

**ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
February 1, 2018 6:30pm**

PRESENT: Baggenstoss, Bole, Heikkila, Hoag, Newby, O'Brien, Quick,
Stoner, Warzecha
ABSENT: Gelbach
STAFF: Brokke, Christensen, Johnson

1) INTRODUCTIONS

Chair Gelbach informed staff prior to the meeting that he would not be in attendance.

2) ROLL CALL/PUBLIC COMMENT

No public in attendance for the meeting.

3) INTRODUCTION AND OATH OF OFFICE FOR JOEY QUICK

Joey Quick was sworn in as the Youth Commissioner for the Parks and Recreation Commission by Vice-Chair O'Brien. The Commissioners introduced themselves to Youth Commissioner Quick and shared why they joined the Roseville Parks and Recreation Commission.

4) APPROVAL OF MINUTES – JANUARY 2, 2018 MEETING

Commissioner Bole moved to approve the January 2, 2018 meeting minutes. Commissioner Warzecha seconds. Motion passed unanimously.

5) PARKS AND RECREATION ACCREDITATION 2019

Staff member Matt Johnson provided an overview of the Commission for Accreditation of Park and Recreation Agencies (CAPRA) program. Roseville was one of the original pilot organizations during the program's inception in 1994. The accreditation process consist of:

- 151 Standard self-assessment
- Report prepared for CAPRA Commission and on-site visitors
- Visit/audit
- Review and Accreditation by Commission
- Yearly Review

The 151 standards are broken into 10 chapter categories, including: Agency Authority, Role and Responsibility, Planning, Organization and Administration, Human Resources, Financial Management, Program and Services Management, Facility and Land Use Management, Public Safety, Law Enforcement and Security, Risk Management and Evaluation, Assessment and Research.

The benefits of CAPRA include organizational accountability, transparency, and the assurance of top quality staff, facilities and services. CAPRA Accreditation is one tool used to help fulfill the Roseville Parks and Recreation Mission.

Commissioner Warzecha asked what other agencies in Minnesota have earned CAPRA Accreditation. Staff relayed that Minneapolis, St. Paul, Ramsey County and Plymouth are the other accredited agencies in the State of Minnesota.

The Commission and staff discussed the changes to the accreditation process and standards over the last 24 years.

Commissioner Newby commented that he liked the idea that Accreditation is not the goal but that it helps to fulfill the Agencies Mission. He felt this was an important point based upon the presumed time utilized to complete 151 standards. Staff responded that the role of Accreditation is not to reinvent the wheel each time but that it is used as a framework to ensure we are providing the best possible services.

Vice-Chair O'Brien stated she appreciated that Roseville Parks and Recreation is CAPRA Accredited and she thanked staff for the background information provided.

6) **ONGOING TOPICS**

a) Education Primer for Parks and Recreation

Vice-Chair O'Brien reintroduced the Primer and detailed the changes that were made to the latest version. The target goal is to get a copy of the Primer online by April 1, 2018.

Commissioner Stoner suggested adding language that encourages Commissioners to stop into the Parks and Recreation Office and meet the staff (potential location: p. 15 line 315). In addition, he recommended expanding the calendar by adding a list of items that may not be reviewed yearly.

Commissioner Baggenstoss proposed including additional information about staff availability to meet and discuss Commissioners questions, ideas or thoughts. Staff confirmed that ideas and questions are always welcome!

b) Cedarholm Community Building Replacement

A Request for Council Action (RCA) was approved by the City Council on January 29, 2018 to amend the Alcohol Policy at the Cedarholm Community Building and Golf Course. The two approved amendments reflect the recommendations of the Cedarholm Advisory Committee and will allow for the serving of alcoholic beverages during day-to-day building operations and events.

The application for an alcohol license for the Cedarholm Community Building and Golf Course is expected to be brought to the City Council on February 12, 2018. This will be part of a typical licensing procedure.

It is anticipated that staff will begin taking reservations on March 1, 2018 for rentals beginning July 1, 2018.

Anyone interested in touring the construction of the Cedarholm Community Building should reach out, as staff is always available to assist.

7) **STAFF REPORT**

- Roseville Skating Center Media Event – NBC Sports was out to film footage of Bandy and speed skating at the OVAL to potentially air during Super Bowl LII and the 2018 Winter Olympics. A special thanks to the Roseville Visitors Association who planned and hosted the event.
- The 1716 Marion Street and 2134 Cleveland Avenue Park Plans and budgets are anticipated to be brought to the City Council on February 12, 2018.
- A DNR Grant in the amount of \$353,000, with a \$39,000 match, was approved by the City Council for Natural Resource Restoration.
- The 2018 deer survey is projected to be completed by Ramsey County this week for the City of Roseville. Results of the survey will be relayed to the Commission and City Council.
- The Roseville Skating Center will host a National Long Track Speed Skating Meet the weekend of February 10th and 11th.
- Section 4 and Section 5 Hockey playoff games are ongoing at the Roseville Skating Center.
- February 17, 2018 Natural Resources Event at Reservoir Woods (10:00am-12:00pm).
- Roseville Area Youth Basketball Association has two tournaments scheduled in February. The In-House Tournament on February 10th and 11th and the Traveling Tournament on February 24th and 25th.

8) **OTHER**

Vice-Chair O'Brien asked for feedback on the suggested biography information to include in the Primer.

The Commissioners discussed that they liked the suggested biography questions and agreed to complete them prior to the March Commission meeting.

Meeting adjourned at 7:59 pm

Respectfully Submitted,
Danielle Christensen, Department Assistant