users.

4. Function and Uses ⁸

Jeff Evenson, Parks Superintendent and Kerrik Wessel, Advisory Team member and architect, led the group in a brainstorming exercise that explored functions and uses of the clubhouse. Advisory Team members met in small groups to discuss site considerations, facility functionality/needs, special features, support components, maintenance considerations, partnership/co-user potential and other items.

5. Funding Options ⁹

Chris Miller, City of Roseville Finance Director made a presentation and met with the Advisory Team to discuss Cedarholm finances past, present, future and available funding options.

6. Group Discussion and Final Report Development ¹⁰

The Advisory Team met to review earlier meeting discussions, finalize recommendations and provide supporting statements.

7. Draft Report Review ¹¹

8. Report Review and Public Presentation ¹²

⁵ Attachment 5 (page ??) Meeting 1 documents: reference materials, meeting notes

⁶ Attachment 6 (page ??) Meeting 2 documents: reference materials, meeting notes

⁷ Attachment 7 (page ??) Meeting 3 documents: reference materials, meeting notes, meeting deliverables

⁸ Attachment 8 (page ??) Meeting 4 documents: reference materials, meeting notes, meeting deliverables

⁹ Attachment 9 (page ??) Meeting 5 documents: reference materials, meeting notes, meeting deliverables

¹⁰ Attachment 10 (page ??) Meeting 6 documents: reference materials, meeting notes, meeting deliverables

¹¹ Attachment 11 (page ??) Meeting 7 documents: reference materials, meeting notes, meeting deliverables

¹² Attachment 12 (page ??) Meeting 8 documents: reference materials, final report, meeting notes

Executive Summary

1. Roseville Cedarholm Golf Course (Cedarholm) is a longstanding, highly valued community amenity.
 - A. Cedarholm is a community asset providing;
 - lifelong fitness and recreation opportunities
 - a niche golf experience for young, older and family golfers that is local and affordable
 - a gathering place and sense of community
 - the community open, green space
2. Cedarholm is a metro area leader for rounds played on “like” golf courses.
 - A. Play peaked in the 1990s with an average of 41,000 rounds/year.
 - B. In the 2000s golf began to experience a decline in play to an annual average of 33,500 rounds.
 - C. Since 2011, play at Cedarholm has been consistently at 25,500 rounds annually.
 - Metro-wide, like City/County managed 9-hole courses, average 16,500 rounds played.
3. Cedarholm Golf Course currently operates as an enterprise fund, directly responsible for generating revenues to off-set all operating and capital expenditures.
 - A. In earlier years (1990s to mid-2000s) Cedarholm contributed additional revenues to the Citywide general fund that was used to minimize the use of tax dollars for expenditures outside golf operations.
 - B. From the onset, Cedarholm has paid an annual administrative fee to the City general fund for insurance, financial services and depreciation.
 - C. Current capital needs have increased to levels significant enough to require re-visiting Cedarholm’s enterprise fund status.
4. Following a Parks and Recreation Commission recommendation and City Council approval, the Cedarholm Clubhouse Replacement Advisory Team (Advisory Team) consisting of Roseville resident volunteers was formed to provide recommendations for replacing the Clubhouse and to explore project funding options.
5. The Advisory Team met on eight agreed upon Thursdays from 6:30-9:00pm, over a 6-month period to discuss the following topics;
 - A. Cedarholm Golf Course and Clubhouse Background Information and History
 - B. Local Golf Industry Professionals Panel
 - C. Partnerships and Other Users
 - D. Function and Uses
 - E. Funding Options
 - F. Final Report Group Discussions and Development
 - G. Draft Report Review
 - H. Report Presentation and Community Input (m
6. The Advisory Team considered partnerships and collaborations as well as re-thinking usage to maximize access and revenues.
7. The Advisory Team has outlined its recommendations in this report which is to be presented to the Roseville Parks and Recreation Commission and Roseville City Council.
8. The Advisory Team recommends:
 - A. Rebuilding the clubhouse
 - B. Identified funding options
 - C. Planning for current and future site needs and replace/improve golf course supporting infrastructure

Advisory Team Recommendations

Recommendation Summary

In November 2015, the Roseville City Council requested the Parks and Recreation Commission engage the community to analyze the replacement of the Cedarholm Golf Course Clubhouse. The Council directed the commission to also consider funding options for the replacement and report back with recommendations.

Commissioners worked with Parks and Recreation staff to develop an approach for the replacement of the clubhouse. The approach is very similar to previous engagement processes used by the Parks and Recreation Commission and a process the City Council has been supportive of, i.e. Parks and Recreation Master Plan Update, Harriet Alexander Nature Center Planning Committee and the OVAL Task Force.

On January 25, 2016, the Roseville City Council approved a Parks and Recreation Commission recommended community involvement process for the Replacement of the Cedarholm Golf Course Clubhouse that included a 23-member Advisory Team consisting of Roseville residents and a 6-month timeline for review, analysis, discussion, engagement, reporting and recommendation.

Based on guidance from the City Council, Parks and Recreation Commission and an agreed upon community involvement process, ***the Cedarholm Golf Course Clubhouse Advisory Team recommends;***

1. ***Rebuilding the Clubhouse*** rather than repairing the current structure. The Advisory Team makes this recommendation with strong consideration for current facility and community needs and future operations requirements.
2. ***Funding options to support the capital needs of the Golf Course***, including the clubhouse structure and maintenance facility. The Advisory Team believes;
 - A. There is an opportunity to maximize current funding options and limit levy funding (if needed at all).
 - i.e. use of park dedication funds, remaining Parks and Recreation Renewal Program funding and current Golf Course fund balance
 - B. It is prudent at this time, to plan for the entire golf course including supporting infrastructure.
 - C. Partnerships and/or collaborations should be explored.
 - D. Considerations should be made for reclassifying golf operations as a recreation fee fund.
3. ***Planning for current and future site needs, and, where possible, replace or improve golf course supporting infrastructure at this time.*** The Advisory Team feels it is sensible and far-sighted to look at the entire area that supports the golf experience and create a plan for the site that works together to meet current expectations and future needs, including improved parking and accommodating maintenance and storage needs.

1. Rebuild Clubhouse

Roseville Cedarholm Golf Course is a component of Roseville Parks and Recreation and a long-standing (nearly 50 years) community amenity.

Cedarholm meets a specific niche in the Twin Cities golf market by providing a;

- quality golf experience for youth, older golfers and families
- cost effective, time efficient golf experience
- unique golf experience as a 9-hole course with 18-hole course features (i.e. extensive landscaping, excellent customer service and riding carts)

These qualities have made Cedarholm a regional leader in rounds played for 9-hole, par 3 courses and contributed to its tradition of successful league play.

Cedarholm clubhouse has outlived its useful life and is in need of significant capital improvement. While supporting the recommendation to rebuild the Cedarholm Clubhouse, the Advisory Team also recommends to:

A. Contract Professional Design Services

- Design, plan and operate for “what we are” ... do not pursue something we are not
 - An affordable golf experience for youth, older golfers and families
 - Significant League play, 5 days of the week, April into October
 - A quality golf experience that can be enjoyed in less than half the time of an 18-hole course

B. Utilize preliminary work of the Advisory Team to better understand community direction for the clubhouse rebuild

- 23 Advisory Team members have been actively involved in reviewing operations and taking into consideration future needs, including;
 - Learning from the experiences and best practices of local golf professionals with like facilities and operations ¹³
 - Reviewing clubhouse users and potential partners ¹⁴
 - Brainstorming functions and uses ¹⁵
 - Evaluating funding streams and funding options

C. Plan clubhouse/maintenance site based on current and future needs for golf course supporting infrastructure (clubhouse location, parking lot, maintenance shop location, practice putting green)

- Planning for parking considerations, maintenance needs and practice green functions are recommended because they are intertwined, they are reliant on one-another and they work together in the overall golf experience.

D. Design Facility for Year-Round, Multi-Faceted Use

- Design for “inclusions” rather than “exclusions”
 - The opportunity to include “other users and uses” in the clubhouse rebuild is what makes this project special for golf operations and visionary for community use
- Create a “Roseville” design
 - Align the clubhouse design with park building design for a recognizable City of Roseville facility, a parks and recreation facility

¹³ Attachment 6 (page ??)

¹⁴ Attachment 7 (page ??)

¹⁵ Attachment 8 (page ??)

- Consider gaps in community facilities and other uses, where appropriate and incorporate these needs in the rebuild
 - Identify missing community needs by season (especially outside the golf season)
 - Design gathering space to compliment current Park Building and Skating Center spaces
 - Address other community needs such as a permanent home for Roseville Historical Society ¹⁶
 - Consider renaming clubhouse to reflect a multi-use nature
- E. Implement a construction calendar that has minimal impact on golf operations

2. Identified Funding Options

Roseville financial reports indicate Cedarholm revenues are reasonably capable of supporting annual golf course operating expenses.

Over the years, Cedarholm has contributed to the City's general fund; helping minimize the tax levy, and at different level contributed to administrative expenses.

In recent years, the golf industry has changed (most likely right sized) and revenues are not as significant as they once were, resulting in Cedarholm being able to reasonably meet operational expenses but unable to fully fund needed capital expenses using only golf revenues.

The Advisory Team recommends the following funding options to support the capital needs of Cedarholm Golf Course, including the clubhouse structure and maintenance facility.

- A. Maximize the use of current funding
 - The Advisory Team believes a rebuild can take place without a tax levy increase at this time by using current park dedication funds, remaining renewal program funds and using the golf course fund balance. ¹⁷
- B. If necessary, consider all funding options, including a levy
 - If a levy is used, the Advisory Team strongly suggests identifying a sunset
 - Levy funding may be needed to support clubhouse operations if other uses, outside of golf operations, are included in future plans for the clubhouse
- C. Pursue partnerships and collaborations
 - Consider opportunities that could provide funding in exchange for use, philanthropic consideration and naming rights
- D. Update/establish clubhouse business plan
 - Initiate market analysis to support industry niche, verify gaps and forecast financial outcomes
- E. Consider reclassifying golf operations as a Recreation Fee Fund
 - Criteria suggests the golf course is not currently operating fully as an enterprise fund.

¹⁶ Attachment 8 (page ??) Historical Society supplemental materials

¹⁷ Attachment 9 (page ??) Funding Options Discussion

3. Plan Golf Maintenance/Storage Facility

The Advisory Team feels it is sensible and far-sighted to look at the entire area that supports golf operations and creates a plan for the site that works together to meet current expectations and future needs. The Advisory Team recommends to;

- A. Replace or improve maintenance/storage facility as part of the clubhouse replacement project
 - The Advisory Team believes it is important to replace or improve the maintenance facility and site to accommodate;
 - Golf cart storage
 - Maintenance equipment and product storage
 - Working condition improvements to meet current building standards and code requirements
 - Welcoming entrance

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ROSEVILLE

Parks & Recreation

Thank You Volunteers!



Nature Center Reception



Community Playground Build



Community Orchard Care



Special Events Support

August 2016 - January 2017

PRSR STD
US POSTAGE
PAID
St Paul, MN
Permit 2437

ECRWSS
Residential Postal Patron

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

HELP US BUILD PLAYGROUNDS

Invite your friends. Invite your neighbors. **Volunteer** and make a difference.



EASY AS 1-2-3

1

July 9
Maple View Park
2917 Matilda St

2

August 13
Upper Villa Park
2100 Dale St

3

September 24
Central Park Lexington
2540 Lexington Ave

All playground builds are from 8 a.m. to 2 p.m. Volunteer for all or just part of the day.
For more information contact **Volunteer Coordinator Kelly O'Brien** at (651) 792-7028.

ROSEVILLE





Roll-In Movies

When: Fridays, 7:30pm @ The Oval

**Bring the kids,
treats, a comfy
seat, & enjoy
free outdoor
movies under
the stars!**



June 10: "Minions"

July 22: "Inside Out"

August 19: "Monster U"



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