

**ROSEVILLE PARKS AND RECREATION COMMISSION  
DRAFT MEETING MINUTES FOR  
June 6, 2017 6:30pm**

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

**1. INTRODUCTIONS**

Chair Gelbach stated that Commission Member Baggenstoss notified staff that he would not be at the meeting due to work commitments.

**2. ROLL CALL/PUBLIC COMMENT**

No public in attendance.

**3. APPROVAL OF MINUTES – MAY 2, 2017 MEETING**

Vice-Chair O'Brien moved to approve the May 2, 2017 meeting minutes. Commissioner Newby seconds. Motion passed unanimously.

**4. CITY COMPREHENSIVE PLAN – PARKS AND RECREATION SYSTEM MASTER PLAN REVIEW AND UPDATE**

Staff reviewed the goals and policies adopted in 2010, as part of the updated System Master Plan. These were intended to replace the previous goals listed in the Comprehensive Plan, however, this has not yet occurred.

Vice-Chair O'Brien asked if the policies were not updated in the Comprehensive Plan due to opposition. Staff confirmed there was not opposition to the updated goals. Rather, the formal process had just not been initiated to update the Comprehensive Plan.

Staff suggested the Commission review the goals and policies and if they have comments or suggestion to list them on the worksheet for discussion. The Commission agreed to go through Goal 1 during the June 6, 2017 Commission meeting and to review the additional goals at subsequent meetings.

Vice-Chair O'Brien suggested that a mechanism and timeline for sharing progress on the evaluation of the Master Plan (Policy 1.1 and 1.2) could potentially be shared with Commissioners.

Commissioner Stoner questioned if staff still utilize the constellations referred to in Goal 1.5. Staff confirmed that constellations are still used for the delivery of programs, facilities and services.

Chair Gelbach suggested that "where possible" could be added to 1.19 and 1.20 to allow for some additional flexibility within the goals.

Commission discussed the differences between policies and guidelines.

Commission recommended:

- Goal 1.19 Add: "whenever possible"

- Goal 1.20 Update: Pursue additional funding such as local option sales tax or State bond funds to support Roseville facilities of regional or State-wide significance where possible.

**5. CEDARHOLM COMMUNITY BUILD REPLACEMENT UPDATE**

Staff presented “Task 1” to the City Council at the June 5, 2017 meeting with Architects from Hagan, Christensen and McIlwain.

The “Task 1” update included the following Design Development Set:

- Aerial View – depicts the increased parking spaces and Community Building location
- Overall site plan
- Rendition – the fireplace was changed from a single side inside the building to a double-sided fireplace inside and outside.
- Energy efficiencies and the potential for future solar opportunities are being considered by the Architect.
- Elevation view
- Furniture floor plan
- Cart storage area – staff and the architect are still exploring the best option for the cart storage design.

Overall, the City Council was supportive of the Cedarholm Community Building updates. They did request additional information on a variety of topics, including:

- The option for a basement – this option was previously researched and had not been pursued due to costs and access concerns.
- What type of kitchen will be included in the building – staff confirmed it will be a catering kitchen.
- Bird strikes on the windows – the architects are exploring options.

Timeframe update:

- June 5, 2017 – Task 1 (design development) update
- July 10, 2017 – Task 2 (construction documents) update
- July 10, 2017 – Consider advertising for proposals
- August 14 of August 28, 2017 – Consider project

The following financial update was also provided:

	Estimates at 3/20/17	Refined at 6/5/17
Cedarholm Community Building (includes site work, parking lot, cart storage and green relocation)	\$2,350,000	\$2,029,000
Furniture and equipment (kitchen and other)	TBD	TBD
Technology/Security	TBD	TBD
Planning and Management	\$285,000	\$285,000
Contingency	TBD	TBD
<b>Total Community Building and Cart Storage</b>	<b>\$2,635,000</b>	<b>\$2,314,000</b>

Commissioner Heikkila wondered whether a basement could serve as a severe weather shelter. Staff responded that it would not be intended to be used as an official shelter for inclement weather. Rather, it would serve as additional storage space for the City.

The cost estimates of a basement were \$100-\$125/sq. ft. for a total cost of \$625,000 for the entire 5,000 sq. ft. area. This cost does not include an elevator.

The Commission discussed that storage in a basement is incredibly hard without a large freight elevator.

#### **6. DISCUSS AND PREPARE FOR JOINT MEETING WITH CITY COUNCIL**

The Commission agreed to gather at 6:15 p.m. prior to the Joint Meeting with the City Council on June 19, 2017. Chair Gelbach offered to cover the Pollinator Friendly Resolution portion of the presentation. Commissioner Newby volunteered to present the Deer Reduction Program. Vice-Chair O'Brien suggested including Emerald Ash Borer (EAB) as part of the presentation and volunteered to present on the topic.

The Commission discussed that the current EAB Policy of "treat, remove and replace" is a good approach that will keep the look of Roseville as an established community.

The Commission confirmed that they are comfortable with the RCA as a guide and the identified attachments.

#### **7. STAFF REPORT**

- Park Planning – 1716 Marion Street & 2132 Marion Street
  - Proposal approved by the City Council.
- Subdivision Code – Park Dedication Ordinance
  - A memo was provided to the Community Development Department based on the feedback from last month's Parks and Recreation Commission Meeting. The City Council also weighed in on the Park Dedication Ordinance. Another rendition of the Park Dedication Ordinance will be drafted for the City Council based on the feedback.
- Playground build at Tamarack Park – Thanks to all of the volunteers that came out to help!
- Roseville School of Dance Spring Recital: June 10-11, 2017 – RAHS Auditorium
- Joint meeting with the Ramsey County Parks and Recreation Commission is confirmed for the October 3, 2017 Roseville Parks and Recreation Meeting
- Discover Your Parks (DYP): June 21-August 16, 2017 – A different park every week!
- Summer Entertainment: Live @ the Rog: June 11-August 13, 2017 – Central Park/Frank Rog Amphitheatre
- Rosefest 2017: June 22-26 & July 4<sup>th</sup>
- Taste of Rosefest: Thursday, June 22, 2017 (5:00 p.m. – 8:00 p.m.) Central Park Muriel Sahlin Arboretum
- Rosefest 9 & Dime – Friday, June 23, 2017 (12 p.m.) Cedarholm Golf Course
- Run and Roll for the Roses – Saturday, June 24, 2017 (7:55 a.m.)

- Community Theatre – Saturday, June 24, 2017 (2:00 p.m.) Central Park, Frank Rog Amphitheatre
- Backyard Campout – Saturday, June 24, 2017 – Sunday, June 25, 2017 (5 p.m. – 8 a.m.) Harriet Alexander Nature Center
- Rosefest Golf Tournament – Sunday, June 25, 2017 (8:00 a.m. – 11:30 a.m.) Cedarholm Golf Course
- Porsche Car Show – Sunday, June 25, 2017 (10:00 a.m. – 1:00 p.m.) Central Park Dale Street Athletic Fields
- Touch a Truck and Teddy Bear Band – Sunday, June 25, 2017 (5:00 p.m. – 7:30 p.m.) Central Park Frank Rog Amphitheatre
- 27<sup>th</sup> Annual Rose Parade – Monday, June 26, 2017 (6:15 p.m.)
- July 4<sup>th</sup> Party in the Park – Carnival, Concerts and Fireworks (1:00 p.m. – 10:30 p.m.) Central Park at Lexington
- Natural Resources Renewal Events:
  - June 17, 2017 – Lexington Park (10:00 a.m. – 12 p.m.)
  - July 15, 2017 – Villa Park (10:00 a.m. – 12 p.m.)
- 2016 Parks and Recreation Annual Report distributed to all Commissioners

8. **OTHER**

Commissioner Stoner will be marching in the Rosefest Parade and looks forward to seeing all of his fellow Commissioners there.

The Discover Your Park (DYP) sign-up sheet was distributed to Commissioners. Staff provided additional details on the DYP events and the materials that will be available for Commissioners to distribute.

Meeting adjourned at 8:05 p.m.

Respectfully Submitted,  
Danielle Christensen, Department Assistant