

**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
 - 60 Fruit Trees
- 50 Bee Nests Created
 - 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.

Meeting adjourned at 8:40pm.

Respectfully Submitted,
Danielle Christensen, Department Assistant