

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
December 6, 2016
6:30pm

PRESENT: Diedrick, Gelbach, Heikkila, Newby, O'Brien, Stoner
ABSENT: Becker-Finn, Bole, Warzecha notified staff they were not able to attend meeting
STAFF: Brokke, Anfang, Kevin Elm

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public in attendance comment.

3. APPROVAL OF MINUTES – November 1, 2016 MEETING

November 1st minutes approved unanimously.

4. PROGRAM REVIEW – ROSEVILLE SKATING CENTER

Brokke introduced Kevin to the Commission. Kevin has been on staff since the OVAL opened in 1993 where he worked part-time as a skate guard.

Kevin Elm moved into the Skating Center Superintendent position in April following Brad Tullberg's departure to take a position in Brooklyn Park. Since that time, Kevin has worked through challenges & opportunities including;

- The Arena being closed unexpectedly for 6 weeks this summer due to the ice floor heaving. While this unplanned closing was unfortunate it did allow staff to perform additional maintenance in the building while repairs were being completed.
- Filling the open Skating Center facility manager position internally by hiring program supervisor Matt Johnson.
- Kevin & Matt working hard to upgrade management technology at the Skating Center. Part-time staff are now using an online tool, When I Work, to fill open shifts, find subs & complete work schedules and have implemented the Square point of sale system giving staff the potential to process credit card transactions throughout the Skating Center facility. The Square technology also provides inventory tools as well as enhanced financial tracking & receipt processing.
 - Commissioners recognized the expanded business benefits & improved efficiencies made possible by Square.
- Scheduling a Wild Hockey viewing party for mid-January.

5. CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT PROCESS

Anfang updated the Commission on the current status of the Cedarholm Clubhouse Replacement process.

- Recently we forwarded a request for proposal to the design firm we worked with for the development of the park buildings as part of the recent renewal program. Because of the timeliness of this possible next project and the rigorous nature of the Best Value consultant process we felt this avenue was effective & efficient.
 - Commissioner Gelbach added his support for this reasoning & informed the Commission that he was involved in the process of soliciting a future proposal.
- The timeline is: Proposal due December 12, proposal details shared with Commission on January 3 with potential recommendation made to the Council on January 9.

6. 2017 DRAFT MEETING CALENDAR

Newby reviewed the proposed changes to the 2017 Parks & Recreation Commission meeting schedule:

- Potential additional meeting in June for the joint Commission/Council meeting (potential dates include June 12 or 19 based on Council schedule)
- Alternate date in August to accommodate annual Nite to Unite events (suggested date is Thursday, August 3)
- Alternate date in November due to elections (suggested date is Thursday, November 2)

7. STAFF REPORT

- Deer Reduction Program:
 - Council approved the agreement with the Department of Agriculture to reduce the deer population in Roseville.
 - Staff met with all involved parties and worked with agencies from the County, State & National level to complete the necessary application.
 - Staff will bring dates to the January Commission meeting for when events will take place at Ladyslipper Park, Owasso Hills Park & Central Park (Nature Center area & compost site)
 - Deer will be baited & monitored to determine the best time for removal.
 - Target number for initial reduction is 20 deer.
 - Meat from the removed deer will be processed & provided to needy families, with a focus on those living in the City of Roseville
 - Cost for the program is \$6,700. This is based on time required & is a cost recovery program, not a money maker, this is a not to exceed figure.
 - Staff will work with Communications team to use a variety of communication tools to inform neighbors as well as the community as a whole.
- Park Dedication Update:
 - Council approved the Commission recommendation of increasing the Park Dedication fees to \$4000 per individual unit and 10% FMV on commercial development.
- Budget Approved:
 - Council approved the budget on December 5. The 2017 budget is very similar to the 2016 budget with the exception of additional funding to support a recreation outreach program in Southeast Roseville.
- Parks Superintendent Position:
 - Jim Taylor started November 14. He will be attending an upcoming Commission meeting to introduce himself.
- Commission Appointments:
 - Terry Newby has been reappointed for another term on the Parks & Recreation Commission.
 - Two additional seats will be appointed by the Council in March.
- Upcoming Natural Resource Events:
 - December 17 – Dragging & stacking Buckthorn @ Oasis Park
 - January 16 – Native & Bee Friendly Landscaping presentation @ Autumn Grove Park
 - February 18 – Dragging & stacking Buckthorn @ Howard Johnson Park
 - March 18 – Dragging & stacking Buckthorn @ Materion Park
 - April 15 – Planting Oak trees @ Langton Lake Park
 - May 20 – Lexington Avenue Boulevard Planting

Meeting adjourned at 7:45 pm

Respectfully Submitted,
Jill Anfang, Assistant Director