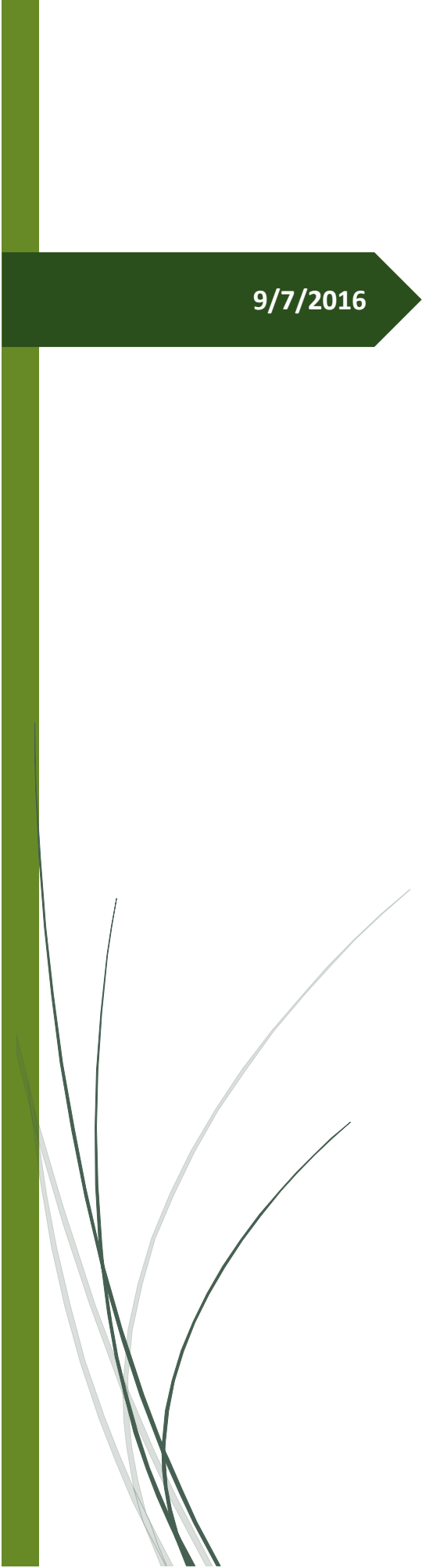




9/7/2016

Cedarholm Clubhouse Replacement

Advisory Team Final Report





Clubhouse deck looking to the east



Clubhouse entrance from the parking lot



Clubhouse grill/concession Seating



Clubhouse banquet/rental space



Cedarholm maintenance support area



Cedarholm Golf Course exit



Cedarholm maintenance facility & storage



Cedarholm maintenance facility & storage

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Background

Roseville Cedarholm Golf Course (Cedarholm) is a component of the Roseville Parks and Recreation system and a longstanding, highly valued community amenity. The following qualities have made Cedarholm a metropolitan leader in rounds played for 9-hole, par 3 courses and has contributed to its tradition of successful league play. Cedarholm is:

1. 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
 - Open, green space
 - A resource for area School Districts
2. A local leader for rounds played on “like” golf courses:
 - Play peaked in the 1990s with an average of 41,000 rounds/year
 - In the 2000s, golf began to decline in play to an annual average of 33,500 rounds
 - Since 2011, Cedarholm has consistently experienced close to 25,500 rounds annually; metro-wide City/County managed 9-hole, par 3 courses average 16,500 rounds
3. Meeting a specific niche in the Twin Cities golf market by providing a:
 - Quality golf experience for youth, casual golfers and families
 - Cost effective, time efficient golf experience
 - Unique 9-hole golf experience with 18-hole golf course features (i.e. extensive landscaping, excellent customer service and riding carts)
4. Currently operating as an enterprise fund, directly responsible for generating revenues to off-set its operating and capital expenditures:
 - In earlier years (1990s to mid-2000s) Cedarholm contributed additional revenues to the Citywide general fund that was used to minimize tax dollars for expenditures outside golf operations
 - In addition, Cedarholm pays an annual administrative fee to the City general fund for insurance and financial services, as well as, depreciation to the Golf Course fund
 - Over the last decade the golf revenues have not consistently generated enough income to meet the increasing capital needs (HVAC systems, roofing, flooring, lighting, windows, and ADA requirements)

The following is a time frame and history of discussion and work completed by the Parks and Recreation Commission and City Council leading up to the formation of the Golf Course Clubhouse Advisory Team.

Due to increasing capital needs, and the fact that the clubhouse facility is becoming more functionally obsolete, the Roseville City Council and the Parks and Recreation Commission began talking about Cedarholm clubhouse needs in November 2014. The Council directed Commissioners to work with staff to review current and future operations, as well as capital needs of the Golf course and provide recommendations. During the Commission’s review of Cedarholm’s operations and infrastructure conditions, discussions centered on whether it made sense to address capital needs by repairing, renovating or replacing a 55-year-old structure to meet current needs and anticipate needs for the future.

April – June 2015

On April 7, 2015, staff presented Cedarholm Golf Course history and reviewed current golf operations with the Parks and Recreation Commission. During the following 2 months, the Commission toured the course and further discussed past and current golf operations and financials. On June 2, 2015 a 3-person Commission Task Force was established to take the lead within the Parks and Recreation Commission to gather and share information. This preliminary work established the direction for the next seventeen months as Commissioners and the community gathered information that resulted in the final Advisory Team recommendations.

June 15, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to update them on the information gathered to date. Following further discussions, the Council requested the Commission:

- Gain a better understanding of what improvements are needed at the Cedarholm Clubhouse
- Gain a better understanding of golf opportunities for Cedarholm's Clubhouse
- Identify options and cost estimates for the Clubhouse
- Meet with the Finance Commission representatives to discuss financial considerations

In the coming months, the Parks and Recreation Commission Task Force and the full Commission worked to develop options based on the review of Cedarholm Golf Course operations history, an appraisal of facility conditions, analysis of the local golf industry and Finance Commission dialog.

November 16, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to learn their findings and discuss the options they identified for the Cedarholm Clubhouse. The Commission provided the Council with four options for replacing/improving the Cedarholm Clubhouse:

1. Rebuild to existing size & function (approximately 3,200 sq/ft with seating for 88) and explore basement options for cart and other storage
2. Rebuild to similar size of Autumn Grove Park Building (approximately 2,200 sq/ft with seating for 50) and explore basement options for cart and other storage
3. Rebuild to a smaller size that services golf check-in and snack area seating (approximately 1,575 sq/ft with seating for 32)
4. Renovate existing Clubhouse (approximately 3,200 sq/ft with seating for 88)

At this meeting the Council requested the Parks and Recreation Commission engage the community to analyze the replacement of the Cedarholm Clubhouse and maintain Community green space to serve current golf needs and future community needs. The Council directed the commission to also consider funding options for the replacement and report back with recommendations.

Following the November meeting, the Commissioners worked with staff to develop an approach for engaging the community in discussion for evaluating the clubhouse and maintaining community green space to serve current golf needs and future community needs. The recommended approach is 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 System Master Plan Update, the OVAL Task Force and the Harriet Alexander Nature Center Planning Committee.

January 25, 2016 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission where they unanimously approved the Commission's recommended community engagement process for exploring all aspects of replacing the Cedarholm Clubhouse. This process included a 23-member Resident Advisory Team and a 6-month timeline to review, analyze, discuss, engage the community and report back to the City Council with a recommendation.

Mission

To engage Roseville in discussion for 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 Clubhouse Advisory Team was to:

- Study, analyze and guide the replacement of the Cedarholm Clubhouse
- Learn from other community golf operations and capital projects
- Gather input from community members and users that provides direction for planning and design
- Align clubhouse rebuild with a process consistent with the current Parks and Recreation System Master Plan

Advisory Team Process

Task

- Develop a better understanding of the current physical capacity and needs at the Cedarholm Clubhouse.
- Examine business, market and industry trends.
- Create a preliminary building function and use concept.
- Collect input and ideas from all corners of the community.
- Encourage and support the exploration of new revenue opportunities.
- Provide “wise counsel” on issues raised by citizens, City Council and golf course management.
 - Conduct brainstorming exercises to assist future design professionals. “No idea is a bad idea.”
 - Identify specific clubhouse replacement concerns and opportunities.
- Recommend a sustainable course of action that will have minimal impact on city taxes and stays within budget.

Deliverables

- Final Report for the Community
- Presentation of Final Report and Recommendations to the Roseville Parks and Recreation Commission on September 6, 2016
- Presentation of Final Report and Recommendations to the Roseville City Council on September 26, 2016 or October 10, 2016

Advisory Team

A volunteer group of Roseville Residents gathered to provide well-considered information and strategic advice to the Roseville Parks and Recreation Commission and City Council. The original recommended process identified a fourteen-person Advisory Team, however, due to a strong draw, all 23 interested individuals were included in the active group.^{1 & 2}

- 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 15)
² Attachment 2 (page 16-75)

Advisory Team Application
Advisory Team Background Materials: Golf Course History, Financial Information & Operations

Community Input

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

- Advisory Team Members were encouraged to solicit input from the broader community
- City of Roseville Website ³
 - Speak Up Roseville
- Council and Parks and Recreation Commission Updates
- Parks and Recreation Brochure
- Nextdoor.com ⁴
- City of Roseville News Release ⁵
 - Roseville Review Article ⁶

Approach and Meeting Schedule

The Advisory Team met on nine, publicly noticed occasions. Most meetings were held at the Cedarholm Clubhouse. Three meetings were relocated to 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.
 - **Meeting #1: March 17:** Cedarholm Golf Course and Clubhouse Background Information and History
 - **Meeting #2: April 28:** Local Golf Industry Professionals Panel
 - **Meeting #3: May 12:** Partnerships and Other Users: Current and Potential
 - **Meeting #4: May 19:** Function and Uses: Current and Potential
 - **Meeting #5: June 9:** Funding Options (meeting @ Autumn Grove Park Building)
 - **Meeting #6: July 14:** Findings Discussion and Report Development (meeting @ Nature Center)
 - **Meeting #7: August 1:** Sub-Committee Meeting to Review Preliminary Draft
Paul Grotehuis, Greg Hoag, Dave Holt, Rynetta Renford, Eileen Stanley
 - **Meeting #8: August 11:** Draft Report Review
 - **Meeting #9: August 16:** Report Review and Public Presentation (meeting @ Lexington Park Building)

³ Attachment 3 (page 76-82)

⁴ Attachment 4 (page 83-88)

⁵ Attachment 5 (page 89-91)

⁶ Attachment 6 (page 92)

Community Input via City of Roseville Website

Nextdoor.com comments

City of Roseville Press Release recognizing Advisory Team's work

Roseville Review Article, February 16, 2016

Meeting Descriptions

1. **Cedarholm Golf Course and Clubhouse Background Information and History** (March 17, 2016) ⁷
Introduction to an established community process to review operations and facility conditions and explore recommendations for the Cedarholm Clubhouse.
2. **Local Golf Industry Professionals Panel** (April 28, 2016) ⁸
This meeting brought together three local industry professionals to share their experiences and outcomes from similar projects* and answer Advisory Team questions.
 - Jody Yungers, Roseville resident, former director of golf operations for Ramsey County, current Recreation and Parks Director, Brooklyn Park, MN.
 - Mark Severson, New Hope Village Golf Course Superintendent, New Hope, MN
 - Jason Hicks, Parks and Recreation Assistant Director, New Brighton, MN responsible for Brightwood Hills Golf Course** All professionals have been involved with building clubhouse facilities for a 9-hole golf course.*
3. **Partnerships and Other Users** (May 12, 2016) ⁹
Jill Anfang led a brainstorming exercise that created prioritized lists of current and potential “Users and Partners” during the golf season, as well as off-season clubhouse users and community/regional partners.
4. **Function and Uses** (May 19, 2016) ¹⁰
Jeff Evenson, Parks Superintendent and Kerrik Wessel, Advisory Team member and architect, led the group in a brainstorming exercise that explored current and potential 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** (June 9, 2016) ¹¹
Chris Miller, City of Roseville Finance Director made a presentation and met with the Advisory Team to discuss Cedarholm finances past, present and future, as well as available and possible funding options.
6. **Findings Discussion and Report Development** (July 14, 2016) ¹²
The Advisory Team met to review earlier meeting recommendations and further discuss, create and finalize supporting statements.
7. **Sub-Committee Review of Draft Report** (August 1, 2016) ¹³
Advisory Team Subcommittee met to further refine recommendations and supporting materials to be brought back to the entire team.
8. **Draft Report Review** (August 11, 2016) ¹⁴
Full Advisory Team met to review final report and clarify content.
9. **Report Review and Public Presentation** (August 16, 2016) ¹⁵
Advisory Team met with the community to review final report content and present information plus hear comments, gather input and answer questions.

⁷ Attachment 7 (page 93-98)

⁸ Attachment 8 (page 99-106)

⁹ Attachment 9 (page 107-117)

¹⁰ Attachment 10 (page 118-127)

¹¹ Attachment 11 (page 128-141)

¹² Attachment 12 (page 142-143)

¹³ Attachment 13 (page 144)

¹⁴ Attachment 14 (page 145-146)

¹⁵ Attachment 15 (page 147-148)

Meeting 1 documents: agenda, reference materials, meeting notes

Meeting 2 documents: agenda, reference materials, meeting notes

Meeting 3 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 4 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 5 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 6 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 7 Small group work session notes

Meeting 8 documents: agenda, meeting notes

Meeting 9 documents: agenda, meeting notes

Executive Summary

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

1. ***Replace the Clubhouse***

The Advisory Team makes this recommendation with strong consideration for current facility and community needs, as well as future operations requirements.

- A. Create a space that supports current and future golf needs but is flexible for future needs independent of golf functions.
- B. Create a gathering space for non-golfers in the community.
- C. Provide a niche in Roseville's rental and gathering space locales complementing the offerings at the Roseville Skating Center and the Park Buildings. A space equal to what the clubhouse currently has or slightly larger would fill this gap.

2. ***Use identified funding options to support the capital needs of the Golf Course Clubhouse***

In recent years, the golf industry has contracted and revenues are not as significant as they once were. Roseville financial reports indicate Cedarholm revenues are not consistently capable of supporting annual golf course operating expenses and provides no contribution to capital funds. The Advisory Team believes:

- A. There is an opportunity to maximize current funding options
 - Park Dedication Funds
 - Park Dedication funds refer to charges or fees that are imposed on new development for the impact it has on an established park system. The collection of these fees is authorized by Mn State Statute and they are legally restricted for park development purposes including land acquisition.
 - Remaining Parks and Recreation Renewal Program funding
 - Park Renewal Program funds refer to the monies raised through the issuance of bonds in 2011 and 2012 to finance various improvements outlined in the Park Renewal Program and other Park System guiding documents. As of July, 2016 the majority of these funds had been expended although a portion has been set aside for remaining projects or initiatives. The monies are legally restricted for park system-related improvements including land acquisitions.
 - Current Golf Course Fund Balance
 - Fund Balance is an accounting term that represents the difference between an entity's assets and liabilities. It is oftentimes referred to as 'reserves' or 'cash reserves', but there are slight distinctions between the two. The purpose of stating Fund Balance is to depict the future financial resources available to support golf programs and services.
- B. Partnerships and/or collaborations should be explored
 - Re-think usage to maximize access and revenues

3. ***Plan for supporting infrastructure***

The Advisory Team feels it is prudent at this time, to look at the entire area that supports the golf infrastructure. Where possible create a plan for replacement or improvement for the full clubhouse site to meet current expectations and future needs. This would address parking and maintenance and storage needs. Possibly fund using bonds and/or levy.

4. ***Reconsider the status of the Golf Course as an Enterprise Fund***

The Advisory Team believes current/future operations and capital needs warrant the reconsideration of the Golf Course fund status.

- Enterprise Funds are a category of governmental operating units that are managed under the principle that the revenue it generates from participant fees ought to be sufficient to provide for its costs. Enterprise funds are also referred to as 'business-type' functions because they adopt accounting practices that are typically found in 'for-profit' industries. The golf course is currently operated as an Enterprise fund.
- Roseville Recreation Fee Fund is a separately-established fund, created for the purposes of managing designated revenues for the benefit of the City's recreation programs. Revenues include: recreation program fees, donations, and other funding sources including a portion of the property tax levy.

** Fund definitions provided by Chris Miller, City of Roseville Finance Director*

Recommendations

1. Replace the Clubhouse

Cedarholm Clubhouse has outlived its useful life and is in need of significant capital improvement (HVAC, roofing, flooring, lighting). In support of the recommendations to replace the Cedarholm Clubhouse, the Advisory Team also recommends:

A. Contracting 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
 - Quality golf experience that can be enjoyed in less than 1/2 the time of an 18-hole course
- Design Facility for Year-Round, Multi-Faceted Use
 - Design for “inclusions” rather than “exclusions”
 - 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
 - Consider gaps in community facilities and other uses, where appropriate and incorporate these needs in the replacement
 - Identify missing community needs in all season
 - Create gathering space for non-golfers
 - Design rental space to complement current Park Building and Skating Center offerings
- 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
 - Reviewing clubhouse users and potential partners ¹⁶
 - Investigate a home for Roseville Historical Society ¹⁷
 - Brainstorming functions and uses ¹⁸
 - Evaluating funding streams and funding options
- Plan for the full clubhouse 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.
- Propose a construction calendar with minimal impact on golf operations.

¹⁶ Attachment 9e (page 114-118)

¹⁷ Attachment 9d (page 113)

¹⁸ Attachment 10d (page 124-128)

Users & Partners Group Brainstorming

Historical Society Presentation

Functions & Uses Brainstorming

2. Use Identified Funding Options

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

- A. Maximize the use of current funding
 - The Advisory Team believes the clubhouse can be replaced 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.¹⁹
 - If necessary, consider all funding options, including a levy and bonding
- B. If a levy is used, the Advisory Team strongly suggests identifying a sunset for the levy without renewal or repurpose
 - 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
 - Grants and other opportunities

3. Plan for Supporting Infrastructure

The Advisory Team feels it is prudent to look at the entire area supporting golf operations and create a plan that works together with the full Clubhouse site to meet current expectations and future needs. The Advisory Team recommends replacing or improving the maintenance/storage facility as part of the clubhouse replacement project.

- A. It is important to replace or improve the maintenance facility and site to accommodate:
 - A welcoming site entrance that reflects a multi-use facility
 - Parking Needs
 - Secure golf cart storage to support growing revenue streams
 - Maintenance equipment and product storage
 - Improved working conditions to meet current building and safety standards and code requirements

4. Reconsider the Status of the Golf Course as an Enterprise Fund

Criteria suggests that the golf course is not currently operating fully as an enterprise fund. Because of this, the Advisory Team recommends a review and reconsideration of the Golf Course's current Enterprise Fund status.

¹⁹ Attachment 11d (page 139)

Appendix

- #1 Advisory Team Application
- #2 Advisory Team Background Information
 - 2a: City Organization Chart, Parks & Recreation Organization Chart
 - 2b: June 15, 2015 Council/Parks & Recreation Commission Joint Meeting Materials
 - 2c: November 16, 2015 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2d: January 25, 2016 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2e: Cedarholm Clubhouse Replacement Community Involvement Process
 - 2f: Advisory Team Intro Letter
 - 2g: Advisory Team Roster
 - 2h: January 23, 2015 Chris Miller Memo: Cedarholm Golf Course Financial Summary (2010-14)
 - 2i: 2016 Cedarholm Clubhouse Budget Worksheet
 - 2j: 2016 Cedarholm Maintenance Budget Worksheet
 - 2k: 2016-2035 Golf Course Capital Improvement Plan
- #3 Community Input from City of Roseville Website/Speak Up Roseville
- #4 Nextdoor.com Comments
- #5 Advisory Team Press Release
- #6 Roseville Review Article
- #7 Meeting #1 Materials
 - 7a: Agenda
 - 7b: Meeting Notes
 - 7c: Power Point Presentation
- #8 Meeting #2 Materials
 - 8a: Agenda
 - 8b: Meeting Notes
 - 8c: New Brighton Shared Materials
 - 8d: New Hope Shared Materials
 - 8e: Roseville Park Building Summary
- #9 Meeting #3 Materials
 - 9a: Agenda
 - 9b: Meeting Notes
 - 9c: Roseville Affiliated Groups & Athletic Associations
 - 9d: Roseville Historical Society Presentation
 - 9e: Users & Partners Group Brainstorming & Prioritization
- #10 Meeting #4 Materials
 - 10a: Agenda
 - 10b: Meeting Notes
 - 10c: Constellation Concept Materials
 - 10d: Functions & Uses Brainstorming: Clubhouse Issues & Ideas by Group

- #11 Meeting #5 Materials
 - 11a: Agenda
 - 11b: Meeting Notes
 - 11c: Golf Course Funding Memo
 - 11d: Golf Course Clubhouse Funding Options
 - 11e: Golf Course Clubhouse Financial Summary
- #12 Meeting #6 Materials
 - 12a: Agenda
 - 12b: Meeting Notes
 - 12c: Advisory Team Report Preliminary Outline
- #13 Meeting #7 Small Group Work Session Notes
- #14 Meeting #8 Materials
 - 14a: Agenda
 - 14b: Meeting Notes
- #15 Meeting #9 Final Report Public Presentation
 - 15a: Agenda
 - 15b: Meeting Notes

Roseville Parks and Recreation
2660 Civic Center Drive ◇ Roseville MN 55113 ◇ 651-792-7060



Cedarholm Clubhouse Replacement ADVISORY TEAM APPLICATION



Name: _____ Date: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone 1: _____ Phone 2: _____

Provide brief background of self:

Share skills and abilities you bring to the Advisory Team:

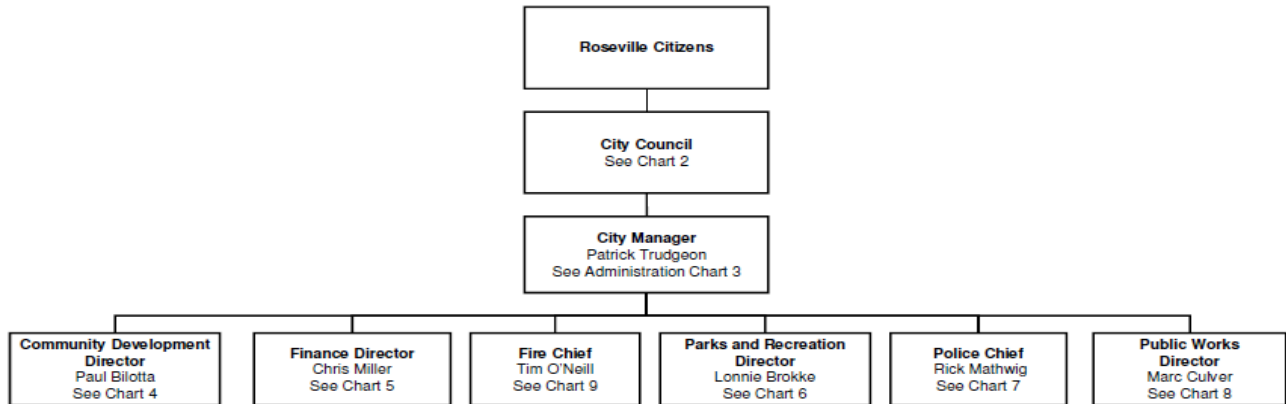
I am interested in being on the Advisory Team because ...

Any additional comments or information you wish to offer ...

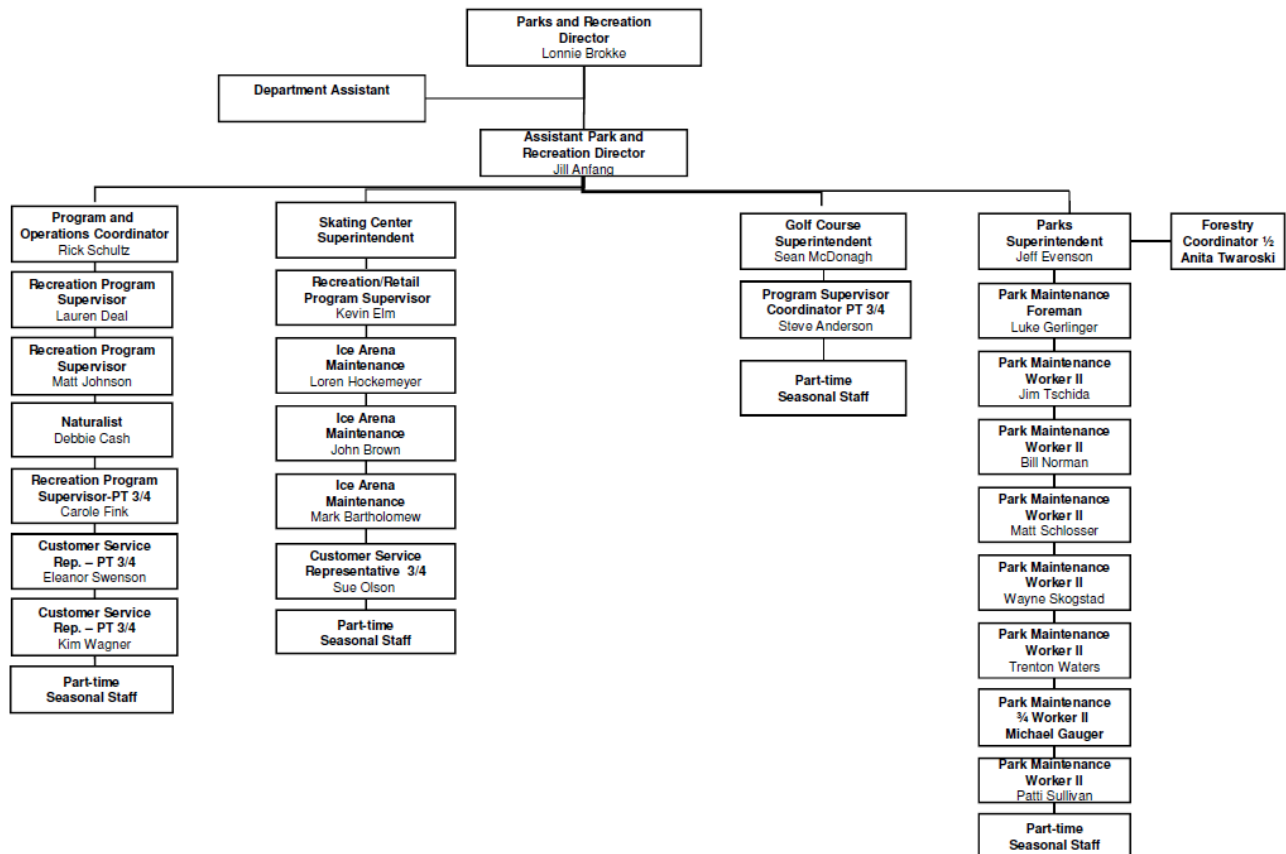
Please return to: Roseville Parks and Recreation by February 22, 2016
recreation@cityofroseville.com or
2660 Civic Center Drive, Roseville MN 55113
c/o Parks and Recreation Commissioner Dave Holt, Task Force Facilitator

Please contact Jill Anfang@ 651-792-7102 or jill.anfang@cityofroseville.com for additional information

City Organization



Parks and Recreation Department



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6-15-15
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

Periodically, the Parks and Recreation Commission meet with the City Council to review activities and accomplishments and discuss work items and issues to consider.

Activities and accomplishments:

Community outreach activity items include the following:

- Parks and Recreation Renewal Program project kickoff – May 31, 2014
- Discover Your Parks
- Natural Resource Program volunteer projects
- Community Build playgrounds
- Park building and nature center open houses

Project type activity items include the following:

- Tour and review of project sites
- Ongoing review, guidance and advice on Parks and Recreation Renewal Program
- Review of park building operations plan
- Review and recommendation on the Roseville deer population

Work Plan items for the upcoming year:

- Park and Recreation Renewal Program substantial completion
 - SW Roseville
 - Tamarack Park
 - Natural Resources Restoration
- Review status of park building operations
- Cedarholm Golf Course review and recommendation
- Regular meetings with the City Council

Prepared by: Lonnie Brokke, Staff Liaison
Attachments: A. Draft Summary Roseville Cedarholm Golf Course Review Report

Roseville Cedarholm Golf Course Review Report – Commission Review - April, 2015

Updated February, 2016

Background

In November of 2014, the City Council asked the Parks and Recreation Commission to work with staff to review current and future operations and capital needs of the Roseville Cedarholm Golf Course and provide advice.

This report will provide information on the golf course history, current use, area surveys, fees, financial position, annual operating budgets and capital budgets.

History and Facts

Cedarholm Golf Course was initially built in 1959 and owned and operated by the neighboring condominiums. It was purchased by the City of Roseville through a voter referendum in 1967.

The golf course gets its name from the former Mayor Emil Cedarholm.

The Golf Course is a par 3 nine hole 1373 yards built on 22 acres. It is ideal for youth, seniors and those that want to play a quick round.

There is a 2500 sq. ft. model home clubhouse, an 1800 sq. ft. garage as a shop and a 66 car parking lot.

Cedarholm Golf Course is currently an Enterprise Fund which means that there are no tax dollars used for operation or capital items. All expenses are paid for through user fees and charges.

The golf course has done well financially over the years until the golf industry has realized a correction over the last decade.

Current Programs and Course Use (on and off season)

- Leagues
 - 4 – Morning Ladies Leagues - 4 days a week (Spring & Fall)
 - 6 - Evening Leagues - 3 Private and 3 Cedarholm
 - 1 - Friday Morning Senior League - Co-ed
 - 1 - Junior Golf League - ages 8-15
- SNAG (Starting New At Golf) for early introduction to golf age 5-7
- Special golf tournaments and outings - average of 5 internal and 13 external
- PGA Junior Golf Tournament
- High School Golf Team - 3 local high schools and 6-8 From St. Paul School System
- Open play
- Club House rentals
- Public Skiing
- Cross Country Ski team Practice

54 Specials include: Promotional of loyalty card sales, prize for league member events, rain check
 55 redemptions, high school reward programs, fundraisers for schools, churches, special events,
 56 marketing promotions...

57 **Registered League Members – 2010 – 2015**

Year	Junior League 10 weeks	Senior League 22 weeks	Women's League - Summer 18 Weeks	Women's League - League - Fall	Evening Leagues
2010	115	150	503	90	110
2011	90	149	475	84	120
2012	95	135	463	87	120
2013	113	142	402	86	120
2014	101	147 47% Residents	391 27% Residents	89* 29% Residents	120 28% Residents
2015	65	162	385	142	133

58

59 **Survey of Comparable Area Public Golf Courses**

Course/City or County (9 hole comparisons)	Rounds of Golf 2014	Funding Sources	Comments
Brightwood Hills /City of New Brighton	20,832	Fees and General Tax Levy	Warm up driving net
Birnamwood Golf Course/ City of Burnsville	16,431	Fees	
The Ponds/ Ramsey County Golf	N/A	Ponds at Battle Creek is enterprise- all others tax levy	Driving range
Island Lake/Ramsey County	N/A	TBD	Driving range and mini golf
New Hope Village/City of New Hope	17,000	Fees and General Tax Levy	
Mendota Heights/City of Mendota Heights	9,550	Fees and Tax Levy	
Brookland Golf/City of Brooklyn Park	11,000	Fees and Tax Levy	
Hyland Greens/City of Bloomington	25,000 est.	Fees	Driving range, 9 holes, foot golf, Golf Learning

This position also includes the coordination of Outdoor Ice Rinks and Roseville Recreation Indoor Gymnasiums. The duties include management and recommendations of staffing, daily operations of events and seasonal operations of outdoor rinks. The Indoor Gymnasium duties include scheduling, staff and safety operations while working with affiliated groups.

The Program Marketing Coordinator provides supervision of all the daily operations including: daily receipts, staffing, general operations including concessions, league programming, development of special events and the marketing of Cedarholm through social media and other local marketing opportunities and assists the Golf Course Superintendent in the operations of the overall course operations.

The position also includes assisting in developing and pursuing marketing, sponsorships and contributions for the entire Parks and Recreation Department. This position also works with the arrangement and management of contracts with many local community business and business located throughout the twin city metro area.

Fee Schedules – see attached surrounding area fee structures

Financial Position Review – see attached Memo from Finance Director Chris Miller

Operating Budget - see attached 2016 annual budget

Capital Improvement Program (CIP) – see attached 20 year CIP

Attachment 2b

	Roseville Cedarholm	Stillwater Applewood	New Brighton Brightwood Hills GC	Shoreview Island Lake GC	White Bear Lake Gem Lake GC	Mendota Heights	West St. Paul Thompson Oaks	Brooklyn Park Brookland GC	Brooklyn Center Centerbrook GC	Burnsville Birnamwood	New Hope Golf	Bloomington Hyland Greens
2015												
Open Golf	\$13	\$13.75	\$14.00	\$15.00	\$12.75	\$11.00	\$14.00	\$14.00	\$15.00	\$13.00	\$14.50	\$15.00
Weekend	\$13.50	\$16.00		\$16.00	\$14.75	\$13.00	\$14.00	\$14.00	\$15.00	\$13.75	\$14.50	\$15.00
Senior	\$11.75	\$13.75	\$13.00	\$13.75	\$12.31	\$12.00	\$12.00	\$13.00	\$13.00	\$11.75	\$12.50	\$12.00
Junior	\$9	\$13.75	\$12.00	\$13.75	\$13.65	\$12.00	\$12.00	\$12.00	\$11.00	\$11.75	\$9.50	\$12.00
2014												
Open Golf	\$13.65	\$13.92	\$15.00	\$15.00	\$13.40	\$13.92	\$15.00	\$13.92	\$16.07	\$13.65	\$15	\$14
Weekend	\$14.19	\$15.00	\$15.00	\$15	\$13.65	\$13.92	\$15.00	\$13.92	\$16.07	\$14.62	\$15	\$14.00
Senior	\$12.32	\$13.92	\$12.85	\$13.65	\$12.32	\$12.00	\$10.72	\$12.85	\$13	\$12.32	\$12.85	NA
Junior	\$12.32	\$13.92	\$11.78	\$13.65	\$12.32	\$12.00	\$10.72	\$11.78	\$11.78	\$12.32	\$10.18	NA
2013												
Open Golf	\$13.40	\$14.75	\$14	\$14	\$12.75	\$13.00	\$14	\$13.00	\$15.00			
Senior	\$12.05	\$13.50	\$12	\$13	\$11.50	\$12.00	\$10.00	\$12.00	\$13.00			
Junior	\$12.05	\$13.50	\$11	\$13	\$11.50	\$11.00	\$10.00	\$11.00	\$11.00			
2012												
Open Golf	\$12.25	\$14.75	\$14	\$15	\$12.50	\$12.00	\$13	\$13.00	\$14.00			
Senior	\$11.00	\$13.50	\$13	\$12	\$11.50	\$10	\$10.00	\$12.00	\$12.50			
Junior	\$11.00	\$13.50	\$12	\$11	\$11.50	\$10	\$10.00	\$11.00	\$10.50			
Powered Cart												
	\$11.00	\$8.5/ Rider	\$16	\$9.00	\$7/Rider	\$10	\$9	\$15	\$14.00	\$10.50	\$12.00	
Course Amenties												
	Par 3	Ex & Par 3	Excutive	Excutive & Driving Range	Ex & Par 3	Par 3	Excutive	Par 3	Par 3	Par 3		Par 3 & 18Hole
				Driving Range & Mini Golf								Driving Range, Chipping Course
					Foot Golf	Foot Golf		Foot Golf				FootGolf

Commissioner Holt reported on the Commission's review of Cedarholm Golf Course operations and recommendations as detailed in Attachment A to the RCA. Commissioner Holt noted deferred maintenance issues and the bigger picture, as well as the review and report by the Finance Commission on this Enterprise Fund and Financial Summary from 2010 - 014 as provided by Finance Director Chris Miller and staff.

Excerpt from 06/15/15
Joint City Council and
Parks and Recreation
Commission Meeting.

Commissioner Holt asked the City Council to consider why this continued to operate as an Enterprise Fund given other valuable assets in Park & Recreation programming that were not (e.g. ballfields) and how depreciation expenses affected funding. Commissioner Holt noted the Commission's desire to explore the big picture for this program not currently taxpayer funded. In reviewing surrounding communities and inner-ring suburbs such as Roseville, Commissioner Holt noted the unique and valuable asset provided by the golf course, serving to increase the City's tax base and of importance to the community as well. Commissioner Holt asked consideration by the City Council in the possibility of bringing the golf course back into the Parks & Recreation fold versus as a standalone Enterprise Fund.

Commissioner Holt also thanked the City Council for increasing the frequency of these joint meetings, and expressed hope that they were also of benefit to the City Council. Commissioner Holt noted the Commission's appreciation of the additional direction and focus they provided in their oversight of park and recreation activities and events.

Mayor Roe thanked Commissioners for their update, and opened discussion to individual Councilmembers.

Councilmember Willmus thanked the Commission for the information they offered. In his personal consideration of the

position of the skating center or golf course, Councilmember Willmus advised that he looked at them as amenities that served the entire community, holding those services and amenities on a par with emergency and public works services. Councilmember Willmus opined that they all represented an important aspect for a healthy community.

Councilmember Willmus noted his willingness to hold ongoing discussions about how to improve things, but for him personally the bottom line was that he may not consider such services as necessarily being revenue generators, but of community value. Councilmember Willmus noted this was similar to the correlation between recreation or open space properties adding value for contiguous adjacent private properties.

Councilmember Willmus sought further consideration by the Commission on how to address park dedication fees for redevelopment projects that may not allow for or include available property.

Referencing his past service on the Parks & Recreation Commission, Councilmember Willmus noted their review of fees, and asked for an update from the Commission and fine-tune review of all fees going forward, including comparisons with other communities.

Commissioner Holt advised that this had been done internally by the Commission and offered to provide it to the City Council at the next joint meeting.

Councilmember McGehee asked Commissioner Doneen regarding properties still available in SW Roseville.

Commissioner Doneen responded that, for various reasons, the Commission chose not to move forward on either of the two available properties at this time.

Chair Stoner concurred, noting that one parcel was more favorable than the other given its size and how it was laid out based on what could be fit on either parcel (e.g. ballfields).

Councilmember McGehee clarified that, when she considered a park in her area, she was not specifically considering its use as a ballfield, but green space to provide an opportunity for family activities, not necessarily organized or formal activities. Councilmember McGehee opined that there were many such amenities available in the community.

Councilmember McGehee suggested the Commission's consideration of partnering with the City of Falcon Heights with their community park already in that area and providing many amenities, and already used by a majority of SW Roseville residents already. Given the recent completion and integration of the pathway, Councilmember McGehee expressed her preference for that partnership option versus acquiring more land; and asked that the Commission think more broadly and make links with neighboring communities.

Councilmember McGehee asked Commissioner Becker-Finn about how a determination was made for those paying fees (e.g. civic or neighborhood groups) and private uses. Councilmember McGehee provided a recent anecdotal example of apparent disparities, and her understanding of the intent for building use by residents.

As a newer member of the Commission, Commissioner Becker-Finn advised that she was not on board when fees were determined.

Chair Stoner provided the fee structure and intent for use of buildings by residents, considering use by resident groups as a loss and theoretically compensated with non-resident fees.

Attachment 2b

At the request of Councilmember McGehee, Commissioner O'Brien clarified that the fees depended on the function and how the event is defined - whether exclusive to a particular association or open to the public.

Commissioner Stoner noted this is the general intent, and obviously each case was given consideration.

Commissioner Doneen noted that this had received considerable discussion by the Commission, and advised that City staff attempted to question each use or event specifically to make a judgment call as applicable. Commissioner Doneen noted that the Commission continued to monitor fees to determine if this is the right system and how it was working, and admitted some revisions may be required going forward with more experience.

In light of civic and community engagement, Councilmember McGehee suggested considering specific areas, not necessarily the entire city, and those activities that should be free if open and available for the public.

Commissioner Becker-Finn noted that part of the issue may involve the information shared when booking an event or activity and how to define where the line is, suggesting this may need to be further clarified on the website. Commissioner Becker-Finn asked the City Council's consideration that this is new territory, with most of the buildings only having been available for booking since April, and feedback will continue to inform the process and necessary revisions. Based on the feedback she'd received to-date, Commissioner Becker-Finn stated most were finding the City's rental fees reasonable, given their comparison with other private facilities not offering as many amenities.

Councilmember McGehee requested additional information from the Commission on the formula or differential between

resident and non-resident fees; with Commissioner Becker-Finn responding that it varied depending on the building itself and its capacity as well as the day of the week for the booking.

Specific to the golf course, Councilmember McGehee expressed her frustration in deferring maintenance (e.g. roof repairs/replacement), similar to that of fire stations and old park buildings, and the apparent common theme across the City to defer maintenance long enough that a new building was required.

While it may not be specific only to Park & Recreation facilities, Councilmember McGehee opined that the City had been remiss in addressing ongoing maintenance issues, thus the implementation of the asset management software program. Councilmember McGehee spoke in support of the golf course as a nice amenity for the community, and her lack of support in selling the property, at least without further study. Councilmember McGehee spoke in further support for continuing to have the golf course operate as an Enterprise Fund, opining that the Oval and skating center should do so as well, to provide a separate picture of their finances, making the bookkeeping aspect cleaner. Councilmember McGehee opined that this would be another area of interest for her in defining the fee differential to address actual costs and provide a more sustainable financial footing and recommendations from the Commission on how best to get there. Councilmember McGehee opined that the twenty-year Parks & Recreation capital improvement program (CIP) was out of line with other departments (e.g. twenty baseball fields operating without fee and allowing athletic organizations complete and priority use of those fields for the most part). Councilmember McGehee expressed her wish that the Commission would look toward making those fields available to residents for their personal use versus their potential loss as an amenity.

Commissioner Holt took issue with Councilmember McGehee's misperception about deferring maintenance of park facilities, referencing the previous dedication of funds for maintenance through the Parks Improvement Program (PIP). Commissioner Holt noted previous City Councils reallocating those funds to other areas of city operations; and therefore, the Parks & Recreation Department no longer had funds available for necessary maintenance. Commissioner Holt clarified that it was not the Commission's or Department's desire for new or different styled buildings, but simply to address those deferred maintenance decisions, and grow the program back. As mentioned in previous meetings, Commissioner Holt restated the Commission's and his personal appreciation of this City Council once again setting aside funding to maintain assets; and respectfully requested that those funds remain in place to avoid future issues.

In reference to previous City Council decision-making specifically related to deferred maintenance issues, Mayor Roe suggested that there were no deferrals intended to seek new facilities, but rather not enough information was provided for them to make informed decisions and with their efforts to keep tax levies low. In the last few years, Mayor Roe opined that this City Council has made a concerted effort to keep an eye on community assets; and stated everyone at the table - the City Council and Commission - were all responsible to move those efforts forward in a positive way. Mayor Roe stated that the goal should be to make it clear what all was involved in order to make better decisions, including long-term CIP listings and periodic updates, allowing current information on which playground, equipment, or items need replacing or repairs at any given time.

Councilmember McGehee expressed her hope that this would actually be accomplished, even though she found this City Council majority continuing to dig into reserves annually rather than fully funding the CIP. Councilmember McGehee noted that the PIP suffered the same fate and expressed concern that this may occur with the CIP as well. Councilmember McGehee expressed her interest in sustaining assets and not losing any gains already made with the decision-making of future City Councils.

Councilmember Etten thanked the Commission for their report and the specific areas addressed, providing a recent anecdotal experience and teaching opportunity he and his son experienced on the boardwalk. Councilmember Etten also noted the community service opportunities after renovations he'd participated in and the favorable comments he'd heard about improved lighting at various facilities in addition to accessibility and amenities in new bathroom facilities.

Councilmember Etten echoed some of the comments of Councilmember Willmus regarding park dedication fees, opining that while lot lines may not change, new density may occur, and questioned how park dedication worked into that type of redevelopment. Councilmember Etten suggested legal counsel may need to weigh in about how and when those fees may kick in as Roseville continued to redevelop.

Regarding the club house at Cedarholm Golf Course, Councilmember Etten agreed that the current building was in rough shape with continued deferral of roof maintenance on the CIP depending on the future of the facility. However, Councilmember Etten opined it may prove another positive situation, and while the Commission reviews its future, may also prove a positive asset as a year-round facility for community use.

Regarding whether or not to incorporate it in the General Fund or continue operations as a separate Enterprise Fund, Councilmember Etten recognized the cross-purposes of staff and difficulty in sorting revenue and expenses out accordingly. Given that consideration, Councilmember Etten opined that it made sense to make that operation part of the broader community offerings versus a separate Enterprise Fund, such as License Center operations with staff dedicated specifically and only to that particular effort.

Councilmember Etten clarified discussion about the two parcels in SW Roseville, noting that one parcel was not actually for sale and the owner was not interested in selling, and potential acquisition of the other parcel fell through when a different offer had been received. As a former Chair of the Commission, Councilmember Etten noted the positive advances made, particularly in the recent completion of the path along County Road B. Councilmember Etten also clarified that there already existed a shared agreement with the City of Falcon Heights and that a positive collaboration was in place and continued to be part of the process for ongoing improvement for the SW area of Roseville.

Councilmember Laliberte thanked the Commission for their work to-date, recognizing it had been a busy few years for them, requiring lots of oversight for staff and the Commission on the various Renewal Program projects. As a recent participant of one of the Playground Build projects, Councilmember Laliberte stated she highly recommended it for resident involvement. Councilmember Laliberte spoke in support of those areas of focus laid out by the Commission in their report, and encouraged them to continue their out-of-the-box thinking for each of those work plan initiatives, and to not limit themselves to a particular piece of land in SW Roseville but to consider all options. Councilmember

Laliberte shared the public safety concerns for Tamarack Park, opining it needed to be addressed on a number of different levels.

Regarding natural resource restoration, Councilmember Laliberte noted her previous forwarding of information on Buckthorn mitigation.

Regarding Cedarholm Golf Course, Councilmember Laliberte agreed that it was a valuable asset for the community; and expressed her interest in figuring out how to make it work and continuing as an asset for residents and non-residents alike; and her interest in hearing recommendations from the Commission. Pending that additional information, Councilmember Laliberte advised that she had no initial thoughts on the advantages or disadvantages of it remaining an Enterprise Fund, even though she appreciated the transparency and segregation of data provided by such a funding designation and for the guidance it provided. If the Commission recommended moving forward with course improvements or a new building, Councilmember Laliberte suggested looking into kick starter funding as part of that scenario to help solve part of the funding problem.

Councilmember Laliberte expressed her interest in continuing these periodic joint meetings.

Councilmember Laliberte encouraged the Commission to take advantage of C-TV Channel 16 as an additional opportunity to promote the golf course, skating center and park buildings; and to do a better job to highlight those amenities with that media source.

Councilmember Willmus expressed his disagreement with Commissioner Holt and Councilmember Etten about moving the golf course from a separate Enterprise Fund to the City's Recreation Fund. Councilmember Willmus stated that he found segregation of an Enterprise Fund to be illuminating and

providing greater detail. Councilmember Willmus noted that the Ice Arena operated as an Enterprise Fund until construction of the Oval.

Councilmember Willmus echoed the comments of Councilmember Laliberte in improving marketing for park and recreation activities and events through as many options as are possible.

Regarding park dedication fees, Councilmember Willmus noted the triggers under State Statute, and asked that the Commission be cognizant of that during their review.

Mayor Roe briefly addressed park dedication fees, and its current limited use for sustainability for infrastructure and rehabilitation efforts in the park areas, as well as statutory allowances for acquisition of or improvement of parks. Mayor Roe advised that he had already broached this subject with staff, and suggested looking at policy recommendations to address use of the current park dedication fund and available dollars, and to determine if those funds should be segregated for the specific purpose of acquisition and improvements, as well as addressing new funding as it became available and how it should be distributed. Mayor Roe advised that he had provided his personal recommendations to Mr. Brokke. Mayor Roe further suggested that the Commission take this opportunity to partner with the Finance commission to look at broader financial policies to find consistency across the board and how the Parks & Recreation Endowment Fund may be improved going forward.

Mayor Roe noted his support of partnership opportunities, especially in SW Roseville and engagement of stakeholders. Mayor Roe suggested the Parks & Recreation Commission consider engaging the Community Engagement Commission on those efforts and how best to accomplish them in their focus role of community

engagement and a process to involve those stakeholders. With the SE area of Roseville already successfully involved in such a focus, Mayor Roe suggested SW Roseville and Tamarack would fit into such a process as well.

Whether or not to retain the golf course as an Enterprise Fund or not, Mayor Roe stated he had no opinion. However, if funding is broader than actual users and subsidized by the users of the rest of the park system, Mayor Roe noted the need to acknowledge that and determine the mechanism and allocation of those funds, and better understand and be comfortable with that process. If the City subsidized golf course operations, Mayor Roe opined that it made sense if tax dollars were to go toward that facility, those funds could also be used for other purposes as well.

Regarding the golf course as an Enterprise Fund, Chair Stoner recognized and appreciated the bookkeeping compartmentalization available, which was initially very helpful. However, Chair Stoner opined this fell apart when looking at revenue and expenses on a line by line basis, when for instance, the golf course's two FTE's worked outside the golf course and how to allocate things track their time year-round. Chair Stoner noted this also involved equipment purchases if a truck was used across the park system, not just exclusively by the golf course and how to depreciate those dollars among multiple uses. Chair Stoner opined that it got to the point where it became difficult to track and keep it a real Enterprise Fund as originally intended, thus creating the concerns of the Commission in continuing it as an Enterprise Fund.

Commissioner Holt noted that the Commission was simply beginning to explore these issues, and intended to perform further research and return to the

City Council at the next joint meeting to seek their direction, if the City Council ordained that study.

Without disagreement, Mayor Roe noted the City Council was charging the Commission to proceed with their research and study on the golf course operation. Mayor Roe stated he'd rather have a good understanding of how the operation was shared, similar to that outlined in other departments.

Chair Stoner confirmed direction to the Commission to look at the fee schedule across the board for buildings, services and programs for uniformity.

Mayor Roe clarified expectations for the Commission to provide a report recommending a specific written policy on resident versus non-resident fees and how those fees were based from a policy standpoint; as well as how they compared to peer communities; and whether or not continuing the golf course as an Enterprise Fund or how to accurately track accounting procedures was preferable, and pros and cons for each scenario.

Councilmember Laliberte asked for an update on the department's participation in and implementation of the asset management program.

Parks & Recreation Director Lonnie Brokke responded that the program had been implemented by the Department, with current tracking of all full-time staff, allowing balancing of staff time and helping to identify specific goals. Mr. Brokke advised that the equipment components was loaded and tracking was just being initiated now, as well as that for buildings and parks, with replacement buildings implemented first and allowing for contractor schedules to be incorporated for maintenance and replacement items.

Councilmember McGehee expressed her overarching goal for sustainability versus making money; and her interest in a policy on subsidizing programming in addition to sustaining assets.

Councilmember Etten expressed his personal concern with the park dedication fee comments by Mayor Roe and how to divvy funds up, noting the lack of a guaranteed and ongoing funding stream, or varying at the least. Councilmember Etten noted the fund had basically been at 'zero' the last ten years and was only now starting to become more substantial, making it hard to attribute it to the CIP when varying so greatly.

Mayor Roe clarified that his recommendation was not to budget incoming park dedication fees annually, but to have policies in place to make decisions in a more informed way from a stewardship viewpoint for the overall park system. If and when funds were transferred from an acquisition, Mayor Roe noted those funds would be in the bank and a policy in place to take advantage of them, recognizing a nexus between increased park system users and faster and greater wear and tear on that system.

Mayor Roe thanked Commissioners for attending, their ongoing work and comments provided; as well as welcoming the Commission's newest members.

Recess

Mayor Roe recessed the meeting at approximately 8:15 p.m., and reconvened at approximately 8:23 p.m. Given the time, and with no dissent from his colleagues, Mayor Roe amended the agenda to first meet with the HRA and then move to budget discussions.

15. Business Items - Presentations/Discussions

a. Housing & Redevelopment Authority (HRA) Strategic Planning Discussion

Mayor Roe welcomed Commissioners and thanked them for these quarterly meetings and improved communications between the two bodies.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11-16-15
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

- 1 **BACKGROUND**
2 The Parks and Recreation Commission meet periodically with the City Council to discuss work
3 items.
4
5 Based upon the joint meeting in June the Commission has been meeting as a group and with
6 representatives of the Finance Commission to discuss the following items and would like to
7 provide you with and update and gather additional guidance.
8
9 • Park Dedication Use of Funds Policy
10 • Roseville Cedarholm Golf Course Improvements

Prepared by: Lonnie Brokke, Staff Liaison

Attachments: A. Park Dedication Use of Funds Draft Policy
B. Roseville Cedarholm Golf Course Improvement Options Draft Narrative
C. Roseville Cedarholm Golf Course Clubhouse Improvement Options Draft Spreadsheet
D. 1994 Roseville Cedarholm Golf Course Clubhouse and Shop Schematic and Cost Estimates

**Roseville Cedarholm Golf Course Clubhouse Improvement Options
October 2015 (10/29/15)**

The Task of the Parks and Recreation Commission is to:

1. Better understand what improvements need to be done
2. Better understand what the golf course can transform into, as a golf course
3. Lay out those ideas
4. Identify cost estimates
5. Convene another joint meeting with Finance Commission representatives
6. Share information and recommendations with the City Council

Background

Roseville Cedarholm Golf Course is currently considered an Enterprise Fund and is managed and operated by Parks and Recreation. It has a current year end fund balance of approximately \$200,000.

There is a 20 year project specific Capital Improvement Program (CIP) totaling \$2,018,000 of which includes estimates of \$850,000 to replace the clubhouse and \$250,000 to replace the maintenance shop.

The remaining \$918,000 in the CIP is identified for vehicles and equipment, appliances and building and grounds related items such as irrigation.

The clubhouse is currently in a position of needing significant upgrades and/or replacement and is being analyzed as to the best approach, timing and funding options.

The deck in all cases is a valuable amenity and should be included in all scenarios. This would provide additional seating as well as an added experience for the user to include covered area, fireplace and possible kitchenette....

A full or partial basement should be explored for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily) in all scenarios.

The maintenance shop is currently functional but should be considered for similar replacement at some point in the future.

Overall site space is limited so the configuration and size of buildings and amenities would be more than likely similar.

Due to site space limitations, current and expected future operations and success of golf at Cedarholm, it is suggested that similar direction be pursued in the future. As research has been conducted, it has become evident that other courses are pursuing more options due to lower golf rounds. Because of the strong 25,000 rounds played per year, it is suggested Cedarholm concentrate on golf and continues to provide a positive experience.

Capital funding options for the clubhouse project are being discussed to include the golf course current fund balance, park dedication funds, partnerships and other.

Concentrating on the clubhouse, 4 options are outlined below including a range from repairing the existing clubhouse to replacing with a variety of size options. Replacement ideas range from 1575 total sq/ft to the existing size of 3,200 sq. ft... None of the options include a training center, simulators, lawn bowling, bocce ball or other features

Option 1 – Rebuild to existing size and function

- Total Size - 3,200sq/ft - total seating = 88
 - Explore basement or partial basement level for cart/other storage
- Parking lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Golf Season
 - Cross country skiing/snowshoeing/sledding
 - Rentals
- Estimated costs of construction
 - \$300 sq. ft. = \$960,000 - patio not yet included
- Expected useful life
 - 60 years Building with CIP program
 - Replacement schedule for HVAC, Flooring, Kitchen appliances 10-15 years cycle
- Pros
 - Meets current and future operations
 - Aligns with current trends
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
 - Improved golfer/reservation experience
 - Increased rentals, parties
 - Improved operations and overall experience
 - Will continue to meet and exceed golfers expectations
 - Will likely attract 8 additional tournaments (40% increase), 12 additional rentals (100% increase) with and overall increase in revenues by \$12,500

- Meets 100% of current and expected future leagues, tournaments and rental needs for seating
- Cons
 - No new amenities such as training area, simulator, sport turf area...
 - No basement area for carts
- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/deck/outside seating area:
 - Grill and serving counter/ small sink
 - Used for Tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Option 2: Rebuild to similar size of Autumn Grove Park/Lexington Park Buildings

- Total size – 2200 sq/ft on each level – seating for 50
 - Explore basement or partial basement for cart and other storage
- Parking lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/ snow shoeing rental and classes/sledding
 - Rentals

- Estimated cost of construction
 - \$300 sq. ft. = \$660,000 - patio not yet included
- Expected useful life
 - 60 years
 - Replacement schedule for HVAC, flooring, kitchen appliances is 10-15 year cycle
- Pros
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
 - Meets 80% of current and expected future leagues, tournaments and rental seating needs
 - Additional patio concept may allow for meeting 90 % of current and expect future needs
 - Will likely maintain many of the existing smaller tournament events, 6 additional rentals (50% increase) with an overall increase in revenues by \$1,800.
- Cons
 - Similar to existing park buildings size and function during off season
 - No basement included for cart storage
 - No new amenities such as training area, simulator, and sports turf area.....
 - Not able to accommodate current larger tournaments with potential loss of 4-6 tournaments annually (20%)
- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/deck/outside seating area:
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Option 3 - Rebuild to a smaller size for check in and casual sitting/snack area

- Total size - 1575 – seating = 32
 - Includes: snack area, pro shop, storage/ office, counter area, restrooms
 - Explore basement for cart and other storage
- Parking Lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets off site
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/snowshoeing /sledding
 - Rentals
- Estimated costs of Construction
 - \$300 sq. ft. = \$472,500 – patio not yet included
- Expected useful life
 - 60 years
 - Replacement schedule for HVAC, flooring, kitchen appliances is 10-15 year cycle
- Pros
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
- Cons
 - Does not meet current tournament and rental events for seating
 - Some larger tournaments and leagues banquets would need to use other city facilities or off site banquet facilities
 - Will limit future tournaments
 - No basement for cart and other storage
 - No new amenities such as training area, simulators, sports turf area....
 - Will likely lose 5 tournament events, 6 rentals decreasing revenues by \$9,500 annually (65% decrease)
 - Does not meet current kitchen usage

- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/Deck:
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
- Other
 - Furnishings
 - Maintenance shop

Option 4 - Existing clubhouse conditions

- Total Size = 3,200sq/ft - total seating = 88
- Parking Lot - 66
- Uses:
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/snowshoeing/sledding
 - Rentals
- Cost of Repairs = TBD
 - Roof/insulation = \$33000
 - Flooring/carpeting = \$12,600
 - HVAC = \$35,000
 - Items yet to be determined:
 - Building siding / windows/patio
 - ADA compliance

- Plumbing - replace main drains/sewer lines and restroom/kitchen amenities
 - Electrical
 - Subfloor and ceiling
 - Air quality
 - Patio/deck
- Expected useful life
 - Building has outlived its useful life
 - 10-15 years cycle on CIP items
- Pros
 - Meets current programming and uses
 - A temporary situation
- Cons
 - Does not address ADA requirements
 - Does not address future concerns such as structure, exterior, foundation, electrical, air quality.....
 - Not competitive in today's market
 - A temporary situation but does not solve long term CIP
 - The building has outlived its useful life
- Amenities
 - Meeting Room - seating for 64
 - Dining Room - seating for 24
 - Kitchen
 - Pro-shop
 - Office/storage
 - Clerk/Counter Area
 - Restrooms
 - Common Areas
- Patio/Deck
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Roseville Cedarholm Golf Course Clubhouse Options

Updated 2/25/16	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to similar size to Autumn Grove and Livingston Park Buildings	Option #3 Rebuild to similar size for Check in and Casual Sitting/Conck Area	Option #4 Existing Clubhouse Conditions
Total Building Size	3,200sq. ft. - seating for 88 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	2200 sq. ft. - seating for 50 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	1,575 - seating for 32 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	3,200 sq/ft - seating for 88 N/A
Parking Lot Size	73 spaces	73 spaces	73 spaces	66 spaces
Building Amenities All options have the same amenities with a consistent function but will have a different configuration/size	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...
Explore Community Build Concept	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security
Patio/deck/outside seating area All options have the same amenities with a consistent function but will have a different configuration/size	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades
Expected useful life	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	Has no expected useful life 10-15 years cycle on identified CIP items
Uses				
Golf Season	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets off site Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...
Off Season	Cross country skiing/snowshoeing/sledding Rentals	Cross county skiing/rentals/snowshoeing/sledding Rentals	Cross county skiing/rentals/snowshoeing/sledding Rentals	Cross country skiing/snowshoeing/sledding Rentals

Roseville Cedarholm Golf Course Clubhouse Options

2/25/2016	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to similar size to Autumn Grove and Livingston Park Buildings	Option #3 Rebuild to similar size for Check in and Casual Sitting/Conck Area	Option #4 Existing Clubhouse Conditions
Pros	Meets current and future operations	Meets 80% of current and expected future leagues, tournaments and rental seating needs	Meets ADA requirements	Meets current programming and uses
	Aligns with current trends	Additional patio concept may allow for meeting 90% of current of expected future needs	Increased efficiencies - heating/ac/lighting	
	Meets ADA requirements	Will likely maintain many of the existing smaller tournament events, 6 additional rentals (50% increase) with an overall increase in revenues by \$1,800		
	Increased efficiencies - heating/ac/lighting Improved golfer/reservation experience Increased rentals, parties, improve food operations and overall experience Will continue to meet and exceed golfers expectations	Meets ADA requirements Increased efficiencies - heating/ac/lighting		
	Will likely attract 8 additional tournaments (40% increase), 12 additional rentals (100% increase) with an overall increase in revenues by \$12,500			
	Meets 100% of current and expected future leagues, tournaments and rental needs for seating			
	Larger than existing park buildings offering another option for residents			
Cons	No new amenities such as training area, simulator, sport turf area No lower level for storage of Carts	Similar to existing Park Building size and function during off season No lower level for storage of Carts	Does not meet all current tournaments and rental events for seating Some larger tournaments and league banquets might need to use other city or off site banquet facility May limit future tournaments	Does not address ADA requirements Does not address future concerns such as exterior, foundation electrical, air quality...
		No new amenities such as training area, simulator, sport turf area Not able to accommodate current larger tournaments with potential loss of 4-6 tournaments annually (20%)	No lower level for storage of Carts	Not Competitive in today's market
			No new amenities such as training area, simulator, sport turf area Will likely lose 5 tournament events, 6 rentals decreasing revenues by \$9,500 (65% decrease)	A temporary situation but does not solve long term CIP
			Does not meet current kitchen usage	
Cost of building repairs or construction	\$300 sq. ft. = \$960,000	\$300 sq. ft. = \$660,000	\$300 sq. ft. = \$472,500	To Be Fully Determined
				Roof/insulation = \$33,000
				Flooring/carpeting = \$12,600
				HVAC = \$35,000

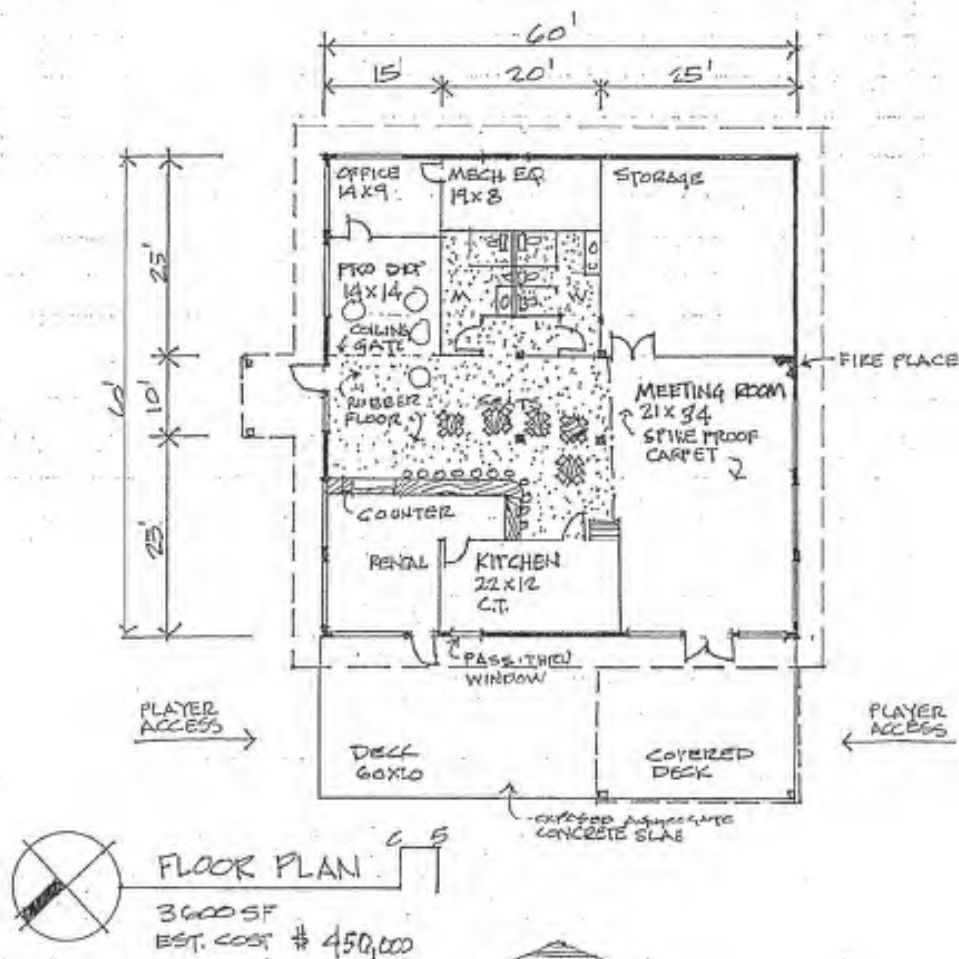
Roseville Cedarholm Golf Course Clubhouse Options

2/25/2016	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to Larger Size to Accommodate Future Growth and Leverage Park Buildings	Option #3 Rebuild to Smaller Size for Check-In and Casual Seating/Bar Area	Option #4 Existing Clubhouse Conditions
Projected 10 year cost	N/A	N/A	N/A	ADA Compliance = \$ Building siding/windows = \$ Plumbing = \$ Electrical = \$ Subfloor = \$ Air Quality = \$ Deck = \$ Ceiling = \$
Cost of patio/deck/outside seating	Yet To Be Determined	Yet To Be Determined	Yet To Be Determined	Yet To Be Determined
Optimal size approximately 1000 sq. ft.				
Exploring community build concept				
Cost for basement addition (2,000 sq. ft.)	\$100,000	\$100,000	\$100,000	N/A
Potential Funding Options (in all scenarios)				
Capital funding options for the clubhouse project are being discussed to include the golf course current fund balance, partnerships, park dedication funds and other.				
Existing Maintenance Shop Comments	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future



Bonestroo
Rosene
Anderlik &
Associates

Client: <u>ROSEVILLE</u>	Page
Project: <u>CEDARHOLM GOLF COURSE</u>	Proj No. <u>42506</u>
Calculations for:	Prepared By: <u>TRN</u> Date <u>5/16/94</u>
	Reviewed By: <u>TRN</u> Date <u>8/22/94</u>

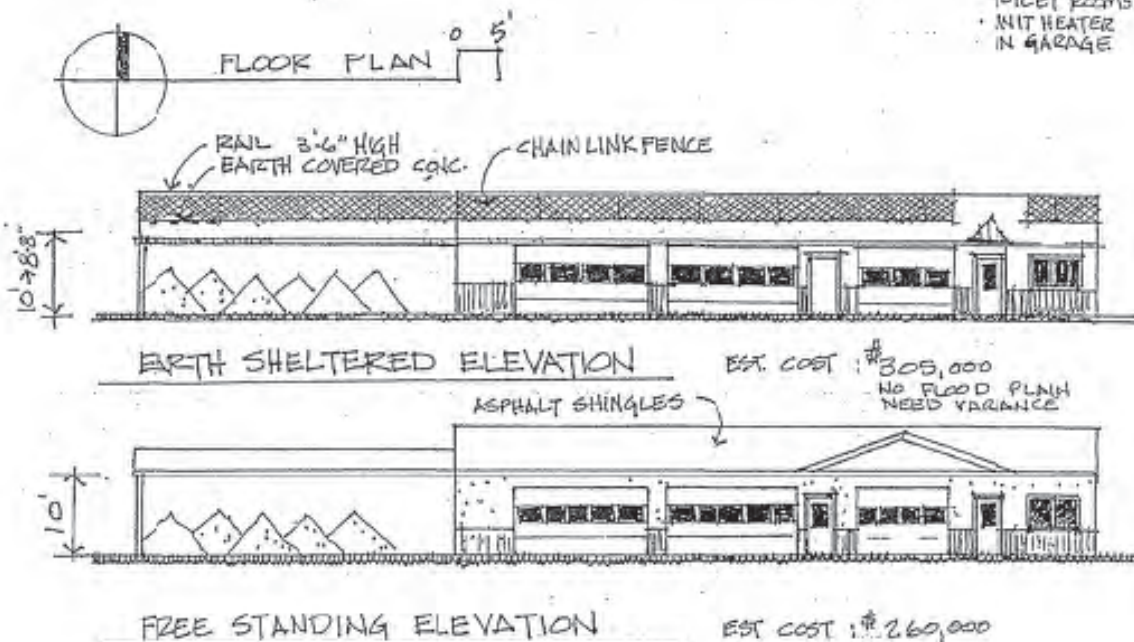
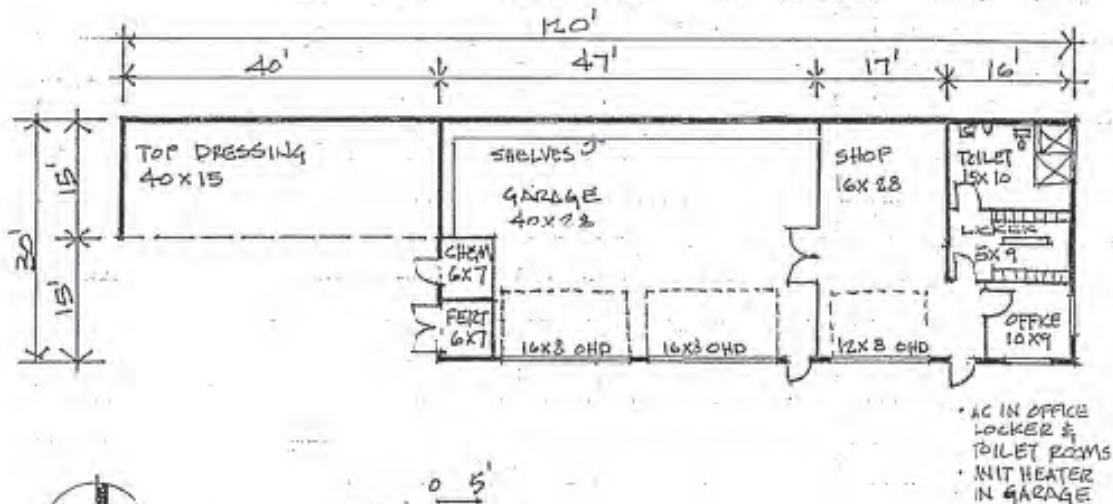


BUILDING ELEVATION

OPTION B
CEDARHOLM GOLF CLUB HOUSE ROSEVILLE, MN

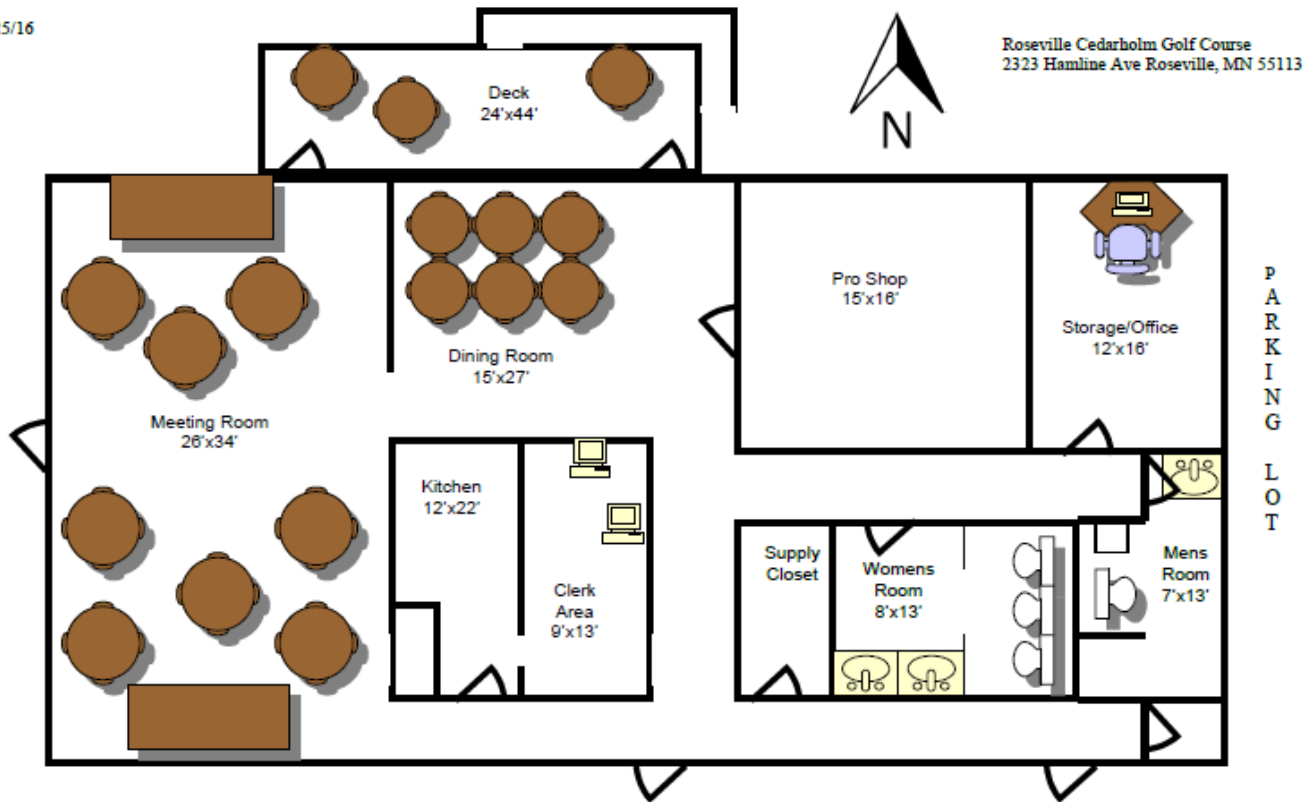


Client: ROSEVILLE	Page
Project: CEDARHOLM GOLF COURSE	Proj. No. 42506
Calculation: For:	Prepared By: TRA Date: 5/16/94
	Reviewed By: TRK Date: 8/22/94



OPTION B
CEDARHOLM GOLF COURSE - SHOP BUILDING
 ROSEVILLE, MINNESOTA

02/25/16



Roseville Cedarholm Golf Course Existing Clubhouse

96'x 35'

3264 Sq Feet



speak to the document, advising that he would open discussion for public comment after hearing this next item from the Parks & Recreation Commission.

Excerpt From 11/16/15
Joint City Council and
Parks and Recreation
Commission Meeting.

Cedarholm Golf Course Clubhouse Improvement
Options dated October 29, 2015 (Attachment B)

Chair Stoner reported on the Commission's review of this issue and areas identified by and tasked by the City Council as listed, including seeking public input on potential options. As part of their research and analysis, Chair Stoner noted that the Commission had evaluated the current building versus a new structure, with four options provided as detailed in Attachment B, and further outlined and broken down in Attachment C, including how to accomplish that without additional impacts to the tax levy.

City Council and Park & Recreation Commission
Discussion

Councilmember McGehee, on this report and recommendations of the Commission, offered her absolute agreement and expressed her appreciation for the options given. From previous reports by the Commission, Councilmember McGehee stated that the golf course saw usage by Roseville residents at 29%, but sought clarification on the differential in fees/costs for residents and non-residents. Councilmember McGehee opined this was a valuable asset for Roseville based on its demographics - young and old - and suggested great potential if other functions, rentals and cross-country skiing during the winter months were made available in the future. Councilmember McGehee opined that the Commission was on the right track.

Councilmember Willmus concurred with the comments of Councilmember McGehee; and opined that the current building had gone far beyond its useful life expectancy, and therefore opined it would be a mistake to try to renovate it. Councilmember Willmus stated that, going forward, he thought it important that the Commission had recognized the need to identify revenue to help offset costs, which he found a critical part of the discussion. Councilmember Willmus also noted the need for that discussion to include the context of the building needed going forward, whether to be primarily focused on golf, or something different; stating his preference for developing various scenarios. In the

event in the future that Cedarholm should be changed or repurposed, Councilmember Willmus noted that the building could have other uses; and while not interested in selling that property at this time, there may come a time in the future when it needs to be repurposed. Therefore, Councilmember Willmus opined that how the building is constructed and/or laid out could accommodate potential future needs facing the community.

Councilmember Etten agreed with a lot of the comments of Councilmembers McGehee and Willmus, stating that it doesn't make sense to limit the size of the building and potential uses. Councilmember Etten agreed that a new building is needed, and recognized that the costs provided in this analysis by the Commission in rehabilitating the existing building were just a starting point with many unknowns that may come up. Councilmember Etten opined that it would be cost-effective for a new building to have some basement storage versus tearing down or adding to the existing storage shed currently serving for cart storage. Councilmember Etten further opined that he would find that a positive thing, and by putting that storage underneath the building it would save costs in replacing that other garage and could be accomplished relatively inexpensively by simply allowing for a full basement versus standard footings.

Councilmember Laliberte also agreed with her colleagues, and added that as the City begins going down this road in addressing how to make it revenue-neutral by rental opportunities, seating capacity and other considerations, it also address the broader issues in other areas. Councilmember Laliberte noted previous discussions related to space needs for the License Center and services offered there; and if a new building or opportunity moves forward for the golf course, asked that those broader discussions come into the picture as part of that conversation in thinking outside the box and in a longer, sustainable way. Councilmember Laliberte expressed appreciation for Commissioner Holt's comment about the need to have the entire community weigh in on the various options available.

Mayor Roe also agreed with his colleagues and opined that the CIP and funding remained the key issue. In the earlier discussion with the Commission about the Parks & Recreation Program and funding, Mayor Roe expressed his appreciation with the Commission's feedback and recommendation for funding this through the golf course, especially since the majority of those general facilities continued to struggle to reach a sustainability point and their cause wasn't helped by adding to the needs. Mayor Roe noted that one issue for the Commission to consider there is an option for issuing revenue bonds to pay for this improvement and that this would represent an annual cost of \$80,000 to \$90,000 for that principal and interest payment.

Regarding Councilmember Etten's comment related to an underground maintenance/storage garage, Councilmember Willmus asked that diligence be given to that suggestion given the negative impacts it may have for those other uses and gatherings using the space (e.g. air quality, noise, ventilation issues and sewer/water usage for an underground facility). Councilmember Willmus asked that those additional costs be weighed in when considering that underground option and compared with a stand-alone facility similar to the current one.

Mayor Roe supported Councilmember Laliberte's preference for including community input in this process. Mayor Roe recognized the Park & Recreation Commission's good track record in involving the public over the years, and expressed his confidence they would continue to do so going forward.

Chair Stoner clarified that the Commission would not intend the underground storage to be used as a climate-controlled maintenance area, but only for durable goods and/or electric golf cart storage, with maintenance and its related issues not intended for that area. Chair Stoner noted that this would involve storing and removing carts as needed from the basement area versus how they were stored upstairs at this time.

At the request of Councilmember Willmus, Chair Stoner advised that the intent would be for lawn mowers and similar equipment to be stored in a

separate facility as done currently.

Mayor Roe thanked the Commission for their work and noted the additional homework they were now tasked with going forward.

Councilmember Laliberte also thanked the Commission for their work on the wildlife ordinance and management policy recently enacted by the City Council.

Public Comment

Mayor Roe recognized Finance Commission Vice Chair Justin Rohloff, and Commissioners Angela Byrne and Edwin Hodder present tonight and coming forward to speak.

Draft Park Capital Funding Policy (Attachment A)

Vice Chair Rohloff referenced an email previously provided to the City Council from Finance Director Miller outlining the three differences between the Finance Commission and Park & Recreation Commission's recommendations.

Vice Chair Rohloff further advised that the Finance Commission met after receiving the Park & Recreation Commission's recommendations, as presented to the City Council tonight during their joint meeting, and had ratified their initial unanimous support to remain with their three original recommendations. Vice Chair Rohloff noted this included a maximum allocation in the Park Dedication Fund of \$900,000 versus \$1 million in the park acquisition fund as outlined for park acquisition. Vice Chair Rohloff stated that the Finance Commission could not support retaining a \$1 million balance based on historical average park dedication revenues over the last 6-7 years; and at which time there had been no allocation for CIP needs during that same time.

In response to the Park & Recreation Commission's Attachment A, Vice Chair Rohloff provided the scenarios previously provided by the Finance Commission for the Park Improvement Fund (PIP) based on assumptions, showing a \$5 million shortfall in that fund for CIP. Revising those assumptions based on this Park & Recreation Commission-supported policy, Vice Chair Rohloff presented revisions to those scenarios by the

Finance Commission with a one-time cash infusion of \$400,000 and 2/3 allocation of all future monies, assuming a 10-year average as indicated historically of \$170,000. Given those assumptions, Vice Chair Rohloff noted it would result in a \$2.4 million shortage in funding existing park assets. Vice Chair Rohloff noted that the Finance Commission's recommended policy, as recently adopted by the City Council, stressed maintaining existing assets versus new acquisitions.

Specific to Park Dedication Funds, Councilmember Willmus suggested an asterisk noting that those funds could fluctuate annually; asking that as development and redevelopment saw an increase in activity, that be kept in mind.

Vice Chair Rohloff duly noted that variable in forecasting assumptions; however, reiterated that the task to the Finance Commission was to annually review fund balances, expressing assurance that all variables would be kept in mind.

At the request of Mayor Roe, Vice Chair Rohloff confirmed that the Finance Commission's 10-year historical review had included those variables in arriving at the annual \$170,000 average input.

At the request of Councilmember McGehee, Vice Chair Rohloff clarified the Finance Commission's recommendation to set aside \$900,000 for park acquisition with \$400,000 dedicated to CIP needs; and 2/3 and 1/3 allocations as noted by the Finance Commission's recommendations going forward, but not recommending any new monies being added.

Commissioner Hodder noted that the intent was to restore the gap over a 5-6 year period, and if no money was allocated to CIP, that gap would continue to grow.

Councilmember Laliberte thanked the Finance Commission and Parks & Recreation Commission for working together and for providing their differing viewpoints to inform City Council decision-making.

Councilmember Etten noted he was not committed to a minimum of \$900,000 or \$1 million. However, after the Owasso Ballfields acquisition, Councilmember Etten noted that would consume a

significant amount of that allocation of \$600,000 for acquisition and \$400,000 in CIP, leaving a balance under \$300,000. Councilmember Etten stated that this already created an issue with little money available to provide the requested flexibility in the near future, of which he was concerned.

Regarding the referenced email from Finance Director Miller, and based on his lack of preference for maintaining either minimum balance, if retaining the two funds, Councilmember Etten opined that it seemed prudent that the City Council not initially spend from that based on discussions with the Parks & Recreation Commission without adjusting it each year. Councilmember Etten opined that was a poor way to pursue fiscal policy when an asset may or may not be there annually, again creating fluctuations in tax rates that would prove frustrating.

At the request of Mayor Roe for next steps, City Manager Trudgeon suggested discussion going forward at the City Council level after further tweaking based on tonight's discussion, with the goal to complete and adopt recommendations before yearend to inform the 2016 budget process.

Mayor Roe thanked the Finance Commission for their attendance and comments.

b. Receive Presentation on "Housing Our Heroes Minnesota"

Mayor Roe welcomed Ramsey County Commissioner Blake Huffman.

Mr. Huffman clarified that he was appearing tonight as a citizen, not in his role as a Ramsey County Commissioner, to present information related to his non-profit organizations: Shoreview Area Housing Initiative ([SAHI](#)) and the "Housing Our Heroes MN" initiative. Mr. Huffman added that in presenting this concept, he was looking Roseville City Council reaction, and was not yet proposing anything firm, hoping to return in the near future with a proposal for their consideration.

Mr. Huffman reviewed the history of the SAHI concept, with that name soon to be revised for a broader perspective, with the "Housing Our Heroes

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-25-2016

Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

The Parks and Recreation Commission meet periodically with the City Council to discuss work items.

The Commission will plan to share information on the following items:

- 1716 Marion Street park proposal
- A proposed approach for creating a community involvement process for the Cedarholm Golf Course Clubhouse replacement

1716 Marion Street Park Proposal

On January 5, 2016 the Parks and Recreation Commission heard a presentation on a concept park project proposal at 1716 Marion Street and made a recommendation. Included in your packet are the minutes of that meeting. They will plan to share their recommendation with you.

Roseville Cedarholm Golf Course Clubhouse Replacement

At the joint meeting on November 30, 2015 further discussions occurred regarding the replacement or renovation of the clubhouse at the Cedarholm Golf Course. Subsequently, the City Council requested that the Parks and Recreation Commission, as they have in the past, engage the community to discuss the replacement of the clubhouse, explore funding opportunities and report back to the Council with a recommendation.

The Parks and Recreation Commission have had subsequent discussions at their December and January meeting and have outlined the enclosed approach for the replacement of the clubhouse. It is very similar to previous engagement processes that the Commission has done and what the City Council indicated they were pleased with, e.g. Master Plan Update, Harriet Alexander Nature Center Planning Committee and the OVAL Task Force.

At the January 5, 2016 Parks and Recreation Commission meeting, the Commission specifically reviewed and discussed the approach and unanimously supported the Advisory Committee make up, timeline and objectives.

Commission representatives will be at your meeting to review and seek any input or further guidance.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment A: Parks and Recreation Commission Draft Meeting Minutes of the January 5, 2016

B. Approach for Creating a Community Involvement Process for the Cedarholm Golf Course Clubhouse Replacement

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
January 5, 2015
6:30pm**

PRESENT: Becker-Finn, Bogenholm, Diedrick, Doneen, Gelbach, Heikkila, Holt,
Newby, O'Brien & Stoner

ABSENT:

STAFF: Brokke, Anfang, Anderson, McDonagh

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public comment at the start of the meeting.

3. APPROVAL OF MINUTES – December 1, 2015 MEETING

December 1st minutes approved unanimously.

4. DISCUSS 1716 MARION ST. COMMUNITY PARK PROJECT

Kari Collins, Assistant to the City Manager joined the table to lead the discussion.

- Brokke introduced the proposed project explaining that the City Council has identified a focus on Southeast Roseville as a high priority for the coming year.
- The roll of the Parks & Recreation Commission is to provide advice & make recommendation where appropriate.
- Commissioner Heikkila shared his past experiences working with a family in the area and is enthused by this opportunity.

Collins briefed the Commission on how this project has come forward and recognized that it is moving at a fast pace with a short timeline.

Collins introduced Karen Schaub, Roseville Area Schools Director of Community Education and Public Relations. Roseville Area School will serve as applicant and fiscal agent for the US Bank grant for the site amenities. Schaub spoke to how this site has huge potential for creating community and could become a connection site for the residents in the area.

Commissioners inquired into consideration for lighting in the area and community gardens.

Tim O'Brien from Roseville Area Schools responded that a potential site for gardens has been identified on the east side of Rice Street in Maplewood.

Stoner asked for a clarification on the Community Development Block Grant (CDBG).

- Jeanne Kelsey, Housing & Redevelopment Authority Executive Director, explained that CDBG funds would be used to purchase the site and site and infrastructure improvements would be funded by other sources.

Commissioner Holt asked whether there was a contingency for the project if the grant applications were not successful in securing the needed funding.

Commissioner Doneen inquired into the budget. Collins responded that the US Bank grant could be \$50,000. Doneen also commented on the ongoing financial concerns that go along with capital improvements for the upkeep & maintenance.

Corey Yunke, Roseville Police Community Relations Coordinator, spoke to the Commission about current Police involvement in the community.

Commission Recommendation:

Commissioner Doneen moved that the Parks and Recreation Commission recommend the City Council support the proposal that includes the acquisition of the Marion Street property and the development of a playground on the site using grant funding. The Commission also recommends using the Parks and Recreation model for community involvement and engagement to include input on both the Marion Street project and proposed renewal work at Tamarack Park. Second by Commissioner Gelbach. Passed Unanimously.

5. DISCUSS PROCESS for CEDARHOLM GOLF COURSE CLUBHOUSE IMPROVEMENTS

Sean McDonagh, Golf Course Superintendent, and Steve Anderson, Golf Course Recreation Program Supervisor, joined the table for the discussion.

Brokke summarized the lead up activity and Council direction to move forward with looking into options for making improvements at the Cedarholm Golf Course Clubhouse.

- Staff has looked at recent Parks & Recreation planning practices for community involvement & engagement to compile information on interest, direction and opportunities (OVAL Task Force, HANC Task Force & Parks and Recreation Master Plan).
- Staff has suggested a possible make-up for the Clubhouse Task Force including representation from Historical Society, Parks & Recreation Commission, Finance Commission, City Council Liaison, Golf League membership, greater Roseville residents. A fourteen member Task Force is suggested.
- Staff Participation will include; Parks & Recreation Director, Assistant Director, Golf Course Management staff and other Parks and Recreation staff as needed and appropriate.
- Preliminary Objectives:
 - Community Engagement & input
 - Identify funding options & opportunities
 - Explore potential partnerships
 - Create a preliminary building function concept
 - Involve & inform greater Parks & Recreation Commission
 - Inform City Council
 - Provide Council with final report & recommendation
- Timeline:
 - Seek applications and secure participants: Late January through mid-February
 - Finalize Task Force Participants: Late February
 - Task Force Involvement: Mid-March through September/October 2016
 - Task Force Report completed: September/October 2016

Commissioners inquired into parallels for previous Parks & Recreation efforts. Brokke shared how this task force can be structured similar to that used for the OVAL; application process, meeting structure, focused initiative resulting in a final report and recommendation.

Commissioner O'Brien inquired into the steps for forming the task force and moving forward and bring the commission's recommendation to the Council for their information and to create a clear trail of transparency.

Commission Recommendation:

Commissioner O'Brien moved to inform the City Council that the Parks and Recreation Commission has reviewed & supports the process suggested by staff to look into options for improvements at the Cedarholm Clubhouse, and based on the City Council's direction to engage the public on this initiative it is recommended to model the process after past Parks & Recreation engagement models. Second by Commissioner Diedrick. Passed Unanimously.

6. STAFF REPORT

Brokke briefed the Commission on:

- Hosted a successful New Years Eve on Ice event at the Skating Center, over 2000 attendees.
- Upper Villa Ballfield Project is completed for the season. Softball teams will be playing on a modified field and turf will be replaced in the fall. A park patrol vehicle shed has been added near the back stop at the Villa Park Ball Fields.
- The finalized Wildlife Management Ordinance has been included in the packet.
- There is a Natural Resources Volunteer Opportunity scheduled for January 18 from 10am-12N at Autumn Grove Park. The January project is building Bee Nests. There has been increased interest, more than 35 people have signed up for the event.

Anfang added:

- The Winter Parks & Recreation Brochure is scheduled to be delivered to homes this coming week.
- The part-time Parks Facilities Coordinator position is currently posted and applications are being accepted.

7. OTHER

None

Meeting adjourned at 8:25 pm

Respectfully Submitted,
Jill Anfang, Assistant Director

Regular City Council Meeting
Monday, January 25, 2016
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Chair Stoner advised that the Parks & Recreation Commission had voted unanimously to recommend acquisition of this parcel to the City Council.

Roseville Cedarholm Golf Course Clubhouse Replacement

Due to Commissioner Dave Holt having a prior commitment and needing to leave the meeting before this presentation, Chair Stoner advised that while he served as the Task Force lead on this issue, Commissioner Gelbach would substitute making the report for Commissioner Holt.

Commissioner Gelbach summarized the process and approach for creating a community involvement process for Cedarholm Golf Course Clubhouse Replacement (Attachment A) and accomplishments of the task force since the Commission had last met jointly with the City Council. Commissioner Gelbach reported that the task force was providing options and seeking subsequent direction and input to inform that community involvement process moving forward. Commissioner Gelbach advised that the Parks & Recreation Commission had approved the document as presented; and asked that the next steps include recruitment and appointment of one or more City Councilmembers to serve as a liaison to a community advisory committee at the City Council's discretion.

Using the document as an outline, Commissioner Gelbach referenced possible make-up of the community advisory committee and representation of various participants, including representatives of other advisory commissions as applicable, golfing groups, and individuals along with a representative of the business community.

Commissioner Gelbach reported that the intent was to work on that representation over the next 30-60 days and have something available for approval by the Parks & Recreation Commission and subsequent recommendation to the City Council by the next quarterly joint meeting.

Councilmember McGehee asked the intent or mission of the task force.

Commissioner Gelbach responded that the goal was to define a process that included and engaged the community on rebuilding or rehabilitating the current clubhouse; exploring potential partnership in the community; create a process to keep the public informed and the Parks & Recreation Commission in the forefront; with subsequent information or proposals provided to the City Council for their approval.

Councilmember McGehee expressed her understanding and preference that this was intended as more of a fact-finding effort and explanation of available options as to whether or not to rebuild the golf course or convert it to something completely different.

**Regular City Council Meeting
Monday, January 25, 2016
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Commissioner Gelbach stated that the last joint meeting had not provided that specific of a directive; and opined that those decisions shouldn't be made without public input.

Mayor Roc clarified that the direction of the City Council at that joint meeting had been to research and provide options for the club house.

Commissioner Gelbach noted that a number of potential options had been laid out at that time.

Councilmember McGehee stated that she wanted to be very careful about the process; and the rationale for her question was her concern that there may be a goal already in play and if the process was intended to move toward an established goal and only that goal, she had numerous concerns. Councilmember McGehee opined that there were differing opinions as to the future clubhouse; and she didn't want anyone left out of or unheard during the process; and also to make sure the mission remains open enough for any outcome informed by who served as a representative on the committee. Councilmember McGehee stated that she was not in favor of the application process of advertising as it precluded some members of the community that may not be at the heart of the issue, but should be represented. Councilmember McGehee opined that she had seen that happen repeatedly in Roseville with task forces, in that the make-up of the committee matches a desired outcome.

Councilmember Willmus referenced the January 5, 2016 Commission meeting minutes that clearly laid out a process and timeline (Attachment B). Councilmember Willmus suggested that the make-up or membership be similar to that successful process used by the Oval Task Force. Councilmember Willmus noted that it involved on member from the rink operation side, it involved someone from the Schwann's Super Rink, and suggested this committee include a representative from another community that had chosen to go a different direction with their clubhouse. Councilmember Willmus noted that the overall make-up, timeline and preliminary objectives remained preliminary at this time until the committee actually met and laid out their process, and allowing for more flexibility at that time. Other than his last comment, Councilmember Willmus offered his approval of the proposed objectives and process.

At the outset, Councilmember Laliberte opined that Attachment A provided a good place to start as presented; and agreed with the process for public engagement and vetting by the Commission. Councilmember Laliberte expressed her appreciation of Councilmember Willmus' suggestion for representation from another community and/or golf course involved with this type of decision-making; and also supported representation from the Roseville business community, perhaps sourced through the Chamber of Commerce or Roseville Visitors' Associa-

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tion. Councilmember Laliberte suggested including a representative of the area School Districts; and offered her full support of the proposed engagement process.

Unless another councilmember expressed interest, Councilmember Laliberte offered to serve as City Council Liaison on the committee.

Councilmember Etten expressed appreciation for the timeline and process; and in general offered his support. As he had previously mentioned to Parks & Recreation Director Brokke, Councilmember Etten noted that the proposed number of representatives may prove too unwieldy. However, in addition to the suggestions of Councilmember Willmus, Councilmember Etten suggested it may be prudent to include input from a successful municipal course, as well as a community having chosen a different direction. To keep the committee size manageable, Councilmember Etten suggested having some of those proposed as representatives, simply make a presentation versus serving on the committee. Other than that, Councilmember Etten thanked the task force for how they laid out various ideas.

Mayor Roe noted the need for a broad group of people providing input to the advisory committee and process; and opined that similar to the Park Master Plan process, there were many different ways to plug in that community input. Mayor Roe referenced the “meetings in a box” or “discover your parks” events; or meetings with specific user groups – all used successfully with the Master Plan process for gaining input rather than serving on a task force or committee. Mayor Roe opined that there was a need to eliminate the idea that just because there was a steering committee and process, other ideas were not just as valid and to be considered legitimately.

While public input is such a big part of the process, Mayor Roe noted that other considerations and issues are also needed to inform those decisions, including funding options/opportunities and whether or not a bond issue is appropriate or prudent and whether a bond issue could be incorporated with other community needs, and related trade-offs and impacts beyond the footprint and amenities of a clubhouse. From the City Council’s perspective, Mayor Roe opined that was a key piece and involved community input on whether or not to bond for the improvement or if they had a preferred option.

Chair Stoner noted that this is modeled after the Park Master Plan process and from his research and observations included a culmination of the Oval Task Force process, the Parks Master plan, and evolution to this with the idea to seek staff’s institutional knowledge of those past processes including what worked and what didn’t and attempt to correct any past problems with this process.

Mayor Roe suggested the task force get on an upcoming Community Engagement Commission meeting agenda to gain their perspective and thoughts.

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Chair Stoner duly noted that suggestion; and advised that the intent was to also use the new electronic communication medium Speak Up! Roseville.

At the request of Councilmember McGehee, Commissioner Gelbach confirmed that the proposed facilitator will be different.

Chair Stoner reported that Commissioner Holt's appointment time was ending this March, he would no longer be serving on the Parks & Recreation Commission, but use his historical knowledge of processes to-date and move to serve as facilitator for the task force through August or September.

Since the parks had a Master Plan process was mentioned, and she represented a group that felt completely left out of that process, Councilmember McGehee expressed her hope that when thing were "fixed" with this iteration, the facilitator would see that opinions not representing the Parks & Recreation Commission's viewpoint were not slighted or run over at meetings. Councilmember McGehee advised that she had been asked to relay that message and concern on behalf of residents having shared that with her.

Chair Stoner asked that those instances or perceptions be reported to the Commission immediately for resolution, assuring all that certainly was not their intent nor did they see themselves confining any ideas or options.

Referencing the Master Plan process, Councilmember McGehee noted that when wishes or ideas for parks were brought forward, a concern of hers was that they were not tied to any costs, leaving many residents without sufficient information. Councilmember McGehee suggested if an estimated target cost for each park had been provided, it could have provided choices for residents by making them aware of realistic parameters related to their expectations.

Etten moved, McGehee seconded, to approve going forward with the community process as presented in Attachment A, and to include a representation from a Roseville business and/or Roseville Visitors' Association; with appointment of Councilmember Laliberte to serve as City Council Liaison to the committee.

Councilmember McGehee suggested an amendment to the motion to include one public meeting with a member from one or two municipalities as discussed.

Mayor Roe clarified that this would be under separate direction related to the make-up of the group.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Approach for Creating a Community Involvement Process for Cedarholm Golf Course Clubhouse Improvements

Community Advisory Committee Possible Makeup:

- 3 – Parks and Recreation Commission
 - o Commission Chair Stoner and Commissioners Gelbach and Holt
- 1 Finance Commission representative – assigned by the finance commission
- 1 Council Liaison – assigned by the City Council
- 1 Historical Society representative (Roseville Resident) – assigned by the Historical Society
- 1 Senior Golf League representative (Roseville Resident) – assigned by the league board
- 1 Roseville Business Community Member
- 10 applicant representatives – advertised – application process – determined by facilitator
 - o 4 golf league/golf course user (Roseville residents)
 - o 6 Roseville residents

18 total representatives: 8 assigned representatives, 10 applicant representatives

Staff Participation:

- Parks & Recreation Director
- Parks & Recreation Assistant Director
- Golf Course Superintendent
- Golf Course Program Supervisor
- Others as needed and appropriate

Time Line:

- Seek applications and secure participants: February 2016
- Notify participants: Late February 2016
- Taskforce Timeframe: Late March through August/September 2016
- Taskforce Report completed: September 2016

Taskforce Objective:

- Define process including community input
- Engage community
- Identify Funding options and opportunities
- Explore potential partnerships
- Create a preliminary design concept
- Keep Parks and Recreation Commission involved and informed
- Keep City Council informed
- Make report and recommendation to the City Council



Welcome Cedarholm Clubhouse Replacement Advisory Team Member,

We are pleased to include you as a member of the Cedarholm Clubhouse Replacement Advisory Team. We look forward to bringing together a dynamic group of Roseville residents to develop a plan and recommendation for replacing the Clubhouse at Cedarholm Golf Course.

Our first Advisory Team meeting is scheduled for Thursday, March 17 – 6:30-8:30pm at Cedarholm Golf Course, 2323 North Hamline Avenue. Background materials will be available for you to pick up at the Parks & Recreation Office in Roseville City Hall (2660 Civic Center Drive) March 4th-16. Our offices are open Monday, Wednesday & Friday 8am-4:30pm and Tuesday & Thursday 8am-8pm. ***We encourage you to review the materials before the March 17th meeting.***

The Advisory Team timeline is expected to begin in mid-March and wrap up with a Council presentation in September or October 2016. We anticipate meeting once a month with at least one month having an additional meeting to enable us to discuss all areas of interest. Enclosed you will find a preliminary schedule of meetings. Please check your calendar for availability.

If you have any additional questions regarding the Advisory Team please contact Jill Anfang at 651-792-7102 or jill.anfang@cityofroseville.com. Please RSVP with Jill for the March 17th meeting.

Thank you for your interest in the Cedarholm Clubhouse Replacement Advisory Team.

Dave Holt
Cedarholm Advisory Team Lead

Jill Anfang
Assistant Director, Roseville Parks & Recreation

Updated 3/4/16

Cedarholm Clubhouse Replacement Advisory Team Roster

Title	Name	Email	Home	Cell	Street	City	State	Zip
Applicant	Jim McCall					Roseville	MN	55113
Applicant	Eileen Stanley					Roseville	MN	55113
Applicant	Mike Cylkowski					Roseville	MN	55113
Applicant	Benno Sydow					Roseville	MN	55113
Applicant	Kyle Steve					Roseville	MN	55113
Applicant	Michelle Kruzel					Roseville	MN	55113
Applicant	Greg Hoag					Roseville	MN	55113
Applicant	Bjorn Olson					Roseville	MN	55113
Applicant	Matthew Vierling					Roseville	MN	55113
Applicant	Kerrik Wessel					Roseville	MN	55113
Applicant	Nancy Robbins					Roseville	MN	55113
Applicant	Roger Hess Jr.					Roseville	MN	55113
Applicant	Jeff Boldt					Roseville	MN	55113
Applicant	Mary Cardinal					Roseville	MN	55113
Applicant	Mary Olson					Roseville	MN	55113
Applicant	Paul Grotenhuis					Roseville	MN	55113
Applicant	Herb Dickhudt					Roseville	MN	55113
Applicant	Beth Salzl					Roseville	MN	55113
Applicant	Dena Modica					Roseville	MN	55113
Applicant	Janice Walsh					Roseville	MN	55113
Senior Golf League	Dick Laliberte					Roseville	MN	55113
Historical Society	Rynetta Renford					Roseville	MN	55113
Finance Commission	John Bachhuber					Roseville	MN	55113
Parks and Recreation	Lonnie Brokke					Roseville	MN	55113
Parks and Recreation	Jill Anfang					Roseville	MN	55113
Cedarholm Golf Course	Sean McDonagh					Roseville	MN	55113
Cedarholm Golf Course	Steve Anderson					Roseville	MN	55113
City Council Representative	Lisa Laliberte					Roseville	MN	55113
Parks and Recreation Commission	Jerry Stoner					Roseville	MN	55113
Parks and Recreation Commission	Phil Gelbach					Roseville	MN	55113
Facilitator	Dave Holt					Roseville	MN	55113



Memo

To: Lonnie Brokke, Parks & Recreation Director
Sean McDonagh, Golf Course Superintendent

From: Chris Miller, Finance Director

Date: January 23, 2015

Re: Cedarholm Golf Course Financial Summary (2010-2014)

Introduction

The purpose of this memo is to provide a 5-Year financial summary for Cedarholm Golf Course. The information presented below is consistent with the City's published financial statements and has been prepared using generally accepted accounting & financial reporting standards. However, you may find it purposeful to compile and present the information in a different format to highlight specific areas of operation.

Most of the information presented below relates to the Golf Course Statement of Revenues, Expenses, and Changes in Net Position; which is more commonly referred to as the operating statement, income statement, or profit & loss statement. I will briefly address the financial impacts of capital replacements as well.

As you know, major revenues sources for the golf course include: greens fees, equipment sales and rentals, concessions, and interest earnings. Major operating expenses include; personnel, supplies, other services & charges, internal administrative charges, and depreciation.

Each of these categories is presented separately to ensure transparency and allow interested parties to determine both the direct and indirect costs of operating the golf course.

Financial Summary

The following table depicts the 2010-2014 financial results for the golf course. Please note that the amounts listed for 2014 are preliminary, unaudited figures that are subject to change.

[See table on next page]

**Cedarholm Golf Course
Financial Summary (2010-2014)**

	2010	2011	2012	2013	Prelim 2014
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Sales & Cost of Sales					
Concession Sales	\$ 17,154	\$ 15,355	\$ 17,436	\$ 16,120	\$ 28,505
Equipment Sales	3,410	2,859	2,540	2,565	4,498
Clothing Sales	-	-	-	15	-
Total Sales	\$ 20,564	\$ 18,214	\$ 19,976	\$ 18,700	\$ 33,003
Cost of Sales	11,248	8,898	12,016	9,895	13,595
Gross Profit	\$ 9,316	\$ 9,316	\$ 7,960	\$ 8,805	\$ 19,408
Operating Revenues					
Green Fees	270,382	239,489	265,749	224,127	230,944
Evening League Fees	1,704	1,760	2,033	9,652	9,967
Day League Fees	9,004	8,874	8,095	8,911	7,287
Junior Golf League	1,840	1,976	1,932	1,688	1,716
Equipment Rental	6,754	6,258	10,991	14,477	18,106
Building Rental	3,610	2,737	2,791	3,101	2,723
Pop Commissions	-	-	-	-	-
Miscellaneous	-	25	4	336	8
Total Operating Revenue	\$ 293,294	\$ 261,119	\$ 291,595	\$ 262,291	\$ 270,750
Expenditures					
Personnel Services	\$ 221,870	\$ 221,639	\$ 242,092	\$ 231,577	\$ 215,953
Supplies & Materials	31,815	26,537	30,206	30,849	29,212
Other Services & Charges	36,695	37,549	41,467	33,789	40,715
Administrative Charge	20,000	20,000	20,000	20,000	20,000
Depreciation	28,481	26,755	26,755	29,602	32,000
Total Operating Expenditures	\$ 338,861	\$ 332,480	\$ 360,519	\$ 345,818	\$ 337,879
Operating Income (Loss)	\$ (36,251)	\$ (62,045)	\$ (60,963)	\$ (74,721)	\$ (47,721)
Other Financing Sources (Uses)					
Sale of Property	\$ -	\$ -	\$ 2,709	\$ -	\$ 1,003
Investment Income	14,536	8,825	3,165	885	2,650
Change in fair value of investmts.	-	-	-	(11,769)	-
Total Other Financing Sources	\$ 14,536	\$ 8,825	\$ 5,874	\$ (10,884)	\$ 3,653
Net Change in Assets	(21,715)	(53,221)	(55,090)	(85,605)	(44,068)
Beginning Net Assets	898,551	876,836	823,615	768,525	682,920
Prior Period Adjustment	-	-	-	-	-
Ending Net Assets	\$ 876,836	\$ 823,615	\$ 768,525	\$ 682,920	\$ 638,852

As depicted in the table, the golf course has experienced an operating loss for the past 5 consecutive years. These operating losses are somewhat mitigated with interest earnings and the sale of excess equipment. This is captured in the 'Net Change in Assets' line near the bottom of the table.

Collectively, this amounts to total losses of \$259,000 over the past 5 years. If we look back over the past 10 years, the collective loss is \$354,000; an indication of systemic challenges that preceded the 2007-2009 economic recession.

Let me pause here and talk briefly about the line items for the internal administrative charge and depreciation expense – two items that collectively have a significant impact on your bottom line and are oftentimes highlighted when discussing financial results.

Internal Administrative Charge

The golf course is operated as an 'Enterprise' Fund whereby all direct and indirect costs are captured and reflected on the financial statements.

It's recognized that there are other city personnel that perform administrative or financial duties such as human resources, accounting, or IT support on the golf course's behalf. This is in lieu of the golf course hiring its own staff or outside services to perform these functions. These administrative costs (charges) are real costs that would not occur if the golf course didn't exist. Therefore we assess an internal administrative charge.

I'm certainly open to a discussion on whether the administrative charge is set too high, but I will note that the \$20,000 annual charge has remained the same since 2006.

Depreciation Expense

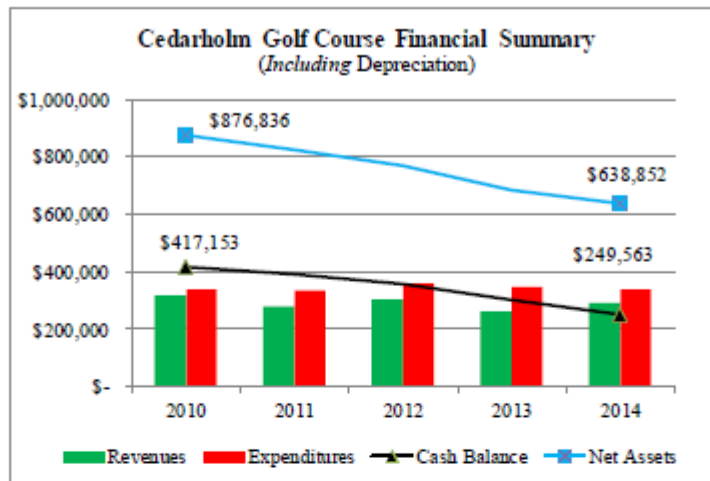
The Depreciation expense is an accounting method of systematically setting aside funds to pay for the eventual replacement of equipment and buildings. The basic concept is that we budget to incur the expense each year, but we don't actually move any money out of the golf course's account. In essence, we're committing to NOT spending all of the revenues (green fees) that come in each year so we can build up some funds to pay for capital.

In an ideal world, our cash balance would be going up each year because we're saving up for future capital expenditures. In reality, 100% of incoming revenues are being used for day-to-day operations. Further information on the golf course's cash reserves is shown below.

Financial Summary Graphs

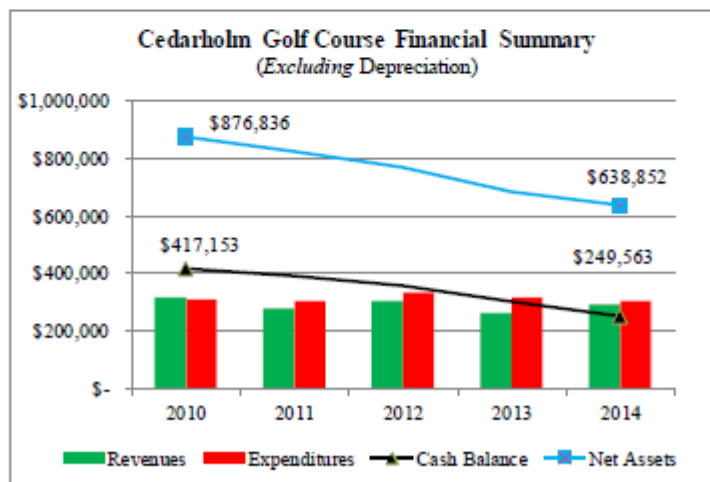
In an effort to further depict the information presented in the table above, a number of graphs have been prepared. They include a couple of scenarios that depict varying expenditure levels along with a financial projection.

The first graph depicts the golf course's financial summary over the past 5 years.



This graph depicts the revenues, expenditures, cash balance, and net assets of the golf course. It includes all expenditures including the administrative charges and depreciation. As shown here, expenditures have exceeded revenues each and every year which has resulted in a steady decline of both cash reserves and net assets.

The next graph depicts the golf course's financial summary over the past 5 years excluding the depreciation expense.

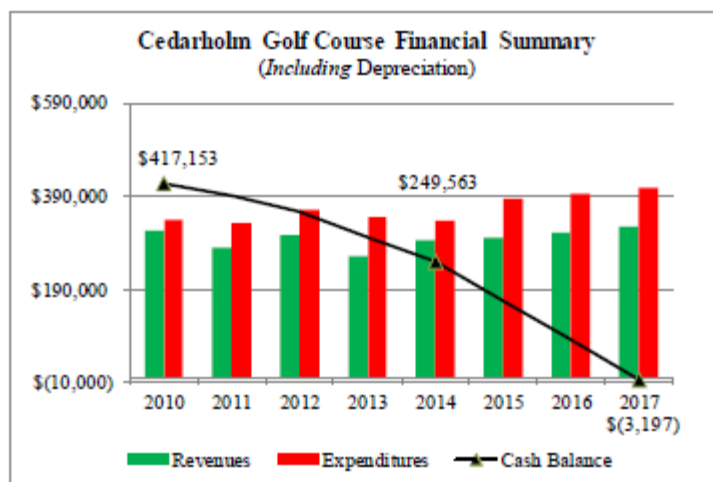


In this case, even after we remove the depreciation expense the expenditures still exceeded revenues during the past 4 years. Only 2010 shows a positive result. You'll notice however that there is no impact on the golf course's cash reserve or net assets. This is because depreciation expense is a non-cash expense – i.e. we're not actually moving any money.

Bottom line is that golf course is running out of cash. Cash reserves have declined from \$417,000 in 2010 to \$249,000 by the end of 2014.

2015 and Beyond

The graph below presents the same 2010-2014 financial summary information accompanied by a projection of the next 3 fiscal years (2015-2017). The 2015 amount is based on the adopted budget. The remaining years are extrapolated from the 2015 budget with the assumption that revenues will increase by 4% and expenditures by only 3%.



As shown here, on its current pace Cedarholm Golf Course will run out of money in 2017. Bear in mind that this only includes the impacts from projected operating expenses. Capital purchases will expedite the draw-down of the golf course's cash reserves even faster.

Final Comments

Hopefully the information presented above demonstrates that there are significant financial concerns at the golf course that need to be addressed very soon. Reducing the administrative charge might be part of the solution, but its effect will be negligible given the size of the current operating losses.

We could also evaluate whether it is appropriate to allocate 1.75 FTE's to the golf course in addition to the temporary/seasonal employees. If we did a time-spent profile for golf course employees would we find that they collectively spend 3,640 hours annually managing or serving the golf course? If not, then the hours spent elsewhere should arguably be funded by that department/division.

Alternatively, the City could also look at the capacity for increasing green fees above and beyond operating increases. Ultimately however, there likely needs to be a comprehensive assessment of the golf course's financial viability especially in the context of an aging clubhouse and maintenance building and general trends in the golfing industry.

Please let me know if you have any questions regarding the information presented above, or how I might be of assistance moving forward.

Attachment 2j

City of Roseville
Recreation - Golf Course Clubhouse
2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	49,157.09	52,509.34	93,975.57	102,000.00	104,000.00	2.0%	-	-100.0%	-50.0%	
Vacation Pay	410001	8,674.01	4,462.01	11,022.44	-	-		-			
Sick Leave Pay	410002	-	-	170.14	-	-		-			
Holiday Pay	410003	2,608.16	1,967.13	3,681.90	-	-		-			
Overtime	411000	29.55	92.82	72.00	-	-		-			
Temp Employees	412000	39,266.23	34,813.38	34,448.59	37,000.00	37,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	12,780.63	11,236.55	18,752.50	18,500.00	18,700.00	1.1%	-	-100.0%	-50.0%	
Employer Insurance	415000	6,769.78	6,373.44	14,651.60	15,000.00	14,900.00	-0.7%	-	-100.0%	-50.0%	
Personal Services		119,285.45	111,454.67	176,774.74	172,500.00	174,600.00	1.2%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-		-			See Schedule B
Clothing	422000	300.00	-	852.55	500.00	500.00		-			
Vehicle Supplies	423000	377.44	-	46.32	-	-		-			
Operating Supplies	424000	9,950.98	9,365.92	11,951.11	9,000.00	10,000.00		-			
Merchandise for Sale	425000	12,015.84	9,806.66	13,967.04	11,000.00	11,000.00		-			
Supplies and Materials		22,644.26	19,172.58	26,817.02	20,500.00	21,500.00	4.9%	-	-100.0%	-50.0%	
Telephone	431000	1,015.93	962.40	1,844.41	1,200.00	2,000.00		-			See Schedule C
Postage	431100	471.46	350.52	363.07	500.00	400.00		-			
Transportation	432000	-	182.95	-	250.00	250.00		-			
Advertising	433000	4,674.38	1,473.50	1,034.60	4,000.00	3,500.00		-			
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00		-			
Utilities	436000	5,794.32	7,004.29	7,486.88	7,200.00	7,600.00		-			
Rental	438000	1,980.00	3,648.98	2,807.44	4,100.00	4,100.00		-			
Contract Maintenance	439000	898.65	766.06	948.02	900.00	1,000.00		-			
Conferences	440000	-	-	-	-	-		-			
Training	441000	165.00	127.95	19.95	200.00	200.00		-			
Memberships & Subscriptions	442000	578.00	963.00	713.00	700.00	800.00		-			
Depreciation	446000	-	-	-	7,000.00	-		-			
Miscellaneous	448000	2,212.39	9.41	6,685.71	-	-		-			
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00		-			
Credit Card Fees	448600	4,149.21	3,711.27	4,288.74	4,000.00	4,400.00		-			
Other Services & Charges		37,189.34	34,450.33	41,441.82	45,300.00	39,500.00	-12.8%	-	-100.0%	-50.0%	

City of Roseville
Recreation - Golf Course Clubhouse
2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Buildings & Structures	450000	1,655.08	50.40	-	-	-		-			See Schedule D
Furniture & Fixtures	450001	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	1,208.39	-	-	-	-		-			
Capital Outlay		2,863.47	50.40	-	-	-	#DIV/0!	-	#DIV/0!	#DIV/0!	
Total		181,982.52	165,127.98	245,033.58	238,300.00	235,600.00	-1.1%	-	-100.0%	-50.0%	
Revenues											
Green Fees		265,749.16	224,126.68	239,959.97	247,555.00	237,580.00		-			
Evening League Fees		2,032.75	9,652.46	9,967.16	2,000.00	10,500.00		-			
Day League Fees		8,095.29	8,910.83	7,286.50	9,000.00	8,820.00		-			
Junior Golf League		1,932.08	1,687.92	1,715.66	2,000.00	1,800.00		-			
Equipment Sales		2,539.52	2,565.06	4,498.17	3,000.00	4,000.00		-			
Rental Equipment		10,987.62	14,477.08	18,105.75	14,400.00	18,000.00		-			Carts
Concession Sales		17,436.48	16,119.78	20,038.94	16,000.00	20,000.00		-			
Clothing Sales		-	15.07	-	-	-		-			
Charges for Service		308,772.90	277,554.88	301,572.15	293,955.00	300,700.00	2.3%	-	-100.0%	-50.0%	
Building Rental		2,791.12	3,100.61	3,082.80	3,000.00	3,000.00		-			
Pop Commissions		-	-	-	-	-		-			
Investment Income		3,164.54	(10,884.17)	7,934.39	-	-		-			
Miscellaneous		2,713.24	333.85	1,006.74	-	-		-			
Miscellaneous		8,668.90	(7,449.71)	12,023.93	3,000.00	3,000.00	0.0%	-	-100.0%	-50.0%	
Total Revenues		317,441.80	270,105.17	313,596.08	296,955.00	303,700.00		-			
Total Expenditures		181,982.52	165,127.98	245,033.58	238,300.00	235,600.00		-			
Income		135,459.28	104,977.19	68,562.50	58,655.00	68,100.00		-			
Less Golf Maintenance Exp.		(190,549.28)	(190,582.60)	(118,892.81)	(145,400.00)	(133,550.00)		-			
Net Income (loss) from Golf Operations		(55,090.00)	(85,605.41)	(50,330.31)	(86,745.00)	(65,450.00)		-			

Attachment 2j

City of Roseville
Recreation - Golf Course Maintenance
 2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	70,420.97	70,392.09	37,799.83	44,000.00	45,000.00	2.3%	-	-100.0%	-50.0%	
Vacation Pay	410001	8,594.79	10,760.51	4,717.59	-	-	-	-	-	-	
Sick Leave Pay	410002	76.06	-	170.14	-	-	-	-	-	-	
Holiday Pay	410003	3,346.64	3,924.36	2,287.60	-	-	-	-	-	-	
Overtime	411000	-	23.63	185.07	-	-	-	-	-	-	
Temp Employees	412000	10,496.67	9,493.31	6,693.08	13,000.00	13,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	12,008.22	12,351.26	6,468.05	7,600.00	7,800.00	2.6%	-	-100.0%	-50.0%	
Employer Insurance	415000	17,861.91	13,174.70	7,520.13	7,000.00	6,800.00	-2.9%	-	-100.0%	-50.0%	
Personal Services		122,805.26	120,119.86	65,841.49	71,600.00	72,600.00	1.4%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-	-	-	-	-	See Schedule B
Motor Fuel	421000	1,102.20	1,130.01	1,157.27	3,000.00	2,000.00	-	-	-	-	
Clothing	422000	131.01	-	-	500.00	500.00	-	-	-	-	
Vehicle Supplies	423000	4,878.77	3,461.11	3,657.70	4,000.00	4,000.00	-	-	-	-	
Operating Supplies	424000	13,463.56	16,892.36	13,211.84	17,400.00	17,400.00	-	-	-	-	
Merchandise for Sale	425000	-	88.10	(345.27)	-	-	-	-	-	-	
Supplies and Materials		19,575.54	21,571.58	17,681.54	24,900.00	23,900.00	-4.0%	-	-100.0%	-50.0%	
Professional Services	430000	20.00	33.03	-	-	-	-	-	-	-	See Schedule C
Telephone	431000	1,293.59	965.21	904.30	1,400.00	1,400.00	-	-	-	-	
Postage	431100	-	-	-	-	-	-	-	-	-	
Transportation	432000	-	-	-	-	-	-	-	-	-	
Printing	434000	-	-	-	-	-	-	-	-	-	
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	-	-	-	-	
Utilities	436000	-	-	-	-	-	-	-	-	-	
Contract Maint. - vehicles	437000	343.55	660.00	-	1,000.00	1,000.00	-	-	-	-	
Rental	438000	2,066.55	406.04	1,369.65	800.00	800.00	-	-	-	-	
Contract Maintenance	439000	1,923.00	1,467.64	2,032.14	2,500.00	2,500.00	-	-	-	-	
Conferences	440000	99.00	-	-	300.00	300.00	-	-	-	-	
Training	441000	-	442.95	229.00	350.00	500.00	-	-	-	-	
Memberships & Subscriptions	442000	410.30	15.30	140.00	300.00	300.00	-	-	-	-	
Depreciation	446000	26,754.57	29,602.46	15,444.69	27,000.00	15,000.00	-	-	-	-	
Miscellaneous	448000	7.92	48.53	-	-	-	-	-	-	-	
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	-	-	-	
Employee Recognition	448050	-	-	-	-	-	-	-	-	-	
Other Services & Charges		48,168.48	48,891.16	35,369.78	48,900.00	37,050.00	-24.2%	-	-100.0%	-50.0%	

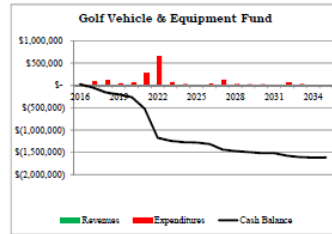
City of Roseville
Recreation - Golf Course Maintenance
 2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Furniture & Fixtures	450001	-	-	-	-	-		-			See Schedule D
Vehicles / Equipment	452000	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	-	-	-	-	-		-			
Capital Outlay		-	-	-	-	-	0.0%	-	#DIV/0!	#DIV/0!	
Total		190,549.28	190,582.60	118,892.81	145,400.00	133,550.00	-8.1%	-	-100.0%	-50.0%	

Attachment 2k

City of Roseville
Capital Improvement Plan: Golf Vehicle & Equipment Fund (620)
2016-2035

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Tax Levy: current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy: Add/Sub	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fees, Licenses, & Permit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500
Interest Earnings	-	570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	\$ 500	\$ 1,070	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Equipment	22,000	1,000	75,000	45,000	31,000	-	25,000	63,000	-	5,000	22,000	38,000	35,000	1,800	5,000	-	22,000	30,000	10,000	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	-	40,000	28,000	-	5,000	256,000	600,000	7,000	9,000	1,000	12,000	35,000	-	22,000	-	-	5,000	-	-	-
Improvements	-	34,000	5,000	-	20,000	5,000	-	-	18,500	-	-	50,000	-	-	-	-	-	-	-	-
Expenditures	\$ 22,000	\$ 79,000	\$ 108,000	\$ 45,000	\$ 60,000	\$ 261,000	\$ 633,000	\$ 70,000	\$ 27,500	\$ 10,000	\$ 34,000	\$ 123,000	\$ 35,000	\$ 23,800	\$ 22,500	\$ -	\$ 62,000	\$ 30,000	\$ 10,000	\$ -
Beginning Cash Balance	\$ 30,000	\$ 28,500	\$ (49,430)	\$ (156,930)	\$ (201,430)	\$ (260,930)	\$ (521,430)	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Annual Surplus (deficit)	(21,500)	(77,930)	(107,500)	(44,500)	(59,500)	(260,500)	(632,500)	(69,500)	(27,000)	(9,500)	(33,500)	(122,500)	(34,500)	(23,300)	(22,000)	500	(61,500)	(29,500)	(9,500)	500
Cash Balance	\$ 28,500	\$ (49,430)	\$ (156,930)	\$ (201,430)	\$ (260,930)	\$ (521,430)	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====



Expenditure Detail

Key	Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
V	Pickup Truck 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	63,000
E	Gas pump / tank set 1967/1997	10,000	-	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000
E	zero turn mowers 2008	-	-	14,000	-	-	-	-	-	-	-	14,000	-	-	1,800	-	-	-	-	-	29,800
E	Fairway mower 2008	-	-	-	-	-	-	-	58,000	-	-	-	-	-	-	-	-	-	-	-	58,000
E	Greens Mowers 2000	-	-	-	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
E	Greens/Tee Mowers 2002	-	-	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-	30,000	-	70,000
E	Computer equipment 2014	-	-	7,000	-	-	-	-	-	-	8,000	-	-	35,000	-	-	-	-	-	-	25,000
E	Turf equipment/mowers 2001	-	-	21,000	-	-	-	-	-	-	-	20,000	-	-	-	-	-	22,000	-	-	63,000
E	Cushman #1 & 2 2014	-	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000
E	Greens covers 1997/tealhead 2-2006	-	-	5,000	-	-	-	-	5,000	5,000	-	-	-	-	-	5,000	-	-	-	-	20,000
E	Course setting/deck/shower 1985/1994/200	12,000	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	-	32,000
E	Top Dresser Turbo 1993	-	-	15,000	-	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	28,000
E	Operational power equipment 1980-2010	-	5,000	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-	10,000
B	Clubhouse kitchen equipment 1970-2010	\$ 5,000	\$ -	-	-	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	25,000
B	Clubhouse splash/repairs 1999/2002	-	-	8,000	-	-	6,000	-	-	9,000	-	-	-	-	10,000	-	-	-	-	-	33,000
B	Clubhouse furnace / AC 1999	-	31,000	-	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	70,000
B	Clubhouse roof replace 1988	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Clubhouse /carpeting/flooring 1998	-	-	12,000	-	-	-	-	-	-	12,000	-	-	-	-	-	-	-	-	-	24,000
B	Replace Clubhouse C21 1970s	-	-	-	-	-	-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	600,000
B	Shop garage door/roof 2006/2008 door	-	-	-	-	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Shop heating/upgrading 1967	-	-	8,000	-	-	-	-	7,000	-	-	-	-	-	7,000	-	-	-	-	-	22,000
I	Sidewalk/exterior repairs 1985	-	-	-	-	10,000	-	-	-	6,000	-	-	15,000	-	-	-	-	-	-	-	31,000
I	Course improvements, landscaping /water	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-	10,000	-	-	-	-	30,000
I	Parking lot repairs/sealing 1990/2003	-	8,000	-	-	-	-	-	-	7,500	-	-	-	-	-	7,500	-	-	-	-	23,000
I	Irrigation system upgrades 1960/1988/1994 7greens	26,000	-	-	-	10,000	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	66,000
		\$ 22,000	\$ 79,000	\$ 108,000	\$ 45,000	\$ 60,000	\$ 261,000	\$ 633,000	\$ 70,000	\$ 27,500	\$ 10,000	\$ 34,000	\$ 123,000	\$ 35,000	\$ 23,800	\$ 22,500	\$ -	\$ 62,000	\$ 30,000	\$ 10,000	\$ -

Jill Anfang

From: noreply@civicplus.com
Sent: Sunday, July 10, 2016 1:34 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	roger hess jr
Address	1911 rice street
City	roseville
State	<i>Field not completed.</i>
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	No need to contact me
Email Address	rogerhessjr@aol.com
Phone Number	651-270-6910
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	the oval, nature center, general parks, police department, roseville school district and others have not-for-profit entities who raise funds and advocate for their particular interest. maybe a "friends of cedarholm golf course" should be created to advocate for the golf course and to help raise funds for amenities that are not currently being funded.

Email not displaying correctly? [View it in your browser.](#)

Jill Anfang

From: noreply@civicplus.com
Sent: Sunday, July 10, 2016 1:34 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	roger hess jr
Address	1911 rice street
City	roseville
State	<i>Field not completed.</i>
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	No need to contact me
Email Address	rogerhessjr@aol.com
Phone Number	651-270-6910
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	the oval, nature center, general parks, police department, roseville school district and others have not-for-profit entities who raise funds and advocate for their particular interest. maybe a "friends of cedarholm golf course" should be created to advocate for the golf course and to help raise funds for amenities that are not currently being funded.

Email not displaying correctly? [View it in your browser.](#)

Lonnie Brokke

From: noreply@civicplus.com
Sent: Sunday, May 22, 2016 4:33 AM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	Patricia
Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
Email Address	prantanen@yahoo.com
Phone Number	Field not completed.
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	Where are the financials showing income and expenses for Cedarholm? And where is the analysis of Roseville's existing and future population mix and who will use the course? This information is critical for determining the future viability of a new clubhouse. The City continues to fail to analyze what Gen X, Y and Millennials desire in their community. Golf is not popular with anyone except baby boomers aka senior citizens. Statistics clearly show that Gen X, Y and Millennials don't golf. Roseville is replacing existing city amenities that families with children don't use and that also won't attract families with children. The best use of Cedarholm is to turn it into a general-use park.

Jill Anfang

From: noreply@civicplus.com
Sent: Monday, May 09, 2016 11:02 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salz; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	Heather Sexton
Address	1148 Oakcrest Avenue
City	Roseville
State	<i>Field not completed.</i>
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
Email Address	annameta@msn.com
Phone Number	612-306-4888
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	I am an architect and a Roseville resident for the last 10 years. One of the major reasons I moved to this first ring suburb is because of the great stock of mid-century ramblers, schools and buildings. As a designer, I appreciate this era of design, along with with a growing number of mid-century enthusiasts that are buying and restoring homes in this and other first ring suburbs. I am also very proud of the quality, modern design of our new library and the park shelters in Central Park. These structures are inspired by mid-century design, yet are of their own time. I feel less enthusiastic when I see ramblers turned into faux bungalows, park buildings that look like farmhouses, retail with faux historic stone and cornices. This is my own

Jill Anfang

From: noreply@civicplus.com
Sent: Monday, May 09, 2016 6:57 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salz; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	Mary Cardinal
Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
Email Address	maryhcardinal@gmail.com
Phone Number	Field not completed.
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	Hi Roger, Thank you for starting the conversation concerning the clubhouse replacement. One of the reasons I asked the question at the last meeting concerning the scope of the team's responsibilities is that I hear three distinct topics being discussed: 1) What will the replacement facility look like - what's in scope to address/change 2) What is the financial operational model of the ongoing concern; should it stay an enterprise fund, how can it be managed differently? 3) How should the new facility be funded Maybe I'm confused but I believe the answer at the meeting was that our goal is to address the first item. If the goal is to address all three then we have a lot more work to do! Lisa can probably answer the

Jill Anfang

From: noreply@civicplus.com
Sent: Friday, May 06, 2016 7:24 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	roger hess jr
Address	1911 rice street
City	ROSEVILLE
State	Minnesota
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	No need to contact me
Email Address	rogerhessjr@aol.com
Phone Number	651-270-6910
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	not many comments yet, so i thought i'd throw something out to hopefully get the ball rolling. for years the golf course has been run as an enterprise fund, and for decades the city council has been taking money from the course to pay for other non-golf expenses. currently \$20,000 a year is taken out, but in the past this amount has been much higher, i believe as high as \$40,000 to \$60,000 a year, so having this happen for decades it isn't surprising that the golf course fund is so low. plus a large amount of parks and rec expenses, particularly salaries, have been paid by the golf course. i understand that it is difficult to separate some expenses since some golf course employees do other work for the city and other city employees do work for

Jill Anfang

From: noreply@civicplus.com
Sent: Thursday, March 24, 2016 11:57 AM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salz; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name Bill Allard
 Address 309 County Road C2
 City Roseville
 State Field not completed.
 Zip Code 55113

How would you prefer to be contacted? Remember to fill in the corresponding contact information. Email

Email Address allardss409@yahoo.com

Phone Number Field not completed.

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field) I am a casual golfer who plays at Cedarholm 2-3 times per year. I drive by everyday on my way to and from work. I have noticed that the course does not seem to be as busy in recent years as it once was. As a Roseville resident, I am in favor of keeping the course as a city asset, and making improvements as necessary. I think the open, green space alone makes it a worthwhile asset to the city. I do not know if the course operates at a profit or a loss, but I strongly believe that it should be kept in place as part of the excellent Roseville parks system.

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<<http://www.cityofroseville.com/Admin/FormCenter/Submissions/Edit?id=2865&formID=67&submissionDataDisplayType=0&backURL=/Admin/FormCenter/Submissions/Index/67?categoryID=6>>

Attachment 4

Subject: Fwd: Lisa's gold course statement
From: Diane Hilden (dianemhilden@gmail.com)
To: ehstan@yahoo.com;
Date: Friday, May 27, 2016 10:48 AM

Are you and the task force getting all these missives?

----- Forwarded message -----
From: "Sherry Sanders" <ibmgirlx@aol.com>
Date: May 26, 2016 9:30 PM
Subject: Lisa's gold course statement
To: <dianemhilden@gmail.com>
Cc:



Cedarholm Golf Course Clubhouse Replacement

City of Roseville from City of Roseville

6 May

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to <http://speakuproseville.org/discussions/...> and take part in the discussion

Shared with City of Roseville in General

THANK 4

REPLY 15



Jerry, Lisa, Karen, and 1 other thanked City of

Diane Hilden from McCarrons Community

8 May

Hopefully any discussion of "amenities" will include pricing considerations

Thanked! Flag

You and Louis thanked Diane

Mickey Turch from South Owasso

12 May

I hope the the women's bathrooms would have larger stalls.

Thank Flag

Jill Anfang

From: Carolyn Curti
Sent: Wednesday, May 25, 2016 9:28 AM
To: Jill Anfang
Subject: two more cedarholm comments on nextdoor

Linda E. from South Owasso 1d ago

Last thing we need is more townhomes/development.

Thank Remove



Lisa M. from Langton Lake 3h ago

Cedarholm has been a wonderful amenity for the City to have, as are the parks. But just like our homes, there is a cost, and while money may not be the only consideration, it must be a significant ... View more part of the equation. Hearing about the current fairly dire status of the clubhouse, why was it not addressed during the big park renewal and capital improvement process a few years ago? It's difficult to read these comments and not feel for the long-term residents testify last fall that they were being taxed out of their home. At a time when they should reap the benefit of long-term residency – close friends and neighbors, they may well have to move if unable to make it on a fixed income. Don't we have some responsibility to them – as well as to those who use the clubhouse, to be fiscally responsible in allocating public resources?

I'm not opposed to replacing the clubhouse, but for the reasons above, only if it can pay for itself. When my neighborhood was facing certain issues, we were told that the council had to take into consideration the opinions of the city at large – not just a few with a particular interest. How many regular golfers from Roseville utilize Cedarholm on a regular basis? One example of looking at "needs" vs. "wants" - a municipal golf course seems to be a luxury, but are our parks "accessible" to the elderly, handicapped segment of our residents? I don't think so. We're already going into a period of higher property taxes due to repair and maintenance of an aging infrastructure, so do we have to tighten our belts further so a few have a new clubhouse or is there a way through fee adjustment, donations, endowments, etc. where the golf course can cover its own expenses, including a clubhouse?

I appreciated the poster who asked what the amount needed was and they would see what could be done. Parks have several donors and Cedarholm seems to have many loyal and passionate supporters. It may well be that fundraising efforts could be utilized to establish an endowment to replace the clubhouse.

Bottom line, as I see it, more information is always good, so I hope that we will presented with financial and usage data as part of the final presentation, in addition to the ideas for increased usage, off-season programming, etc.

Thank Remove

Attachment 4

Jill Anfang

From: Carolyn Curti
Sent: Monday, May 23, 2016 8:26 AM
To: Jill Anfang; Lonnie Brokke
Subject: more comments on nextdoor

City of Roseville from City of Roseville 2d ago

Thanks for feedback about the clubhouse. We read all comments in this thread (the city does not have access to conversations in specific neighborhoods) and pass them along to the parks department. Comments are welcome in whatever form works best for you: Calls (651-792-7006), email (jill.anfang@cityofroseville.com), or visits to City Hall. You can also use the form at this webpage. It <http://www.cityofroseville.com/FormCente...>

Edit Delete

Sherry thanked you



Mary Kay R. from Roselawn 2d ago

I think the golf course is great but would like to say if ever they decide not to keep that in the coming years, it would be such a GREAT spot for affordable townhomes (not 400.000 kind) for the neighbors surrounding this area who so want to stay close by.

Thank Remove

Jana thanked Mary Kay



Joyce H. from Fairview Southwest 2d ago

Cedarholm is a wonderful resource for many local residents. I would hope that "making money" is not the only criteria being considered.

Thank Remove

Jane thanked Joyce



Jane W. from McCarrons Community 2d ago

I too am hopeful that "making money" is not the only criterion to be considered. I am curious as to how much we expend on Central Park, the band shell, etc., and would like to know whether that park "makes money" for Roseville. Our quality of life is certainly much more than just how much something costs or pays. I don't play tennis, or soccer or softball, but don't want to see those facilities go away either!

Jill Anfang

From: Carolyn Curti
Sent: Friday, May 20, 2016 8:23 AM
To: Lonnie Brokke; Jill Anfang
Cc: Pat Trudgeon
Subject: Cedarholm discussion on Nextdoor

Cedarholm Golf Course Clubhouse Replacement 6 May

City of Roseville from City of Roseville

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to <http://speakuproseville.org/discussions/...> and take part in the discussion.

Shared with City of Roseville in General

Reply 8

8

Jerry, Lisa, and Karen thanked you

Loading...



Diane H. from McCarrons Community 8 May

Hopefully any discussion of "amenities" will include pricing considerations

Thank Remove

Sherry and Louis thanked Diane



Mickey T. from South Owasso 12 May

I hope the the women's bathrooms would have larger stalls.

Thank Remove



Mary C. from Central Park 12 May

I would like to resond, give feedback but unable to log in to the discussion.

Attachment 4

Jill Anfang

From: Carolyn Curti
Sent: Thursday, May 19, 2016 12:55 PM
To: Jill Anfang; Garry Bowman
Subject: on nextdoor - one post says she would like to respond but unable to log in.

Cedarholm Golf Course Clubhouse Replacement 6 May

City of Roseville from City of Roseville

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to <http://speakuproseville.org/discussions/...> and take part in the discussion

Shared with City of Roseville in General

Reply 3

3

Jerry thanked you



Diane H. from McCarrons Community 8 May

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Thank Remove

Louis thanked Diane



Mickey T. from South Owasso 12 May

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Cedarholm Golf Course Clubhouse Replacement

City of Roseville from City of Roseville

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to <http://speakuproseville.org/discussions/> ... and take part in the discussion

Shared with City of Roseville in General

THANK 3

REPLY 9



★ Jerry, Lisa, and Karen thanked City of

View all 9 replies



Sherry Sanders from McCarrons Community

21h ago

Mike, Great question! The Roseville Finance Commission has advised the Council to not waste any more money on it and to seek other possibilities with it. Why invest in a Commission for advice and then not follow it?

Edited 19h ago

Thank Flag

Desiree thanked Sherry



joel c. from Midland Hills

19h ago

Maybe if the golf course made as much money as the tennis courts, soccer fields and soft ball diamonds (with bleachers yet!) the writers would be willing to allow the golfers in the city to continue to have a facility. If someone would tell me how much that is I will try to come up with a plan.

Thank Flag

Frank Rog thanked joel



City of Roseville from City of Roseville

5h ago

Thanks for feedback about the clubhouse. We read all comments in this thread (the city does not have access to conversations in specific neighborhoods) and pass them along to the parks department. ... View more

Thank Flag

Sherry thanked City of



City of Roseville ♦ 2660 Civic Center Drive ♦ Roseville, MN 55113 ♦ FAX: 651-792-7020

Date: February 3, 2016

Pages: 3

Contact: Garry Bowman, 651-792-7027 and Carolyn Curti, 651-792-7026

Roseville City Offices Closed Presidents Day

Roseville City offices, including the License and Passport Center, will be closed on Monday, February 15, in observance of Presidents Day. Roseville Police and Fire remain on duty. Garbage and recycling services will not be affected by the holiday.

Residents Needed for Cedarholm Clubhouse Advisory Team

Roseville residents: here's your chance to have a voice in the future of the clubhouse at Cedarholm Golf Course.

The City of Roseville is seeking residents to participate on an advisory team that will develop a vision for the clubhouse. The visioning process will include exploring funding options and possible partnerships as well as size, function and use strategies for the clubhouse.

In addition to the 10 Roseville residents, the 18-member resident advising team will consist of eight assigned members, representing the City's Parks and Recreation Commission (3), finance commission (1), City Council (1), historical society (1), and Senior Golf League (1). A member of the Roseville business community (1) will also be included.

The advisory team will be forming soon. To apply log on to www.cityofroseville.com/golf or call 651-792-7102 and an application will be mailed to you. Application deadline is Monday, February 22.

The advisory team will meet once or twice a month beginning in mid-March. All work is expected to be completed by September.

For more information about Cedarholm Golf Course and the clubhouse, please visit www.cityofroseville.com/golf.

Help Maintain Roseville Parks

Make an impact on Roseville parks and natural resources. Volunteers are needed to help gather and stack previously cut buckthorn at Materion Park, so that native and beneficial plants can repopulate.

Saturday, February 19, 10:00 to noon

Materion Park, 225 Minnesota Street

Kelly O'Brien, 651-792-7028 or kelly.obrien@cityofroseville.com

Each month, Roseville hosts a volunteer opportunity at one of the local parks as part of the natural resources renewal project. It includes an educational component and status update of the overall natural resource restoration efforts.

Groups, individuals, and families are encouraged to participate. People of all ages are welcome and will have a role to play. Please contact Volunteer Coordinator Kelly O'Brien for information about joining these community building events. Thanks for your help creating lasting environmental impacts in our parks.

Ice Fishing Fun

Hey, kids, do you dream about catching the big one? Roseville Parks and Recreation invites kids ages 5 to 14 to spend Saturday, February 27, on the ice competing in an ice fishing contest.

We'll have the holes drilled and the bait waiting for you at Lake Johanna Beach, 3500 Lake Johanna Blvd, Arden Hills. Trophies and prizes for the biggest fish and most fish will be up for grabs. Take your chance on drawings for gift packs. Guides will be on hand to answer questions and help children catch fish. Parents are encouraged to join their kids on the ice.

Please dress warmly and have waterproof boots. Bring ice fishing equipment if you have it. A limited number of rods and reels will be available. Cost is \$22 per child. Fishing begins at 11:00 until 1:00 p.m. Call 651-792-7110 to register. Please register by February 23.

Spring Break Muddy Camp

Kids, let's get dirty. Join us at Harriet Alexander Nature Center, 2520 North Dale St., for a fun spring break camp. We'll examine mud, search for worms, tap a maple tree, follow some animal tracks and make a wet weather survival kit.

This fun camp meets March 7-11, from 8:00 a.m. to 5:00 p.m. It is specially designed for boys and girls in first to fifth grades.

Kids can sign up for three days (\$124 or \$116 for Roseville residents) or for the entire week (\$191 regular or \$183 for Roseville residents). If signing up for three days, choose Monday, Wednesday and Friday or Monday, Tuesday and Thursday. To register for camp, call Roseville Parks and Recreation at 651-792-7110 or logon to www.cityofroseville.com/registration. Space is limited so register today.

Be prepared for spring weather – bring jackets, raingear, indoor shoes, boots and water bottle. Morning and afternoon snacks provided. Kids provide their own lunch.

Attachment 5

Spring Break Get-Away Camp

Kids, looking for fun this spring break? How about games, crafts, and field trips? Roseville Parks and Recreation is planning four days of fun at the Spring Break Get-Away Camp from March 7 to March 10.

This camp is especially for kids in first to fifth grade. We'll spend the morning at Lexington Park Building, 2131 Lexington Ave. In the afternoons we'll venture out on fun field trips to several Twin Cities hotspots. The fun begins at 8:00 a.m. until 5:00 p.m. each day.

Sign up for single days (\$44 per day or \$41 for Roseville residents) or all four days (\$152 regular or \$144 for Roseville residents). Bring clothes for indoor and outdoor fun and pack your own lunch and beverages.

To register for camp, call Roseville Parks and Recreation at 651-792-7110 or logon to www.cityofroseville.com/registration.

Minnesota OVAL Site for Women's World Bandy Championship

The City of Roseville invites you to witness the excitement as the top women bandy athletes compete in the Women's World Bandy Championship.

The United States is hosting the 2016 Women's World Bandy Championship. Teams from Canada, China, Finland, Norway, Russia, and Sweden will compete for the title of world's best. The games begin with a round robin competition Thursday-Saturday, February 18-20, followed by semifinals and finals on Sunday afternoon.

The competition takes place at the Guidant John Rose Minnesota OVAL, 2661 Civic Center Drive. There is no admission charge.

Bandy is a fast-paced combination of ice hockey and soccer, in which skaters use bowed sticks to

Newsbriefs

Residents needed for Cedarholm Clubhouse Advisory Team

The City of Roseville is seeking residents to participate on an advisory team that will develop a vision for the clubhouse at Cedarholm Golf Course. The planning process will include exploring funding options and possible partnerships as well as size, function and use strategies for the clubhouse.

In addition to the 10 Roseville residents, the 18-member resident advising team will consist of eight assigned members, representing the city's Parks and Recreation Commission, finance commission, city council, historical society, and Senior Golf League. A member of the Roseville business community will also be included.

The advisory team will be forming soon. To apply go to www.cityofroseville.com/golf or call 651-792-7102 and an application will be mailed to you. The application deadline is Monday, Feb. 22.

The advisory team will meet once or twice a month beginning in mid-March. All work is expected to be completed by September.

For more information about Cedarholm Golf Course and the clubhouse visit www.cityofroseville.com/golf.

Roseville State of the City Address

The City of Roseville invites residents to hear Mayor Dan Roe present the 2016 State of the City Address at 7:30 a.m. on Wednesday, Feb. 24 at Affinity Plus Credit Union.

Mayor Roe will give the address at the Roseville Business Council monthly meeting. He will reflect on the past year's accomplishments and challenges and look forward to what will be happening in the community in 2016. The credit union is located at 2750 Snelling Ave. in Roseville. The speech will be replayed on Cable Channel 16 at 6 p.m. on Feb. 24, at 10 a.m. on Feb. 25, and 10 a.m. on Feb. 28. It will also be available on the city's website at www.cityofroseville.com/2813/State-of-the-City beginning Feb. 26.

Cedarholm Clubhouse Replacement Advisory Team

Meeting #1: March 17, 2016 <> 6:30-8:30pm
Roseville Cedarholm Golf Course

Agenda

1. Welcome
2. Introductions
3. Public Comment
4. Orientation
 - a. Purpose & Scope of the Group
 - b. Member Roles
 - c. Time Frame
 - i. Future Meetings Day & Time, Frequency
 - ii. Themes/Topics
 - d. Outreach
 - i. Public Input
 - ii. Public Output
 - iii. Public Notice
 - iv. Meeting Notes/Documentation
5. Background Materials
 - a. City & Department Organization
 - b. Cedarholm History & Golf Operations
 - c. Clubhouse Replacement Routes
6. Clubhouse Tour
7. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting # 1, March 17, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Mike Cylkowski, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Rynetta Renford, Nancy Robbins, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, Matthew Vierling, Janice Walsh, Kerrik Wessel

Advisory Team Absent: The following Team Members notified staff ahead of time that they would not be able to attend the March 17th meeting. Jeff Boldt, Dick Laliberte, Jim McCall, Beth Sazl

Public Comment: None

Orientation:

The Cedarholm Clubhouse Replacement Advisory Team has been put in place to discuss the future of Roseville Cedarholm Golf Course's Clubhouse. Team members introduced themselves by telling a bit about their golf background and relation to Cedarholm

Staff and Facilitator, Dave Holt discussed;

- The primary focus of this committee: 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 and to provide a report and recommendation to the City Council.
- Committee member's roles: to attend meetings, be actively engaged, engage residents, keep residents informed, keep groups informed, and share progress with others and to help get word out about what is happening, why and how residents can participate.
- The proposed Meeting schedule: Some conflicts were pointed out. It was recommended that 3 dates be changed; June 16th, July 21st and August 18th were changed to June 9th, July 14th and August 11th. The group also talked about meeting locations being changed from the clubhouse to a new park building. Dates are yet to be determined.
- Outreach is an important part of this committee. All meetings are public and open for public comment. In addition, questions can be asked and received by the group via the website <http://www.cityofroseville.com/2965/Clubhouse-Replacement-Advisory-Team>. The Advisory Team, as mentioned above, should share information with others around the community through personal contact, city website, newsletters, meeting notes, special events and social media sites. An Advisory Team report will also be a monthly item on the Parks and Recreation Commission Agenda.

Background Materials

Parks & Recreation Director, Lonnie Brokke reviewed the City & Department organizational charts, Golf Operations & Clubhouse Replacement Routes discussions to date.

- Cedarholm Golf Course was built in 1959. It was purchased in 1967 by the City of Roseville and was named after former Mayor Emil Cedarholm. The 3,200 sq. ft. clubhouse and 1,800 sq. ft. maintenance building sits on 22 acres of property. Parking is limited to 66 cars and Cedarholm currently operates as an enterprise fund.
- Annual rounds played at Cedarholm Golf Course are not what they once were in the 1990's but continue to be near the top year after year among Metro Area par-3 golf courses. Cedarholm offers 12 leagues that host nearly 850 golfers per week.

Attachment 7b

- Current trends such as foot-golf and fling-golf have been looked into over the past couple years but have been considered a poor fit for Cedarholm at this time due to current number of rounds of golf played.
- During the winter, Cedarholm is used for cross-country skiing, snowshoeing and sledding while clubhouse rentals are available to public year round.
- Cedarholm has a full time superintendent and a ¾ time clubhouse manager. Salaries may spike year to year based on line items being bulked together.

Review of Preliminary Work done by Commission & Council:

- The Parks and Recreation Commission have been working with the City Council on Capital needs for Cedarholm. They have also done a range of background work on specific Clubhouse needs. The City Council has given the guidance to work with community members to replace the existing clubhouse. Commission & Council work has been provided in today's meeting packet.
 - The Park and Recreation Commissions work to date has been a look at current and future operations, current and future activities at the golf course, current financial position, area surveys, capital improvement needs and renewal program similarities.
- Discussions with Finance Commission representatives have also occurred. The Finance Department has provided information in the meeting packet.
- The time frame of this project is looking to be completed near the end of 2017.

Preliminary Clubhouse Options provided by the Parks & Recreation Commission were reviewed:

Four options for clubhouse replacement were presented to the City Council. The advisory committee will not be limited to these four options. The golf course has been identified as a valuable asset to the City. In sizing a clubhouse replacement, it was the desire of the Commission & City Council to be sure it not only served the needs of today, but also into the future.

Some key features should be considered when looking into replacement of the clubhouse.

- The deck in all cases is considered a valuable amenity.
- A basement could be considered to store carts and other things.
- The maintenance shop is currently functional but should be considered in the future.
- Overall site space is limited. A tour of the 2 facilities will be available before next meeting.

Advisory Committee Members inquired into the new Park Buildings:

Anfang spoke briefly on current Park Building operations.

- The replaced park buildings located around the city have opened with an overwhelming response. City Council recently approved the hire of a ½ time position to coordinate the use of the buildings. The buildings realized approximately \$35,000 in revenue in 2015.
 - More detailed building usage and rental information will be provided at the next meeting.
 - The City of Roseville also has larger buildings available for use. The Nature Center and Guidant John Rose Minnesota OVAL meet the needs of larger groups.
 - The Arboretum is also available as an outdoor facility to provide a more intimate setting.

Clubhouse Tour

Sean McDonagh, Golf Course Superintendent, provided a verbal tour of the clubhouse.

Advisory Team members suggested extending the meeting times to better address all areas of discussions. Facilitator Dave Holt responded that the schedule appears to be flexible to fit those needs and that opportunity will be addressed throughout the process. It was also suggested that future meeting themes and ideas be combined to save time. This too will be considered as the group works through the process.

Meeting #2 will feature municipal golf professionals from around the metro.

Meeting adjourned at 8:30pm

Advisory Team Orientation PowerPoint by Lonnie Brokke

1

Purpose/Scope – January, 2016

- Primary focus is on Clubhouse Replacement
- Engage the community
- Identify Funding Options & Opportunities
- Explore Partnerships – e.g. Historical Society, other needs the city may be missing.....
- Create preliminary building function concept
- Learn more from and about other communities
- Make report and recommendation to the City Council

3

Draft Meetings and Themes

- Meeting #1 – March 17 – Background and History
- Meeting #2 – April 28 – Golf Professionals Panel
- Meeting # 3 – May 12 – Partnerships
- Meeting # 4 – May 19 – Function and Use Brainstorm
- Meeting # 5 – June 16 – Funding Options
- Meeting #6 – July 21 – Public Input (also along the way)
- Meeting #7 August 18 – Draft Report
- Meeting # 8 – City Council Presentation

5

Cedarholm Golf Course Facts

- Built in 1959
- Purchased in 1967 – referendum
- Mayor Emil Cedarholm
- 22 acres
- Clubhouse – 3200 sq. ft.
- Shop – 1800 sq. ft.
- 66 car parking lot
- Enterprise Fund



2

Your Roles

- To attend meetings
- To be actively engaged
- To engage residents
- To keep residents informed
- To keep groups informed
- To share progress with others
- Help get word out about what is happening, why and how residents can participate

4

Outreach

- Input – taking in information
 - All considered public meetings – public comment
 - Being available and accessible
 - City website to receive comments, group e-mail box
 - City Council/Parks and Recreation Commission
- Output – putting out information
 - Sharing of information – at functions, at neighborhood gatherings, casually.....
 - City website
 - Brochure/newsletter/paper/other avenues
 - Meeting Notes
- Other? As suggested or becomes evident along the way

6

Summary of Use

- 42,000 annual rounds average in 1990's
- 33,000 annual rounds average in 2000's
- 26,000 annual rounds average last 5 years
- Leagues (12) – 850 golfers
- Season and off season uses



7

Background on Clubhouse Replacement

- Commission working with the City Council – Capital needs upon us
- Commission background work
- Discussions with Finance Commission representatives
- Commission guidance from City Council



8

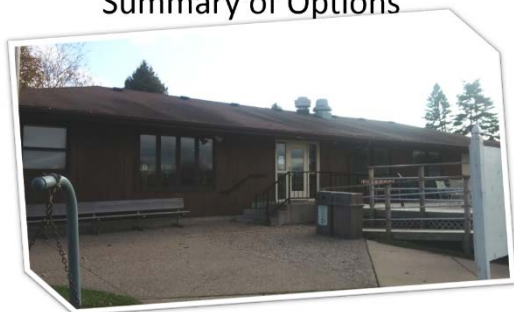
Commission Work To Date

- Current and future operations
- Current and future activities at golf course
- Current financial position
- Area surveys
- Capital improvement needs
- Very involved in Renewal Program



9

Cedarholm Clubhouse Summary of Options



Options Summary

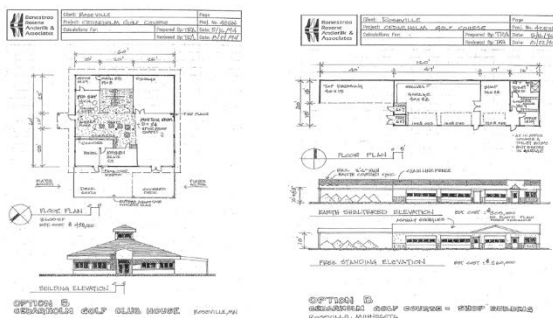
- See Spreadsheet for details

10

- **Option #1** Rebuild to Existing Size & Function (3200 Sq. Ft.)
- **Option #2** Rebuild to Similar Size to Autumn Grove & Lexington Park Buildings (2200 sq. ft.)
- **Option #3** Rebuild to Smaller Size for Check in and Casual Sitting/Snack Area (1575 sq. ft.)
- **Option #4** Existing Clubhouse Conditions (ruled out)

11

1994 Replacement Schematic



12

General Information

- The deck in all cases considered a valuable amenity
- Explore basement for cart and other storage
- The maintenance shop currently functional but should be considered in the future
- Overall site space is limited

13

Timeline



- August/September 2016 – report and recommendation to the City Council



Cedarholm Clubhouse Replacement Advisory Team

Meeting #2: April 28, 2016 <> 6:30-9:00pm

Roseville Cedarholm Golf Course

Agenda

1. Meeting Intro
2. Public Comment
3. Local Golf Industry Panel (6:35-8pm)
 - a. Jody Yungers
Previously: Oversaw Ramsey County golf operations
Currently: Brooklyn Park Parks & Recreation Director
 - i. Course to Clubhouse Relationship
 - ii. Designing a smaller, multi-purpose facility based on revenue potentials
 - iii. How does a Clubhouse contribute to overall Golf Course operation from a business prospective?
 - b. Mark Severson
New Hope Village Golf Course Superintendent
 - i. Brief description of New Hope Village Clubhouse; history, amenities, uses
 - ii. The impact on golf operations when enhancements were made at New Hope Village Clubhouse
 - iii. Benefits/significance of a patio/deck on golf operations and clubhouse use
 - c. Jason Hicks
New Brighton Parks & Recreation Assistant Director, Brightwood Hills Golf Course
 - i. Brief description of Brightwood Hills Clubhouse; history, amenities, uses
 - ii. What was the impact Clubhouse improvements had on golf operations at Brightwood Hills?
 - d. Panel Questions
4. Meeting #1 Notes Comments
 - a. Meeting #1 info request: 2015 Park Building Use Overview
5. Public Engagement Process
 - a. Online comment form:
<http://cityofroseville.com/FormCenter/Parks-Recreation-6/Contact-Cedarholm-Golf-Course-Clubhouse-67>
 - b. Speak Up Roseville Topic Suggestions
 - c. Other Engagement Avenues
6. Meeting #3: May 12, 6:30-9pm "Other Users & Partners"
7. Updated Meeting Schedule: June 9 @ Autumn Grove Park Building, July 14, August 11
8. Late Breaking Info & Other Comments

**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #2 April 28, 2016**

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Nancy Robbins, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, Matthew Vierling, Janice Walsh, Kerrik Wessel

Advisory Team Absent: Mary Olson, Mike Cylkowski, Jeff Boldt, Rynetta Renford

Public Comment: None

Local Golf Industry Panel

Staff and Facilitator, Dave Holt introduced the 3 municipal golf professionals from around the metro. Each have offered their free time to speak about similar processes they have been through with their respected departments.

Jody Yungers, Brooklyn Park Parks and Recreation Director (previously Ramsey County Golf Operations)

Course to Clubhouse Relationship

- League-golfers can be the backbone of the play at a golf course, playing no matter what the weather, while open-golfers only play when the weather is pleasant.
- A community golf course should cater to what the community wants. It should have a niche.
- Consider what usage a golf course can have in the winter.

Designing a smaller, multi-purpose facility based on revenue potentials

- Consider planning the size of your pro shop around what your usage will be.
- Staffing of a facility can be more efficient with smaller clubhouse.

How does a clubhouse contribute to overall Golf Course operation from a business perspective?

- Consider the golf operation as a three legged stool. You have the golf course itself that brings in revenue from greens fees, the pro-shop provides equipment and apparel and the grill/bar sells food and beverage. These three parts should be tinkered with based on the core user.
- Figuring out where the golf course is in the niche of the market is important to providing the best experience.
- Build based on what is important to the golfer when they come to the course.

Mark Severson New Hope Village Golf Course Superintendent

Brief description of New Hope Village Clubhouse, history, amenities, uses

- New Hope Village's Clubhouse was originally built in the late 1960's. The clubhouse was replaced in the 1990's as a multi-purpose facility.
- The facility offers a seating area with merchandise measuring 1250 sq. feet. The other area in the clubhouse includes an office and restrooms measuring 1300 sq feet. The outdoor patio is 30ft x 36ft.
- It is an attractive building and a special place to be. 80 parking spots are available at the facility.

Attachment 8b

The impact on golf operations when enhancements were made at New Hope Village Clubhouse

- Designed to be an efficient one person operation. The clerk can move from the till to the connected kitchen with ease.
- The kitchen has a 3 compartment sink and is open to caterers.
- In the winter of 2015, New Hope Village brought \$7,500 in through clubhouse rentals. The rental room has a capacity of 75. The rental area is separated for rentals to not effect golf operations.

Benefits/significance of a patio/deck on golf operations and clubhouse use

- Leagues enjoy the patio before and after their round. The covered picnic area can be very inviting for big events or gatherings. The covered patio is also used as rental space.

Jason Hicks New Brighton Parks and Recreation Assistant Director, Brightwood Hills Golf Course:

Brief description of Brightwood Hills Clubhouse; history, amenities, uses

- Brightwood Hills Clubhouse was originally built in 1969. The city purchased Brightwood Hills in the 1970's. It has a similar course layout and is also a Par-3 9-hole. A new clubhouse was constructed in 2000. The clubhouse features open space and tons of windows. It was constructed on a hill to attract outside attention.

What was the impact Clubhouse improvements had on golf operations at Brightwood Hills?

- The open space within the clubhouse provides flexible setup for rentals. It is inconvenient to have rentals during the golf season as the two areas share clubhouse space. Rentals are delegated mostly to the winter time.
- The clubhouse has a basement featuring storage facilities. Local affiliates use these storage areas year round. 11 golf carts are also stored in the basement. An air exchange is needed for gas carts.
- The open patio offers a place for cookouts and the parking lot was expanded slightly to fit capacity.

Follow up responses:

- New Hope Village does not have a kitchen but has a cozy snack bar.
- Brightwood Hills and New Hope Village do not have locker rooms. Locker rooms are expensive, changing rooms offer similar amenities without the expense.
- Brightwood Hills has a 20 year revenue bond and are an enterprise fund.
- New Hope has a capital asset replacement plan. They were an enterprise fund 2015 but are changing to a general revenue fund.
- Brightwood Hills stores carts in a maintenance shed.
- New Hope Village stores carts below clubhouse in the basement.
- The city of New Brighton has a community center for rentals as well as the golf course.
- The city of New Hope has a rental room in their ice arena as well as the golf course.
- New Hope Village did not close their course when construction was in process. A trailer was brought in as a temporary shelter.
- There has been very little success with full menu and grill at most courses. A full liquor license can offer a secondary revenue source.
- Brookland golf course is no longer an enterprise fund. It is part of the community and considered a parks and recreation asset. Its expenses come out of the recreation revenue fund.
- Some things that the golf professionals would have done differently would have been to build a bigger clubhouse, provide more adequate bathroom space, add more windows and the installation of a fireplace.

Meeting #1 Notes Comments:

Jill Anfang, Assistant Parks & Recreation Director, reviewed the City of Roseville Facility Rental History for 2015-16.

Roseville has 6 new park buildings built upon the desire by the community for more adequate gathering space within the parks system.

- The park buildings had an opening date ranging between January 2015-May 2015.
- 1,000 uses since the buildings opened. 35,000 people have been through the buildings, not including any public stopping in to use lavatory. Birthday parties, grad parties and business meetings are the biggest users.
- The facilities built do not fit a medium-large gathering group. That size is needed in Roseville.
- Park buildings were built in Roseville to bring gathering spaces to the community. They try to generate revenue but are not expected to cover full costs.
- Park buildings were built to serve different size groups.

Public Engagement Process:

The Advisory team is encouraging more input in the online drop box, Nextdoor.com and Speak-Up-Roseville. It is important to actively involve the community in this process.

Meeting #3

May 12th, 6:30pm-9pm will feature Other Uses and Partners

Advisory Team Members inquired into/commented on:

- Possibility of use by School District for meeting space and training location
- Does the School District use Cedarholm for Physical Education Classes and athletic team practices?
- Perhaps the golf operation should consider utilizing food trucks for food service.
- Consider packaging facility rentals for business meetings with a discounted golf pass.
- What is the mission of this community engagement process?
- What about the maintenance garage? Is this part of the discussion?

Updated Meeting Schedule

June 9 @Autumn Grove Park Building, July 14, August 11

Late Breaking Info and Other Comments

Advisory Team is encouraged to travel New Hope Village and Brightwood Hills Golf Courses' to see their clubhouse. A maintenance tour is scheduled before next meeting at 6pm.

Meeting Adjourned at 9:09pm



**Brightwood Hills Clubhouse
in New Brighton, MN**



**Brightwood Hills Golf Course
Storage & Maintenance
Facility**



**Brightwood Hills Clubhouse in
New Brighton, MN**

New Hope Village Golf Course & Clubhouse



Roseville Park Building Report

April 28, 2016

Park Building Opening Timeline:

- Lexington & Sandcastle Parks opened January 2015
 - Villa Park opened February 2015
 - Autumn Grove Park Opened March 2015
 - Oasis Park opened April 2015
 - ~~Rosebrook~~ Park opened May 2015
-

2015 Buildings uses: 584 occasions

- 261 paid building rentals
- 241 recreation program dates
- 48 Community engagement unpaid reservations
- 34 City of Roseville meetings, training sessions
- Usage by Building
 - Autumn Grove: 168 occasions (includes 10 weeks of summer youth programs)
 - Lexington Park: 140 occasions
 - ~~Rosebrook~~: 85 occasions (includes contracted yoga classes)
 - Oasis: 72 occasions
 - Villa: 70 occasions
 - Sandcastle: 49 occasions

2015 Revenue & Expense Report:

- Budgeted Expenses: \$103,400
 - Budgeted Revenues: \$15,400
 - Actual Expenses: \$92,395
 - Actual Revenues: \$29,597
 - \$11,950 @ Lexington Park
 - \$5,080 @ ~~Rosebrook~~
 - \$4,835 @ Autumn Grove Park
 - \$3,265 @ Oasis Park
 - \$3,252 @ Villa Park
 - \$1,215 @ Sandcastle Park
-

January – May 2016 Buildings uses: occasions: 199 (does not include ice rink uses)

- Paid building rentals: 140
- *Skating Rink uses January & February: 202*
- Recreation program dates: 38
- Community engagement unpaid reservations: 12
- 9 City of Roseville meetings, training sessions
- Usage by Building
 - Autumn Grove: 45 occasions (does not include ice rink uses)
 - Lexington Park: 55 occasions (does not include ice rink uses)
 - ~~Rosebrook~~: 57 occasions
 - Oasis: 28 occasions
 - Villa: 11 occasions (does not include ice rink uses)
 - Sandcastle: 3 (does not include ice rink uses)

January – April 2016 Revenue & Expense Report:

- Budgeted Expenses: \$133,400
 - PT-time Staffing: \$18,900
 - Operating Supplies: \$10,400
 - Professional Services: \$58,000
 - Utilities: \$46,100
- Budgeted Revenues: \$30,000
- Expenses to date: \$22,590
- Revenues received to date: \$22,031 (rental receipts for dates throughout 2016)

At our last meeting where was some interest in getting more information on the newly renovated park buildings. I have provided you with information on 2015 usage, revenues and expenses as well as information on the same areas for the first 4 months of 2016.

There are six renovated park buildings, the first at Lexington Park opened in January 2015 with the last at ~~Rosebrook~~ Park opened in May of the same year. Each of these buildings replaced a 50-plus year old warming house that had out-lived its useful life.

Since January 2015 there have been nearly 1000 scheduled uses of the buildings and over 35,000 people who have entered the buildings during the scheduled uses. We do not have a number for the casual uses of the buildings, the times when people stop in to use the rest room, fill their water bottle or check the facility out. The buildings are open 7 days a week with times varying by season and aligning somewhat with daylight hours. 8am-5pm late fall & through the winter, 8am-7pm late winter into early spring & post Labor day to late fall, 7am-9pm spring through Labor Day.

As we met with the community through the Parks & Recreation Master Plan process we heard about the need for community spaces, places for people to meet and gather. During the planning and development of these 6 park buildings the Roseville City Council recognized the financial expectation for these community facilities to cover their direct operating costs through rental fees. Direct operating costs include utility fees (gas, electric & internet) facility supervision and operating supplies & materials.

The park buildings are community resources, access/use is provided to those organizations hosting functions that are open and welcoming to the entire community as well as activities that benefit Roseville as a whole.

Over half of the scheduled building uses have been community based. These facility reservations are staffed in a like manner to a paid rental.

The reasoning behind staffing all building uses is to insure the maintenance and upkeep of the building. Most building uses are during times when the buildings are open to the public – the on-site staff provides a buffer between the rental event or community function & public access. They are also onsite to trouble shoot climate control, technology needs, furnishings & perform set-up & take-down and pre & post use custodial tasks. The staff also act as City of Roseville Ambassadors.

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #3: Partners & Other Users

May 12, 2016 <> 6:30-9:00pm <> Roseville Cedarholm Golf Course

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 #2 Notes/Comments
4. Cedarholm Staff Presentation: Current Uses & Partnerships
5. Roseville Historical Society Presentation: Function & Needs
6. Cedarholm Golf Course Maintenance Facility: Current Uses & Needs
7. Meeting Theme: Other Users & Partners
 - Brainstorming
 - Golf Season Users
 - Off-Season Users
 - Community Partners
 - Creative Opportunities
 - Other Ideas
 - Prioritize & Rank
 - Group Discussion
8. Meeting #4: May 19, 6:30-9pm "Function & Uses"
9. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #3 May 12th, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, , Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dick Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Nancy Robbins, Rynetta Renford, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, , Janice Walsh, Kerrik Wessel

Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Matthew Vierling, Paul Grotenhuis

Parks & Recreation Staff Present: Steve Anderson, Jill Anfang, Lonnie Brokke, Jeff Evenson, Sean McDonagh

Public Comment: No comment. 5 Historical Society Members in attendance

Clubhouse Replacement Advisory Team meeting information is included on the City of Roseville website. This site also has a comment function that can be used by community members or Advisory Team members to comment, submit questions or share ideas.

1. Inquiry into permanent storage, considerations for the License Center.
 - a. Brokke talked about the current combined public works and parks maintenance facility off of Woodhill Drive. The facility is still not big enough for storage and some equipment must be stored outside. Currently there is an offsite storage building that houses equipment. Seasonal equipment, non-operational police cars and heavy equipment such as bulldozers are stored here. This building is leased. The city continues to explore options and address needs. Appropriate properties are hard to come by.
 - b. The Roseville License Center is in leased space. It is a very busy center and they are busting at the seams. They are continuing to look for a new home, possibly a city owned building. There are no easy answers and it is a continuing process.
2. What's the mission of this group?
 - a. Brokke commented that there has been a lot of work done by the Parks and Recreation Commission along with the Roseville City Council to get to where the Advisory Team is now. A mission was created "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 & for generations to come."
3. Should the Golf Course be an enterprise fund?
 - a. The golf course doesn't act fully as an enterprise fund. It covers most operating costs through the greens fees but is not able to cover capital improvement costs.

Current Users and Partnerships

Steve Anderson presented the current golf course users and partnerships. Cedarholm Golf Course has a variety of users that pass through the facility on a daily basis. Staff shared weekly calendars and event descriptions detailing the average users on a seasonal basis. Cedarholm Golf Course has partnered with businesses from the community to provide in-kind product for tournaments/leagues and to differ costs of tee signs and scorecards through advertising.

Roseville Historical Society

Betty Wolfangle from the Roseville Historical Society presented a brief history, including past and current locations of operation, stored artifacts, community interest, possible homes for operation, society needs and funding.

The Roseville Historical Society was established and received 501c3 non-profit tax exempt status in 1977. They currently are anchored by 121 members. They also have two books published with detailed history on the City of Roseville. The Roseville Historical Society has been in and out of facilities for many years. These locations include old fire stations, community centers and schools. They currently work out of Roseville Fire Station #2 on Fairview Avenue. They have a surplus of artifacts stored in cramped spaces. They welcome the community to stop by during Roseville's annual City Wide Garage Sale for refreshments and garage sale shopping.

There has been high community interest in the Roseville Historical Society. Individuals stop by for information semi-weekly. The community has requested programming through the Roseville Historical Society.

Potential sites to date include: the warming house at Evergreen Park, the veterinarian animal hospital on County Road C and a possible spot in the clubhouse if it were to be replaced. Evergreen park would need a substantial remodel (architect estimate of \$400,000). The animal hospital was recently sold.

The Roseville Historical Society would request 1350 sq. ft. of space to operate ideally. This space would include an office, room for 11+ file cabinets and a small display room/museum. The minimum space needed is 280 sq. ft. for an office and research area. The storage and displaying of artifacts would require exploring of other various options. The Roseville Historical Society presented different funding options that may be available. These options included Minnesota Historical Society Grants, Pledges (currently \$2,000), cash building fund (\$11,400), estate money pledges, fund raising, craft sales and community outreach.

Parking was addressed, but the Roseville Historical Society doesn't expect this to be a big issue. The museum would be open year round to the public. The Roseville Historical Society has been deemed a "gem" by the Minnesota Historical Society and Ramsey County Historical Society.

Cedarholm Golf Course Maintenance Facility: Current Uses and Needs

Sean McDonagh presented current uses of the maintenance facility include equipment, lumber, chemical and cart storage. Limited office space is also included. The staff struggles to find space to move when trying to operate in the facility. Staff must move golf carts from the garage to the clubhouse each morning. Other spaces to store golf carts have been explored with no reasonable solution in sight. The golf carts are used by a wide range of golfers. The golf carts were first leased in 2012. 6 carts were provided to the community. In 2015, the demand increased to 8 carts. Currently, Cedarholm operates with 10 carts. In future as many as 15 carts will be needed. The carts are stored in the maintenance facility due to security issues. Cedarholm pays \$108 dollars a month to lease each cart. If a cart is stolen, the expense would be upwards of \$5500. Some courses around the metro have experienced theft of golf carts. Locations around the clubhouse have been considered to store carts and moving the new clubhouse slightly seems to be a practical idea. Basement storage for the golf carts was talked about briefly. The carts would need to be electric due to concern of fumes from gas carts.

If chemicals are delivered, equipment must be stored elsewhere until these chemicals are used. A top dresser and a 200 gallon water tank have been moved and stored elsewhere. These pieces are considered monthly uses and can be cumbersome to transport. Some clubhouse items are also stored in the maintenance facility due space needs in the clubhouse.

Other Users and Partners

Advisory Team members broke into 5 separate groups to brainstorm about other users and partnerships.

- **Brainstorming**
 - 5 groups each visited stations identified as Golf Season Clubhouse Users, Off-Season Clubhouse Users, Community Partners as Clubhouse Users, Creative Opportunities for the Clubhouse and Other Clubhouse Ideas.
- **Prioritize and Rank**
 - Members were invited to rank which ideas they believe to be the most important with colored stickers to provide a priority from other ideas.
- **Group Discussion**
 - Staff summarized the brainstorm topics and pointed out the areas that were identified as high priority areas, areas of interest and areas Team members were not interested in.

Meeting #4

May 19th, 6:30pm-9pm "Function and Uses"

Late Breaking Info and Other Comments

Speak up Roseville is a community tool to communicate with the advisory committee.

Karen Schaub, director of communication & Community Education for the Roseville school district will be involved at some point during clubhouse replacement process.

Social Media and the City Newsletter are great advertising tools for the advisory committee. Nextdoor.com has been used to network with the community.

Meeting Adjourned at 9:08pm

Affiliated Groups & Athletic Associations

Roseville Affiliated Groups & Athletic Associations provide our community with a range of opportunities, as well as, expanded & varied activities & programs beyond those offered by Roseville's Parks & Recreation department. Roseville Affiliated Groups & Athletic Associations serve thousands of youth & adults through sports & leisure activities that are managed & led by enthusiastic community volunteers.

- Central Park Foundation
- Friends of the OVAL Foundation
- Friends of Roseville Parks
- Lake Owasso Garden Club
- North Suburban Soccer Association
- Rosetown Playhouse
- Roseville Area Girls Fastpitch
- Roseville Area Little League
- Roseville Area Youth Baseball
- Roseville Area Youth Football
- Roseville Area Youth Hockey Association
- Roseville Area Youth Lacrosse Association
- Roseville Big Band
- Roseville Community Band
- Roseville Figure Skating Club
- Roseville Gymnastics Association
- Roseville Historical Society
- Roseville Singles Club
- Roseville String Ensemble
- Roseville Youth Basketball Association



Friends of Roseville Parks Dale Street Playground Dedication



Saturday Football Association Game



Roseville Community Band Performing in Elk River, MN



Historical Society Enjoying the Rose Parade



Basketball Association Game @ Central Park Gym

Roseville Historical Society

1. Brief history of Society

As a result of the Heritage Trail research and development for the 1976 city-wide Bicentennial celebration, the Roseville Historical Society was established in 1977 to further research and perpetuate Roseville history.

- Received 501c3 nonprofit tax exempt status in 1977.
- Current membership is 121 including young and old. Four membership meetings a year are held.
- Two books about Roseville history plus Trail Book for self-guided tours of Roseville historical sites (53) have been published.

2. Locations from the beginning to current include:

- Basement of old Lexington Fire Station; churches; Ralph Reeder School (until torn down); Fairview Community Center (office only); Lexington Fire Station #1 – office and museum rooms (until it was torn down); warehouse on Fairview (office only) until it was torn down last fall. Museum artifacts are in storage at Fire Station #2 on Fairview with office only space available.
- Fairview office site is cramped! There is no room for visitors to sit or do research, and volunteers continue to meet to gather and record past and current history two days a week.

3. Stored artifacts include:

- Examples i.e.: Collections from the Brimhall family; Ashbach family; Frank Rog; Al Kehr; Bremer family; Kath family. Bill Brown paintings of historic sites (hung for many years in City Hall and Council chambers), books (many by Roseville authors), clothes, market garden tool equipment and toys.

4. Community interest

- Remains high.
- Individuals seeking information semi-weekly.
- Community organizations requesting, programs such as DAR, Library, McCarron's Neighborhood organization, District 623 schools, and service organizations (i.e. Rotary, Kiwanis, Lions).

5. Possible homes to date:

- Our museum and office space at Fire station # 1 was not included in the plans for the new fire station on the corner of Lexington and Woodhill. Subsequently, the Parks and Recreation Department offered the warming house (with obvious needed renovation) at Evergreen Park of 660 sq. ft. that would have been adequate for an office and museum with no space for storage. After a year of exploring what was involved in renovation and funding options (final architect estimate \$400,000), the Society reluctantly had to turn away from that site offer.
- Second option with Parks and Recreation Department was the veterinarian animal hospital on County Road C east of Snelling. The Society and the Parks and Recreation Department decided that would be perfect: large storage area that would accommodate both the Park Department and Society; pleasant inviting space for the museum as well as well-arranged space for the office; convenient parking. Unfortunately, it was sold before the sale could be negotiated.
- Third option – reason for our meeting tonight re: adding on to the Club House or sharing space in some way.

6. Society Needs - "Ideal":

Office Space approximately 280 sq. ft. Four people volunteer in the office.

- Need 4 work stations and a desk/table for visitors doing research.
- Presently have 11 file cabinets which contain; family histories, obituaries, 5,000 cataloged photos, "People in the News" files, general information files by topic, files on churches, organizations and schools in Roseville (past and present), etc. Office machines include a copy machine, 2 printers and 2 computers.
- The Roseville Community Fund recently awarded the Society a \$2,500 grant to purchase 2 new computers and upgrade software.

Display room/museum approximately 400 sq. ft.

- The Society has 7 lighted floor display cases of attractive interior decorator quality, 3 glass fronted book cases, and other cabinets. Adequate electrical outlets will be needed. (See No. 3 for artifacts information)

Storage for artifacts estimated 750 sq. ft. Displays will be rotated periodically.

Total "Ideal" needs for office, museum and storage approximately 1350 sq. ft.

7. Minimum - up for discussion.

- At least 280 sq. ft. for office equipment (See No. 6) and visitors doing research.
- Displaying artifacts will require exploring various options.

8. Funding:

- Minnesota Historical Society grants.
- Pledges \$2,000
- Cash building fund \$11,400
- Estate money pledged - final amount not available.
- Society will continue fund raising (i.e. garage sale on city advertised days of June 2-4).
- On-going craft sales
- Community outreach funding PR when final decision on project for permanent home is made.

Summary:

When ready to draw up plans, if the committee agrees, we could show and discuss with the architect our needed space for office, museum and storage and how it could be incorporated in the plans.

Cedarholm Clubhouse Advisory Team

May 12, 2016 Brainstorming Session: Users & Partners

(A) Golf Season Users

- Ladies Leagues (x1)
 - Flowers/Ladies Touch
- Senior Golfers/Leagues
- Open Golfers
- Wedding Venue
- Parties (ie grad)
- Meetings/Groups
- Eat & Drink (x3)
- Sporting Events
- Young Families
- Community Events
- Bike/Hike Stop
- Concerts
 - Small/Coffeehouse like
- After Work
- Tournaments
- Disc Golf (x2)
- Foot Golf (x1)
- Night Golf
- Bridge Club/Cribbage (x1)
- Students/Schools
- Diversity in the Golf Population (x2)
- Clinics
- Service Industry (9-5 events)
- Chamber of Commerce
- Partners
- Exercise/Yoga (x1)
- Dance Groups
- Rosetown Playhouse
- Stargazers
- Liquor Drinkers
- Teen Clubs
- Church Service

(B) Off-Season Clubhouse Users

- Cross-Country Skiing
 - Equipment Rental (x1)
- Snowshoe (x1)
- Clubhouse Rentals
 - Parties, meetings, social, banquets
- Special Events
- Tours
 - Historical Society – Schools
- Winter Fest (x1)
 - Winter Golf
- Skating Rink (x3)
- Dance Classes
- Senior Club
- Sledding
- Bonfires
- Card Clubs
- High School Classes
- Teen Center (x3)
- Special Interest Classes (x1)
- Speaker/Toastmaster
- Viewing Parties (ie Super Bowl)
- Golf Simulator (x2)
- Craft Sales – Holiday Sales
- Adult Learning Classes through the University of Minnesota

Attachment 9e

(C) Community Partners

- “Big Buck” Partner/Sponsor – Naming Rights
- Significant Donation toward new building in exchange for rounds of golf
- Other Businesses advertise for Cedarholm in return for rounds of golf
- Catering Company outfits the Kitchen (x3)
- Food Service Sponsor supplies equipment in exchange for future business from Cedarholm when purchasing food/product (x1)
- Partnership with Cedarholm itself – loyalty card
- Cross Business Loyalty Card – Cedarholm Sponsored/based in Roseville (x2)
- Partner with Funeral Home to provide Funeral Lunches
- Neighborhood Associations
- FORParks donate a Fireplace at Cedarholm like they did with Park Buildings (x1)
- Pull Tabs – Charity Partners (x1)
- Partner with Neighboring Cities
- Bingo
- Hospital/Health Care
- Rosedale
- Partner with Library
- School district
- Affiliated Groups
 - Historical Society (x2) Historical Society (x2) Historical Society (x1)
 - Athletic Associations (x1)
- Businesses
- Churches
- Hostel Guests/Visitors
- Youth Groups
 - Scouts/Badges
- Colleges (x1)
- Community Organizations (x1)
- Families
- City Staff/Department Users

(D) Creative Opportunities for Clubhouse Users

- Hitting Bays/Golf Training (x1)
- Indoor Practice Ranges
- TV Screens for showing the PGA Channels (x2)
- Bathrooms/Changing Rooms
- Bar Service
- Special Events
 - Classes (ie painting, color books, exercise, gaming, speed dating)
- Speaking Events/Poetry Readings/Book Club (x3)
- Celebrity Events
- Card Nights
 - Poker, Bridge, 500
- Sports Bar Concept (x2) Sports Bar Concept (x2)
- Watch Sporting Events (x1)
- Events
 - Movie Nights (x1)
 - Family Nights
 - Hayrides (x1)
 - Theme Nights
- Partner with the OVAL
- Food Trucks with Wine & Beer (x2)
- Enhanced Deck with Heater(s)
- Gardening/Produce Fairs
- Two Story Building (x1)
- Equipment Demo Days
- Additional Proshop Sales Ideas
- Teen Night Discounts
- Theme Nights
 - Food
- Events that Promote Local Businesses
- School Events
- Story Time

(E) Other Clubhouse Users

- Roseville Visitors Association
- Roseville School of Dance
- Athletic Storage
- Board Game Clubs (x1)
- Senior Programming
- Partner with Schools
 - Nature Walks
- Rosetown Playhouse
 - Rehearsal Space/Storage
- Gathering Space
- Drop-in Center (Seniors/Teens)
- Casino (x1) Casino (x2)
- Townhome Gathering Space
- Professional Kitchen (x5)
 - Restaurant for a week
 - Chef Rental
- Midsize Gathering Space (x1)
- Business Meeting Room
- Brewery
- Food Trucks
- Locker Rooms
- Gathering Space for Business use, parties, rental space
- Art Classes (x1)
- Church Rental
- Business Meeting/Chapter
- Night Golf (repeated by 2 additional groups)
 - Lights for Night Golf
- Cross Country Skiing
 - Lights for night skiing
- Snowshoeing
- Restaurant/Sandwich Shop open to Public
- Shop for all
- Catering facilities
- Alternative Golf
 - Foot Golf, Disc Golf
- Roseville Affiliated Groups/Club Space (Programs)
- Putting Tournaments
- Teen Night
 - Pop, Activities
- Multiple Levels (x8) Multiple Levels (x2)
- Independent Yoga
 - Studio/Private Business
- Summer School Programs
- Recreation Programs
- Liquor License

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #4: Functions & Uses

May 19, 2016 <> 6:30-9:00pm <> Roseville Cedarholm Golf Course

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 #3 Notes/Comments
4. Staff Presentation: Parks & Recreation System Master Plan Guidance
 - Constellation Concept
5. Process Intro
6. Meeting Theme: Functions & Uses
 - Brainstorming
 - Site Considerations
 - Facility Functionality, Needs
 - Special Features
 - Support Components
 - Maintenance Considerations
 - Partnership/Co-User Potentials
 - Other
 - Small Groups Report Back
 - Summarize Overall Input
7. Meeting #5: June 9 @ Autumn Grove Park, 6:30-9pm "Funding Options"
8. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #4 May 19th, 2016

1. **Advisory Team Present:** John Bachhuber, Herb Dickhudt, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Nancy Robbins, Rynetta Renford, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel, Matthew Vierling, Paul Grotenhuis
Parks & Recreation Staff Present: Steve Anderson, Jill Anfang, Lonnie Brokke, Jeff Evenson, Sean McDonagh
Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Mary Cardinal, Phil Gelbach, Dick Laliberte, Kyle Steve
2. **Public Comment:** None
3. **Meeting #3 Notes and Comments**
 - Additional Comments to add to the brainstorming list
 - Include a warming house for cross country skiing during the winter
 - Include adequately sized changing rooms/ bathrooms
4. **Staff Presentation: Parks & Recreation System Master Plan Guidance**

Jeff Evenson explained how Cedarholm Golf Course Clubhouse fits in with the Roseville Parks & Recreation Constellation Concept.

 - During the master plan process, park to park connectivity was the number one priority for Roseville Residents.
 - ½ mile constellations were developed to identify amenities within Roseville neighborhoods.
 - Sector areas were developed to identify medium size area amenities.
 - Communitywide amenities were identified as the large facilities within the Parks and Recreation system.
 - Some examples were provided to clarify each area:
 - Constellations
 - Programmable fields
 - Tennis courts/volleyball
 - Larger natural area
 - Sector area
 - Skating area for winter
 - Splash pad
 - Community garden
 - Communitywide
 - Guidant John Rose Oval
 - Community Center
 - Dale Street Soccer Fields
 - Cedarholm Golf Course

These amenities are both existing and under consideration for future development.
5. **Jeff Evenson & Kerrick Wessel introduced the Brainstorming process as it applies to the meeting theme:**
Function & Uses

- Site Considerations
 - Facility Functionality, Needs
 - Special Features
 - Support Components
 - Maintenance Considerations
 - Partnerships/Co-User Potentials
 - Other
6. Members split up into groups of 4 or 5. Each group was given worksheets to write down ideas and issues for the clubhouse, maintenance facility and the service area. Members were encouraged to express their interests as tonight is the night to get ideas down. They are also encouraged to go beyond the first comment and develop creative and inspired ideas; don't get bogged down by details. The clubhouse should reflect how the community wants to look.
- Following 90 minutes of group work each table reported back their top areas of interest and/or suggestions. The Ideas and Issues were collected and will be summarized. Everything will be posted online.
 - Summary of Small Group Input

Service Area

- Relationship between clubhouse, putting green and first hole
- Signage and Digital Signage around course. Could be used as promotional tool.
- Orientation of clubhouse
 - Efficiency for staff
 - Front entrance visual to parking lot
 - Improvements to parking flow
 - More bike racks
 - Maintenance shed moved to other side of parking lot, behind clubhouse
 - Deck/patio seating above golf cart storage
 - Parking pads for golf carts
 - Consistent color scheme with other park buildings
 - Non-consistent color scheme and building type as other park buildings
 - More welcoming from street, landscaping, building

Clubhouse

- Rental space should be a unique size (80-100 seating)
- Room/deck that is partially covered, patio ground floor
- Liquor License
- Food functions, ballpark food
- Fire pit
- TV/display screen for tee times
- Overflow parking
- Walking Bridge
- Remove Pro shop, space saver
- Impressive bathrooms on all floors, accessible bathroom from outside
- Historical Society with offices and storage
- Function first should be golf course related
- Basic functions for golf course to operate

Attachment 10b

- Outdoor Kiosk
- Garage door/3 season patio/screen porch
- Phone application for ordering food
- Extended hours
- Solar panels
- Roof rain garden/green room combined patio
- Low maintenance exterior

Maintenance Facility

- Running water/bathroom
- Separate storage for golf carts and maintenance equipment
- Equipment kept indoors
- High garage doors for big equipment
- Chemical cabinets
- Build for future business not just now
- Mirror clubhouse and maintenance facility
- Better storage for supplies/irrigation, specific
- Attach maintenance facility to clubhouse
- Move maintenance facility to different location on property
 - Southwest corner
 - “B-2 Triangle” area
- Garage next to maintenance building for carts
- Maintenance underground
- Putting green on top of cart storage

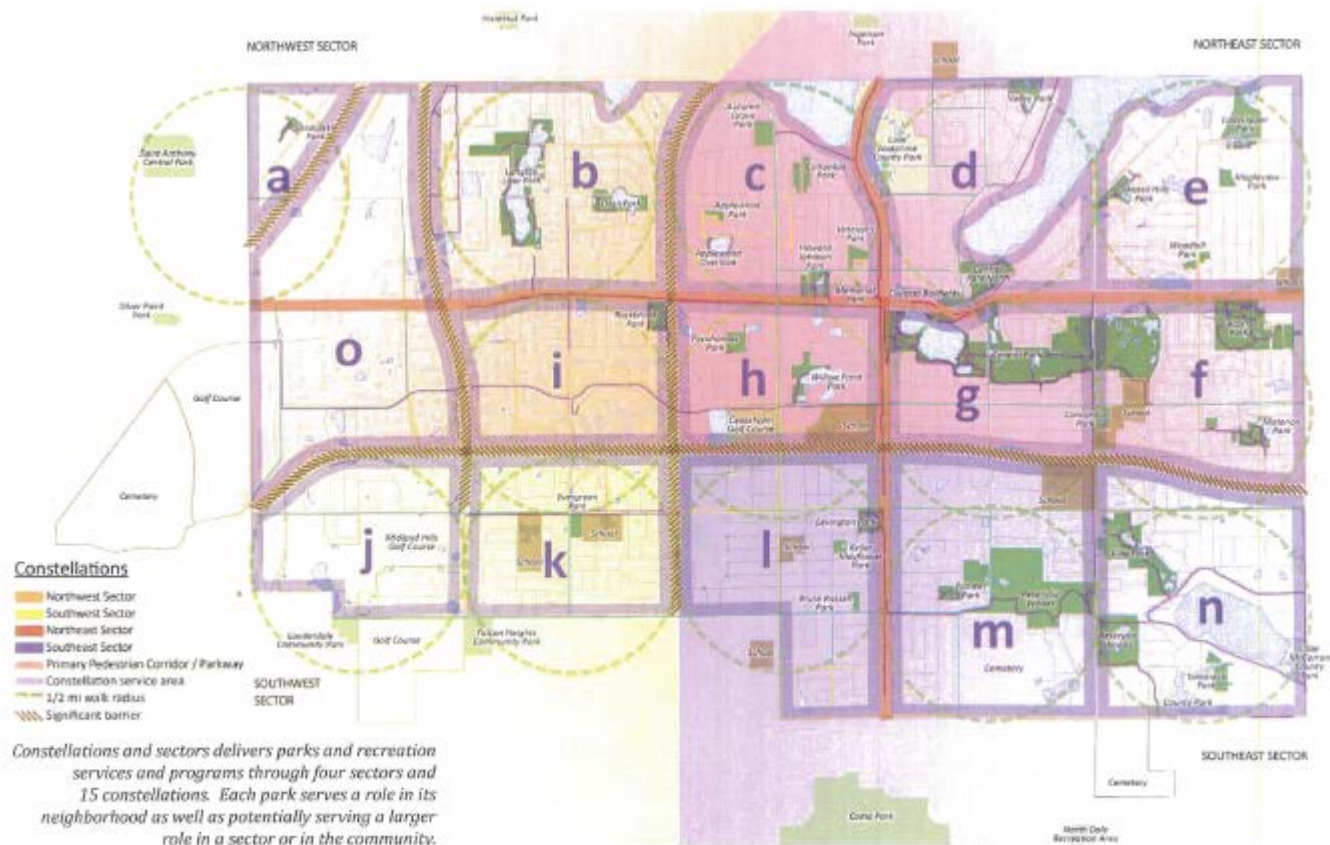
7. Meeting #5

June 9th, 6:30pm-9pm “Funding Options” at Autumn Grove Park

8. Late Breaking Info and Other Comments

- Questions have been asked regarding City enterprise funds
 - It was identified that Cedarholm is one of only a few enterprise funds in Roseville.
- Questions arose in regards to the City of Roseville’s access to Nextdoor.com postings.
 - The City of Roseville can post items but cannot view or respond to comments.
 - Speak-Up Roseville and the City of Roseville website drop box were suggested again as tools to post comments or ask questions.

Meeting Adjourned at 8:39pm



B-36 | Vision and Master Plan



Parks and Recreation System Master Plan

Constellations and sectors

As an evolution from the 1960 Parks and Recreation Plan, and through the process of developing this Parks and Recreation System Master Plan, we see that a new organizational structure can be created to better serve the parks and recreation needs and desires of a nearly full developed community. A sector and constellation concept will organize Roseville into four sectors and 15 constellations. Sectors and constellations are enhanced by green park-like connections that emphasize pedestrian and biking links between parks within a constellation, with extensions to other constellations and sectors.

Constellations and sectors are a foundation of the master plan. Imagine a constellation in the night sky, with a series of stars linked by imaginary lines, and where singular stars—still known by their names—become a part of a larger picture. In Roseville, constellations are formed by a circle encompassing a 1/2 mile radius—about a ten minute walk, and are separated by roadways or natural features. In most cases, constellations are parks in a neighborhood, and the key is that the individual parks, while retaining their individual identities, form a network of opportunities intended to serve the immediate parks and recreation needs of the surrounding neighborhood.

Within a constellation, parks are linked by some level of a trail, sidewalk, or other non-motorized connection. Greater connectivity for pedestrians

and bicyclists is a clear desire of the community, and while connections across the community might be a long-term goal, the process of creating a connected community begins locally—by linking neighbors to their parks, and parks to other parks within a constellation.

Across Roseville, the master plan envisions a total of 15 constellations, most of which serve residential areas, with one constellation directed to a commercial-industrial area along I-35W.

Eventually, residents will find that a component of the parks and recreation system is not available within their constellation. Constellations are intended to be linked to other constellations, forming sectors that provide another level of parks and recreation services to residents—this time with facilities that serve larger components of the community than constellations (or neighborhoods). In the master plan, Roseville is divided into four sectors—divided according to the more significant barriers formed by Highway 36 and Snelling Avenue. While the sectors are not equal in area, they offer the next layer in the delivery of parks and recreation services to the community.

Links are proposed across some constellation boundaries. These links would most likely occur at locations where safe crossings can be achieved—at signalized intersections or other locations where the crossings are more controlled. Importantly, the parks and recreation system master plan does not intend to dictate the type of connection (a



Group Discussion Notes: May 19, 2016

Group 1: Greg Hoag, Michelle Kruzel, Lisa Laliberte, Nancy Robbins, Eileen Stanley

Clubhouse issues:

- | | |
|-------------------------------|---|
| -Parking | -HVAC |
| -limited footprint | -Lighting |
| -dated, aged building | -ADA compliance – not great |
| -awkward layout | -P.A. system inadequate (?) |
| -small bathrooms (esp. men's) | -outdated electronic amenities (such as TV) |
| -doors, windows, floors | -water/sewer for maintenance building |
| -roof | -direct west view – blinding (on deck, in evening) |
| -Uncovered patio/deck | -food operations – beverages and food choices lacking |
| -office space | -vacuum cleaner is too old |
| -storage space | -No “mod. cons.” (modern conveniences) on patio/deck |

Clubhouse ideas:

- | | |
|--|----------------------------------|
| -Storage | -Need to make building welcoming |
| -More outdoor social space | -Thoughtful landscaping |
| -Reposition the building footprint | -updated signage |
| -Rental space to fit the mid-range size, between Lex. Building and Skating Center (80-100 seated guests) | |
| -Food - catering kitchen, outdoor grill ... Outsource operation or internally-run? | |
| -Parking lot: Reposition the parking lot to be an “L” shape going to south side of existing bldg. | |
| -Build walkway over Hamline to the church lot with “Welcome to Roseville” sign on arch? | |
| -with an obvious entrance | |
| -provide access to delivery trucks | |
| -maintain the views of the golf course | |
| -move the social space out of the “line of fire” (ie, errant golf shots) | |
| -Shorten hole 2, lengthen elsewhere to get more room for clubhouse/maintenance building | |
| -Provide shade/canopy for outdoor social space | |
| -garage doors for patio space? In nice weather, roll up the door/wall | |
| -raise the deck and park the golf carts underneath. Store outdoor furniture in this space in off season | |
| -Consider landscape aesthetic | |
| -maintenance building – provide running water | |
| -make building smaller but with basement and second story – more parking space | |
| -Carts in the lower level; golf operations in main level; rental space upstairs | |
| -upper and lower decks | |
| -Split level? | |
| -big floor-to-ceiling windows facing the golf course | |
| -if reposition the building, ensure it's not directly west-facing (sun in eyes in evening) | |
| -Cover/lattice/ceiling for patio space | |
| -Food service as destination, not just for golf | |
| -add liquor license | |
| -Cedarholm with its own identity separate from Parks and Recreation | |
| -Update men's room | |
| -Add changing area/bench in both men's and women's rooms (to change out of work clothes, for instance) | |

Group 2: Paul Grotenhuis, Dave Holt, Dena Modica, Benno Sydow, Janice Walsh*Maintenance building issues:*

- space: carts, shop, vehicles
- water: cleaning the carts, bathroom
- office: manager space, phone
- parts storage
- takes up parking spaces
- carts: separate building

Maintenance building ideas:

- bocce
- rooftop for putting, goofy golf (covered)
- “FLB” on roof top (?)
- golf club cleaning station
- special game [can’t read] for disabled – special day? Tournament

Clubhouse ideas:

- party room, 70-80 people (2-50 people spaces, can open to 100)
- roof deck, partially covered
- patio: 1st /ground floor
- remove pro shop, have basics (balls, tees, gloves, hats, etc.) -Kitchen – catering
- bar: liquor license
- TV: movies on the deck
- liquor cart
- fireplace and fire pit
- bocce ball-more signage
- safety issue – parking in church lot across street

Clubhouse service area ideas:

- footprint: maintenance building below grade, to the side of clubhouse, with carts under clubhouse, putting green on top of maintenance
- make 2+ story with basement for maintenance or storage
 - Drive out basement for carts and vehicles
 - Historical society, etc. on 2nd floor
- have separate maintenance building in area east of putting green; keeps vehicles out of way -putting green: remove, use for parking (“lose it”)
- make parking spaces in area east of putting green
- covered patio
- driving net
- inviting entrance – curb appeal

Group 3: Herb Dickhudt, Roger Hess, Jr., Bjorn Olson, Rynetta Renford, Matthew Vierling

Clubhouse issues/ideas:

- catering kitchen
- bathrooms all levels
- basement storage
- historical society storage, offices, display areas
- clubhouse to be indoor/outdoor use
- maximize window space
- seating up to 100 people
- smart phone app to phone in food/beverage orders
- smart phone app to prepay, just check in
- bonfire/fireplace, inside and out
- Keep deck and add more deck space
- patio along with deck
- outdoor lighting, all around building
- large room with dividers for small rooms
- low maintenance exterior
- open year round
- half of deck exposed, other half covered/not exposed
- meeting rooms with projectors/AV equipment, microphones
- TV screen for real, up-to-the-minute tee times for paid golfers
- position clubhouse to view 9th hole and putting green and 1st tee, to maximize course views
- Hard surface for cart-parking
- correct electrical if electric carts, to not trip breakers (inside or outside ones)
- bathroom/changing areas – impressive one
- no showers
- no pro shop
- garage doors on 2 or 3 sides
- kiosks
- tap beer – important
- alcohol on site (i.e., liquor license)
- beverage/food carts
- minimum ball game food
- extended hours
- TVs all over
- jukebox/music
- minimize carbon footprint
- outside access to bathroom
- solar panels
- 2nd level deck

Maintenance building issues:

- Running water/restrooms
- like separation from clubhouse
- mirror clubhouse look [something]
- 2 story maintenance for carts
- keep all equipment indoors (carts/vehicles)
- better storage for supplies
- high garage doors for tall equipment
- 1 shed vs multiple
- green room with lawn bowling
- build to the future business
- chemical cabinets

Service area issues/ideas:

- better/higher sign to be seen from Highway 36
- add digital signage, rotate activities to display
- keep with color scheme of parks' other buildings
- like trees along Hamline – privacy. Would be nice once beyond to see beautiful building
- improve flow of putting green to the 1st tee. Clubhouse—putting green—1st tee (in that order)
- placement of clubhouse (orientation of it)
- one person could watch putting green 1st hole & reorganization (?)
- keep ponds clean – algae growth/smell
- more bike racks
- parking pad for carts
- rain garden: storm water retention on the south side of the putting green (possibly parking lot as well) -utilize the southeast corner better: repositioning the clubhouse and putting green may allow it to use as a patio/deck, etc.

Group 4: John Bachhuber, Mary Olson, Jerry Stoner*Clubhouse issues:*

- looks outdated
- visually unappealing
- deck is not integrated to the clubhouse
- no shade on deck
- lack of club storage
- pros hop unnecessary!
- not well suited for a variety of activities
- low ceiling in clubhouse makes it feel small
- kitchen has lots of wasted space
- lacking storage space in clubhouse

Clubhouse ideas:

- two or more distinct entrances to support two simultaneous activities
- flexibility of building interior/exterior
- high ceiling for performance space
- air walls for separation of spaces
- Solar power
- Mid-Century look & feel
- interior feels like an outdoor space
- solar garden by the same company that is looking at the OVAL
- could go on the car port roof for the cart storage or the maintenance building roof
- maintained by Roseville Garden Club [? Lake Owasso GC? P&R Green Team?]
- fits with a golf course (like Frank Lloyd Wright buildings)
- screen porch/gathering space
- Roof top garden/patio –for “star gazing”!
- insulating the building
- putting green on roof
- exterior space
- interior and exterior blend seamlessly
- solar power can fuel the electric carts

Service Area issues:

- cramped parking lot (note on aerial photo, circling existing maintenance building): “extend parking?”
- building orientation (uninviting)
- zoning restrictions
- putting green orientation (not visible)
- maintenance building too visible!

Service area ideas:

- Reorient clubhouse and move putting green to be more visible
[sketch with “Hamline” on bottom of page, “N” on right of page, and drawing showing, left to right, “Clubhouse” in a big circle, “Putting Green” in smaller circle, “#1 hole” in box]
- expand parking by moving service building
[sketch, “Hamline” at bottom, “Move” with “Service building” crossed out, “Parking – Expand” and rightpointing arrow in direction of crossed out Service Building; “Barrier to protect cars”]

Maintenance issue:

- too visible!
- no heat or water, no bathroom facilities for staff
- too small for off-season storage
- not designed to accommodate new equipment

Maintenance ideas:

- store maintenance equipment and golf carts separately
[Sketch, “Hamline” at top of page, “B2” on left, “Maint Building” behind approximate existing clubhouse; “Separate building for cart storage” plus sketch of cart storage idea] -costs less -easier to hide
- move maintenance building to B2, away from clubhouse, still accessible by road
- tie maintenance building to clubhouse (in a hidden way)
- 1 structure reduces costs
- better security
- option for storage space comes easier
- uses existing gas/water/sewer and maybe HVAC [similar sketch to one above, with maintenance behind existing clubhouse building]

BIG LISTS (compilation of ideas from all groups)

Site

- putting green/building relationship (3)
- digital signage (3)
- Better signage on 36, site (3)
- Building location (3)
- main entrance to building is bad
- change orientation of parking
- parking is a problem
- combine building maintenance on south
- basement under maintenance
- carts under deck/winter storage
- parking pads for carts
- bike racks
- traffic flow is bad
- curb appeal – welcoming
- entry sequence
- color scheme similar to park buildings
- make sure it is unique landmark
- landscape improvements for signage

Clubhouse

- designed & built for Golf first
- mid-size space to fill need (bigger 100 seat)
- partially covered deck
- catering kitchen
- TV
- fireplace
- bathrooms on all levels = [can't make out]
- accessible from outside [bathrooms]
- ballpark food
- kiosk
- OPEN AIR/indoor
- app to pre order [i.e., smart phone app]
- tee time screens, music
- patio
- basic use add as needed
- pedestrian bridge
- Safety issues
- no pro shop, allows more space
- screen porch attached
- historical society (3)
- reserve parking spaces
- Full-year use
- low maintenance exterior
- extended hours
- solar panels
- green roof

Maintenance facility

- running water
- separate cart storage space
- equipment inside
- high doors
- chemical cabinets
- build for future
- improve exterior
- more specific storage space
- move facility to another location
- material bins
- garage for carts/storage in winter
- all maintenance underground
- putting green on top

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #5: Funding Options

June 9, 2016 <> 6:30-9:00pm <> Autumn Grove Park Building

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 #4 Notes/Comments
4. Staff Presentation: Chris Miller – Roseville Finance Director
 - Municipal Golf Course Funding 101
 - Funding Options
5. Summary of Commission Work to Date
 - Finance Commission
 - Parks & Recreation Commission
6. Questions & Answers/Discussion by Advisory Team
7. Meeting #6: July 14 @ Harriet Alexander Nature Center, 6:30-9pm
 - Discuss need for additional Advisory Team Meeting prior to Public Presentation & Draft Report
8. Late Breaking Info & Other Comments



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #5 June 9th, 2016**

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Dick Laliberte, Lisa Laliberte, Dena Modica, Nancy Robbins, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel, Matthew Vierling, Paul Grotenhuis

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh, Chris Miller, Steven Anderson

Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Kyle Steve, Bjorn Olson, Mary Olson, Rynetta Renford,

Meeting Intro

- The questions/comments provided to the online drop box are not responded to by city staff. The advisory team is welcome to respond.

Public Comment

- None

Meeting #4 Notes and Comments

Function and Use Group Discussion Notes

- Pull Cart wheel washer was asked to be added to the clubhouse resource list. Pull carts can be covered in grass after a round of golf.
- Adding stairs from the 7th green to the 8th tee box was brought up as another idea. It will be added to the service areas idea list.

Staff Presentation: Chris Miller- Roseville Finance Director

Chris has been the finance director for 14+ years. He has overseen finances concerning the golf course. Attachment D has been modified as there was a typo. An updated copy of attachment D was distributed to the advisory committee before the start of the meeting. The numbers on Attachment E look familiar. It comes from the start of the packet but the numbers have been refreshed. It is inserted for informational purposes.

Municipal Golf Course Funding 101

- Most municipal golf courses are funded primarily by the revenues they take in directly (Greens fees and participant fees). Concession sales and equipment sales also bring in revenues. 81% of total revenues are contributed by greens fees. This is very customary for most municipal golf courses. About 10-15 years ago, most courses were funded by greens fees. Golf was booming and participation was up to about 35,000 rounds per year. It is down closer to 25,000 per year. The landscape has changed quite a bit; a lot of municipal golf courses are not able to sustain themselves with greens fees alone. Golf courses use other revenues such as property taxes to fund capital improvements. This memo was put together to identify the major revenues and expenses.
- Personnel is a big expense. It takes a lot of resources and staffing hours to manage any golf course and is 63% of Cedarholm's expenses. System supplies, depreciation and administrative service charges are some real costs associated with the golf course. They will be explained in depth more on attachment C.
- All city functions are categorized in two ways. Business type functions (enterprise fund) have the expectation that they will be funded by the fees they bring in. The water and sewer utility services fall into this model. These operations are modeled like the private sector. Governmental type functions are funded by other revenues such as property taxes. On pg.2 of attachment C, there is a graph showing which City of Roseville operations are

business type functions and which are governmental type functions. Most of the parks and recreation system is governmental type. The skating center is one of these operations. The skating center used to be a business type function but was unable to sustain itself. There was a conscious effort made in the 1990's to change the skating center business model. The golf course is on that same path. That information is not new to elected officials or anyone else in city hall. Cedarholm is doing exceptionally well compared to others municipal golf courses. The City of Roseville has done everything in its power to keep Cedarholm a viable business.

- It is not the advisory teams charge to recommend which finance model Cedarholm will be in the future.
- Depreciation and administrative service charges are charged against the golf course. There has been some interest in removing some of these charges to help the golf courses day to day operations. Removing these would help the golf course but not necessarily take away from needing other funding sources to pay for operations. If they were removed, some other sector would have to support these costs.
- Depreciation is a measure of the ability for capital improvements in the future. It is a way of setting aside money for future use. It is an accounting expense against the golf course.
- Administrative service is a internal charge to pay for indirect costs such as property, liability and workers compensation administration, payroll processing, income tax withholding and distribution, invoice processing, accounting and financial reporting, banking and investing services, legal services, information technology support services and human resources administration. These costs are pooled together in administration. If the golf course was gone, the insurance cost would go down. The golf course is being charged \$20,000 per year which is about 6% of its annual operating budget, the capital is excluded. This is very normal and comparable to the other business type functions within the city.
- When there is a surplus of revenue for a year at the golf course, it is deposited into the golf course fund. If the council makes the decision to support the golf course in some other way, it would effectively not be a business type function. It is up to the council to decide which function they want the golf course to run as. The term enterprise fund is described as a standalone function. It is presented this way as an accounting function. It provides greater accuracy for what it takes to run a golf course. If it was a government type function, it would be pooled into the park and recreation fund, but could still be accurately depicted financially. The advisory committee is not recommending which function it should be. The committee will be recommending funding options, usage and ideas. This memo is informational only. We need to beware of the golf landscape and recommend a solution for how we think golf will change over the next 30 years. The committee will be kept in the loop for what is viable going forward. Attachment E shows the cash flow over the past 5 years. In 2015 the golf course turned a positive balance which is great to see going forward. The sharing of resources, such as staffing, is deemed to be even. Staff from the golf course help out with parks and recreation and vise versa. The numbers for the skating center are very transparent and if the golf course would change to a government type function it's numbers would be similarly transparent. Of the 63% expenses for staff, \$193,000 is allocated for permanent staff and \$54,000 is allocated for about 15 part-time staff. A new clubhouse would draw in more people, but how many is up in air. If you look at the new park buildings, they can generate year round revenue. There is a buzz around new amenities in a community. The bottom line is to look at the golf course as an asset. Cedarholm is part of a function that generates revenues. We shouldn't be focused on how to generate more but to look at funding options, and how to pay for this valuable asset. Cedarholm could see increased rounds from tournaments with a new clubhouse. Tournament organizers look for facilities that can assist with more needs. Food and beverage, space and appearance could bring in more tournaments. When the advisory committee started, the funding for what needs to be done compared to building a new clubhouse was a benefit. The cost for what needs to be done is large and it seems practical to go forward with a new clubhouse. The building should be built to attract people and bring them back for more.

Attachment 11b

Funding Options

There have been four funding sources that have been identified as practical options for a clubhouse replacement.

Option A – Golf Course Fund

- The golf course has its own fund. \$227,000 is available for capital improvements or equipment replacements.

Option B - Park dedication fees and park renewal funds

Around 2.6 million dollars is currently in these funds. \$1 million of this is earmarked for park acquisition in southwest Roseville.

- Park dedication fees
 - Fees that we charge to new development on housing or commercial buildings. They are buying into a established park system. These have added impacts on the system so they pay their share. The amount dedicated varies year to year. Some years there is nothing and some years tens of thousands of dollars. The city mainly uses this fund for acquiring new park land. Taking money from this fund could hinder new park acquisition in the future.
- Park renewal funds
 - The park renewal program has been going on for 4-5 years. There is money left over from the 19 million dollar bond. The program is not done yet and projects are ongoing. There is about \$400,000 left and some of this will be used for ongoing projects. There are outside restrictions on borrowing money. You are supposed to spend the borrowed money within about 3 years. 3 years is coming up, and internal talks have been ongoing on how to spend this money to the IRS approval. It has been talked about to use the earmarked money for southwest Roseville or spend it elsewhere to be IRS compliant. It is a pot of money that is available. The city is currently pursuing a plot of land in southwest Roseville. The cost is not a lot but the city is still trying to be compliant. Renewal money has timing on when it should be used. Southeast Roseville has a parcel being paid through a Grant. The pathway/trail construction project has money left from it as well but it is not included in these funds. The renewal program as a whole is on time and under budget which is satisfying considering the 77 projects going on with no additional staff. The purpose of Attachment D is to show what money is out there. There is an option to do this without going to tax payer.

Option C – Contributions/Partnerships

- Private contributions or partners might have interest in financing the clubhouse.

Option D – Revenue Bond

- Issuing bonds, such as funding for the park renewal program. This has to be paid back, more than likely through property taxes.

The committee will have to make a recommendation to the city council. These funding options are available and would most likely make sense. All funds are invested but they are limited. The cities portfolio is earning between 2-3%.

The price tag for the new park buildings was 6.5 million for 6 park buildings. It was a package deal that includes the site work around the buildings. The park buildings were about \$400-500 per square ft.

The Parks and Recreation Commission have made recommendation to city council. The city council must approve these recommendations.

Some other funds are available. A lot of this money has been issued to another function but the council could choose move these funds to the golf course. Tax Increment Financing Funds could be used. TIF funds are tax dollars set aside for specific purposes. There could be money leftover and that money can be used for any lawful purpose. There are 15,000 to 16,000 taxable properties in Roseville.

Examples of a partnership could be the historical society or a corporation. The skating center had the Guidant foundation contribute 1 million dollars to help with costs for the Guidant John Rose Oval. \$500,000 went to repairs/improvements and \$500,000 went to an endowment fund. Cedarholm could also link with a for-profit organization such as golf store that could operate out of the building. The size of area must be considered when figuring out what's going into the clubhouse.

Summary of Commission Work to Date

Finance Commission

- There is a Finance Commission Meeting on Tuesday June 14th. The commission is looking into what it will cost the city for the next 20 years to maintain what we have. If we want to maintain what we already have, the city might have to start paying more. At some point you have to start reinvesting. The same thing happens with sewers and roads. The finance commission looks at everything and creating a plan to take care of it for the long term is important. \$500,000 per year is going to be needed to pay for everything. Do we want to increase taxes or eliminate some maintenance and amenities?

Parks and Recreation Commission

- Nobody likes taxes getting increased but people will pay for value. If something in the community is valuable, it will be paid for. The committee needs to look the funding options available and whether to use them. The committee needs to report to the best of their ability what funding options need to be used.

Questions & Answers/Discussion by Advisory Team

- Crowd Funding or Kick Starter are other examples of participants raising money. There are options out there such as purchasing personalized bricks or benches. Funding options will not end at the city council.
- Planning Committee reports from the Harriet Alexander Nature Center and Guidant John Rose Oval were passed around to show examples of past reports. Recommendations are what the committee will be making and it will be taken from there. Committee objective is to bring a report and recommendation to the city council. This is just the beginning of the process. The next meeting was planned to share what the committee

has compiled and deliver a summary. An additional meeting might be needed to create this summary together as a committee. The committee can then present what has been discussed. A compilation of all materials will be made with an executive summary and then a recommendation will be made to the city council. The process seems as if it is wide open right now but it eventually will come together when architects receive the ideas. First the recommendation needs to be made to the city council. After the recommendation is made, then everything starts happening. Ideas are put to paper and continued involvement is welcomed. This is only one stage of many stages needed to complete this project. Everything will start coming together pretty quickly. All of the work that has been done will be put into the report and it is not until the city council approves the recommendation will the ideas be narrowed down. These recommendations will be defined for the city council. The city council can either accept these recommendations or make their own. During the presentation of the city council, committee members can support their ideas and thoughts. Part of the function of the committee is to do the discovery information. This function could cost thousands of dollars if it was contracted out.

- The Roseville Historical Society could be a great benefit to the golf course especially during slower times of the year. They offer programs that could benefit the facility year round.

Meeting #6

July 14th, 6:30pm-9pm at Harriet Alexander Nature Center

- Discuss need for additional Advisory Team Meeting prior to Public Presentation and Draft Report

Late Breaking Info and Other Comments

Emails to the committee were read:

- Please consider the following: the City of Roseville has to decide by the end of this year if it wants to buy the empty National Guard Armory in southeast Roseville at 211 North McCarrons Blvd. Originally known as McCarrons Lakes School built in 1936 by the PWA as part of a new deal. Lots of entities are interested in tearing down the building to put in affordable or multiple units housing which southeast Roseville already has plenty of. Suggestion; Roseville residents unite and fight to turn it into a small community center. Some of the services it could provide: housing for the Roseville historical society, a southeast Roseville police substation, community wide building, ESL class, foreign languages and other arts, elderly services, health and dental outreach, boy scouts and girls scouts, indoor and outdoor sports, science and math classes. Many of these groups don't have a home but could find one here. It is believed to be in pretty good shape still.
- Nextdoor.com: Cedarholm has been a wonderful amenity for the city as are the parks. Just like our home there is a cost. Money is not the only consideration; it must be a significant situation. Hearing about the dire status of the clubhouse, why was not brought up during the park renewal process? It is difficult to read these comments and not feel for the long term residents that testified last fall that they were being taxed out of their homes. We would like to see a tax education seminar to see how much we are really paying in taxes. Don't we have some responsibility to them and those who use the clubhouse to be fiscally responsible when allocating public resources? I am not opposed to replacing the clubhouse but for the reasons above only if it can pay for itself. There are several comments about only if it pays for itself. People don't want to pay extra or think they have to pay extra if we get a new clubhouse. They want to take into consideration the opinions of the city at large not just a few with a particular interest. It has been made known that committee members didn't just join because they like to play golf; they care what happens to Roseville. How many regular golfers from Roseville use Cedarholm on a regular basis? This is one example of looking at needs versus wants. A municipal golf course seems to be a luxury, but is our parks system accessible to the elderly and handicapped. We are already going into a period of higher property taxes due to maintenance of the infrastructure so do we have to tighten our belts further so a few have a new clubhouse or is there a way through fee adjustments, donations, ect where the golf course can cover its own expenses. Parks have donors and local supporters who should help with

fundraising and bottom line more information is always good so I hope we are well presented with financial and usage data as part of the final presentation.

- A presentation will be at a city council meeting. If the presentation is built properly it will address all of these questions.
- Financing a build for \$1 million would be \$80,000 for 15 years.
- Golf is looked at to not be popular with anyone but baby boomers. Golf is considered a more senior activity. About 61% of golfers in the United States are over 50 years old. In general golf is not a young sport. Everyone uses different facilities and don't use others. Cedarholm makes sense as a valuable asset to the community no matter who uses it. We have a luxury of having all of these functions and we should not be judging uses by age. It is an asset of the city and the cities park system. It brings property value to homes. You can start and end your golf career on a course like Cedarholm. It is a gem to be had. The clubhouse and maintenance facility need updating to keep it a gem. There is a group in every city that says "you are costing me out". Roseville needs to turnover so they can be new.
- It can be frustrating to hear people commenting on the subject at hand without doing the same research others are doing. The task at hand is to provide a recommendation and it will come together within the next couple months. If there are questions we can get everyone on the same page.
- The committee is not required to disband after the meetings have ended. As a model to the parks and recreation master plan, it started with a citizen advisory team, then a citizen implementation team. This type of process has become a model for the city.
- The decision on a concept is decided after the city council accepts the report. The committee does not have the expertise to deliver what professionals can. There needs to be a clear report to the city council or anyone else reading the committee notes.

Think about the ideas given the past couple meetings during the time off.

If you would like to share ideas with Jill so we can have a starting point for next meeting, please do so.

Meeting Adjourned at 8:33pm

Meeting Notes submitted by Steve Anderson



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
From: Chris Miller, Finance Director
Date: June 9, 2016
Re: Municipal Golf Course Financing 101

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with a general understanding of how municipal golf courses are typically financed and how that might be different from other city programs and services.

Specifically, this memo will cover a discussion on revenues and expenditures, the differences between *business*-type and *governmental*-type funding models, and the accounting concepts of depreciation and administrative service charges. Each of these topics are addressed separately below.

Golf Course Revenues & Expenditures

Most municipal golf courses are primarily funded by revenues that are directly generated by the course itself. For Cedarholm Golf Course, this includes the following:

- ☐ Green fees (81% of revenues in 2015)
- ☐ Equipment rentals & sales (7%)
- ☐ Concession sales (10%)

The golf course also generates revenues through the sale of surplus (used) equipment and interest earnings on investments. More recently however, municipal golf course have increasingly relied on other sources such as property taxes to sustain operations and provide for capital replacements.

The primary funding expenditures for Cedarholm are as follows:

- ☐ Personnel (63 % of uses in 2015)
- ☐ Supplies & Materials (9%)
- ☐ Contractual Services & Other Charges (11%)
- ☐ Depreciation (6%)
- ☐ Administrative Service Charges (6%)
- ☐ Cost of Sales (5%)

The business-type accounting terms 'depreciation' and 'administrative service charges' are provided below.

Business Type (Enterprise) vs. Governmental Funding Model

Some city functions including many golf courses, are managed under the principle that the revenue it generates from user fees ought to be sufficient to provide for its costs. Under this financial model, governments will categorize the operation as a ‘business-type’ or enterprise function.

This is in contrast to other city functions which are categorized as ‘governmental-type’ functions where funding sources are more varied and include revenues such as property taxes that are not directly provided by users. The following table includes a few examples of both types of functions.

Business-Type	Governmental-Type
<u>Functions</u>	<u>Functions</u>
Golf Course	Skating Center
Water System	Parks & Recreation Programs
Sewer System	Police & Fire
	Streets & Pathways
	Administration & Finance

As a *business-type* function, the golf course adheres to specific accounting and financial reporting standards similar to private industry organizations. This includes the recognition of capital-recovery charges (depreciation) as well as the recognition of indirect costs (administrative service charges). The recognition of these accounting standards are not necessarily found in governmental-type functions but they can be. Each of these accounting concepts are explained in greater detail in the next section.

As noted earlier, many municipal golf courses were originally established under the principle that user fees would fully sustained its operations. In recent years however, changes in the golfing industry has had a significant impact on participant levels causing some cities to reconsider whether their golf course should remain a business-type function.

Depreciation and Administrative Service Charges

As noted earlier, business-type functions are accompanied by specific accounting and financial reporting requirements that may not be present in other city functions. One of those accounting requirements is depreciation charges which represents the cost recovery of capital assets that were acquired and placed into service. These charges are presented on the golf course operating statement as a non-cash expense.

By depicting these cost-recovery charges we demonstrate the golf course’s ability to fund *future* capital replacements. If the golf course cannot sustain positive cash flows from operations including depreciation charges, then it’s a clear sign that it will be unable to provide for its own capital replacements.

Another accounting requirement is the depiction of administrative service charges which represent indirect costs that are real, yet would not occur if the golf course didn’t exist. These charges are sometimes referred to as ‘overhead charges’.

Specific to the golf course, these administrative service charges include (but are not limited to):

- ☐ Property, liability, and workers compensation administration
- ☐ Payroll processing, income tax withholding and distribution, etc.
- ☐ Invoice processing
- ☐ Accounting & financial reporting
- ☐ Banking and investing services
- ☐ Legal services
- ☐ Information technology support services
- ☐ Human resources administration

In total, the golf course is charged \$20,000 annually for these and other services, down from \$30,000 a decade ago. This represents approximately 6% of the annual operating budget which is comparable to what other stand-alone city functions are charged.



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
From: Chris Miller, Finance Director
Date: June 9, 2016
Re: Cedarholm Golf Course Clubhouse Replacement Funding Options

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with a number of funding options for the replacement of the clubhouse and perhaps other capital needs.

The following table depicts a few of those options.

		Amount
<u>Option</u>	<u>Description</u>	<u>Available</u>
A	Golf Course Fund Cash Reserve	\$ 227,000
B	Park Dedication Fees / Park Renewal Funds **	2,588,547
C	Contributions/Partners	???
D	Revenue Bond	

** \$1 million of these funds have been earmarked for property acquisition in SW Roseville

As shown in the table, there are a variety of options that could be used or packaged together to finance the clubhouse replacement.



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
From: Chris Miller, Finance Director
Date: June 9, 2016
Re: Cedarholm Golf Course Financial Summary (2011-2015)

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with information that will help address the future viability of the golf course as a stand-alone city function, while also clarifying a couple of specific accounting practices that potentially play a role in its financial performance. The memo will cover the following topics:

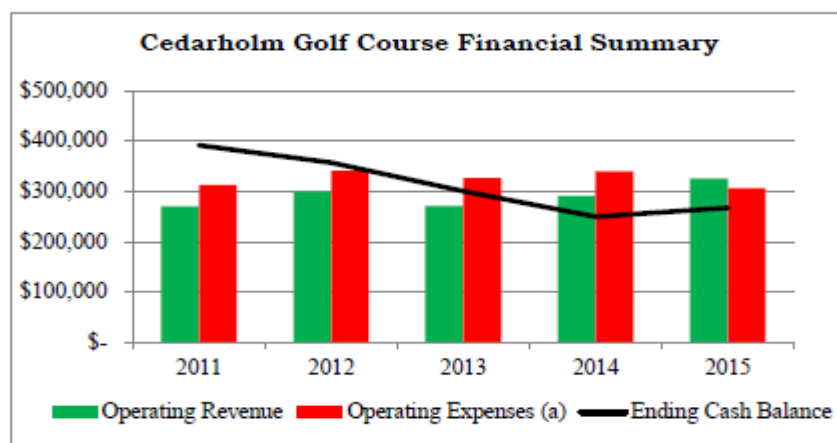
- ☐ 2011-2015 Financial Summary
- ☐ Staffing Allocations
- ☐ Overhead Charges

Each of these topics are addressed below.

2011-2015 Financial Summary

A financial summary for the Cedarholm Golf Course for 2011-2015 is shown in the table and graph below.

Cedarholm Golf Course Financial Summary					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Operating Revenue	\$ 270,435	\$ 299,555	\$ 271,097	\$ 291,037	\$ 325,461
Operating Expenses (a)	312,480	340,519	325,818	339,911	306,815
Operating Income (Loss)	\$ (42,045)	\$ (40,963)	\$ (54,721)	\$ (48,875)	\$ 18,645
Non-Operating Revenue (Expense)	\$ 8,825	\$ 5,874	\$ (10,884)	\$ 16,074	\$ 5,090
Transfers Out for Admin Charges	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Change in Net Position	\$ (53,221)	\$ (55,090)	\$ (85,605)	\$ (52,801)	\$ 3,735
(a) Includes Depreciation					
Actual Depreciation Amount =	\$ 26,755	\$ 26,755	\$ 29,602	\$ 15,445	\$ 19,113



As shown in the table and graph above, the golf course has experienced an operating loss in four out of the last five years. An entity's operating income (loss) represents a key performance measure because it reflects its ability to cover day-to-day expenses with revenues that are directly generated by the entity itself. It also reflects the ability to provide for future capital asset replacements. Repeated operating losses signal that the entity is unable to do either of these things.

Fortunately, these losses have been somewhat mitigated by non-operating revenues including investment earnings on idle cash and the sale of surplus equipment.

While the decline in operating losses in recent years is encouraging, the long-term viability of the golf course as a stand-alone function is highly questionable given the significant capital improvements that are on the horizon. The chart below depicts the amount of capital assets that are scheduled to be replaced or refurbished over the next 10 years.

Cedarholm Golf Course Planned Capital Improvements					
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021-2026</u>
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 28,000
Equipment	22,000	-	75,000	45,000	128,000
Buildings	-	1,000,000	8,000	-	277,000
Land Improvements	-	26,000	5,000	-	43,500
	\$ 22,000	\$ 1,026,000	\$ 88,000	\$ 45,000	\$ 476,500
				10-Year Total	\$ 1,657,500

As shown in the chart, there are more than \$1.6 million in planned improvements at the golf course over the next ten years. However, on its current financial trajectory the golf course will be unable to provide for these items.

Another prominent trend is the decline in cash reserves. Although it increased in 2015, the cash balance has dropped by 32% since 2011 despite minimal capital investments during this period.

Staffing Allocations

Currently, the golf course has one full-time and one three-quarter time employee for a combined 1.75 FTE's. For 2016, the total wages and benefits for these two positions is \$193,000. There is an additional \$54,000 in temporary wages and benefits for a combined total of \$247,000.

There have been occasional discussions on whether the personnel allocation towards the golf course is representative of the *actual* time spent. It's recognized that personnel assigned to the golf course spend a portion of their time throughout the year providing other parks & recreation services. However, it's also recognized that non-golf personnel occasionally provide direct assistance to the golf course in return.

To determine whether personnel allocations ought to be adjusted, it's suggested that a time-spent profile exercise be conducted for applicable parks & recreation staff.

Overhead Charges

Included within the golf course operating expenses is a separate charge for administrative overhead. To be clear, *every* entity or organization including the golf course has overhead expenses. These expenses reflect real costs that would not occur if the entity didn't exist.

Specific to the golf course, overhead costs include (but are not limited to):

- ☐ Property, liability, and workers compensation administration
- ☐ Payroll processing, income tax withholding and distribution, etc.
- ☐ Invoice processing and payment
- ☐ Accounting & financial reporting
- ☐ Banking and investing services
- ☐ Legal services
- ☐ Information technology support services
- ☐ Human resources administration

In total, the golf course is charged \$20,000 annually for these and other services, down from \$30,000 a decade ago. This represents approximately 6% of the annual operating budget which is comparable to what other stand-alone city functions are charged.

Final Comments

Hopefully the information presented above demonstrates the golf course's ability to continue as a stand-alone function. Reducing the overhead charge or reassigning a portion of the golf course staff to other areas might be part of the solution to make the golf course more financially viable. However, those savings may not be enough to cover future operating losses nor will they be sufficient to provide for capital improvements.

The bottom line is that in order for the golf course to remain operational, it will require a significant, on-going contribution from other funding sources; with property taxes being the most likely source. This will effectively put the golf course in direct competition for resources with other city functions including police, fire, streets, skating center, and other parks & recreation programs and amenities.

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



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #6 July 14, 2016**

Advisory Team Present: Herb Dickhudt, Phil Gelbach, Greg Hoag, Dave Holt, Rao Konidena, Michelle Kruzel, Dick Laliberte, Lisa Laliberte, Rynetta, Renford, Nancy Robbins, Jerry Stoner, Benno Sydow

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh

Advisory Team Absent: Mary Cardinal, Mike Cylkowski, Paul Grotenhuis, Roger Hess Jr., Dena Modica, Kyle Steve, Bjorn Olson, Mary Olson, Eileen Stanley, Matthew Vierling, Janice Walsh, Kerrik Wessel

No Public Comment

Process Clarification

Dave Holt clarified the process the Advisory Team has been going through over the past five months. The goal for tonight is to be sure all members are clear on the task & process of the Cedarholm Clubhouse Replacement Advisory Team.

There has been some uncertainty about the process and where the efforts from this advisory team are headed – that understandable. We are operating in a government system, not in a typical business mode where you gather information and make a decision. In the government process, the job of the advisory team is to assemble information as a cross-section of citizens and provide a voice of the public. We have used professional based presentations and brainstorming exercises to compile information to make a recommendation based on good background materials and a good cross-section of the community. Advisory Team efforts are a critical part of the process. The recommendations are based on the process; future planners need this information to move the project forward.

The next step in the process is to gain approval from the Council which is then followed by the design process. Outcomes from the design process are then taken to the Council for their approval before the actual building begins. Advisory Team member Greg Hoag commented on how this process saves money in the end because of the brainstorming & information collecting has been done beforehand. Advisory Team members inquired into how an architect is selected. Brokke responded that upon Council approval staff will begin the process to solicit proposals for design services.

All current Advisory Team members will be invited to take part in the next steps of the Cedarholm Clubhouse replacement process.

Meeting Activity

The remainder of the meeting involved discussions by the group clarifying, organizing & finalizing the Advisory Team recommendations.

As the meeting wrapped up, the Advisory Team recognized the amount of work that was needed to finalize the recommendations and final report. Because of this, a small group agreed to meet to work on the final report & recommendations.

Upcoming Meetings:

August 1, 6:30-9pm @ City Hall: Small Group Work Session

August 11, 6:30-9pm @ Cedarholm Clubhouse: Final Report Review

August 16, 6:30-9pm @ Lexington Park Building: Final Report Community Presentation

Meeting Adjourned at 9pm

Meeting Notes submitted by Jill Anfang

**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Sub-Committee Work Session August, 2016**

Advisory Team Present: Paul Grotenhuis, Greg Hoag, Dave Holt, Lisa Laliberte, Rynetta, Renford, Eileen Stanley,
City Staff Present: Lonnie Brokke, Jill Anfang, Steve Anderson, Sean McDonagh

Meeting Activity

The Sub-committee reviewed each page of the preliminary report to insure a clear & concise message and findings. Parks & Recreation staff will input the comments and suggestions into the draft final report for the full Advisory Team to review on August 11.

Upcoming Meetings:

August 11, 6:30-9pm @ Cedarholm Clubhouse: Final Report Review

August 16, 6:30-9pm @ Lexington Park Building: Final Report Community Presentation

Meeting Adjourned at 8pm

Meeting Notes submitted by Jill Anfang

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #7: Final Report Review

August 11, 2016 <> 6:30-9:00pm <> Cedarholm Clubhouse

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 #6 Notes/Comments
4. Sub-committee Work Session Comments
 - Draft Report
5. Draft Report Review & Input
 - Body of Report enclosed
6. Community Presentation Planning
 - Organization of August 16 Community Presentation
 - Welcome & Overview: Dave
 - Presentation of Recommendations
 1. Rebuild Clubhouse presented by:
 2. Identified Funding Options presented by:
 3. Plan for Golf Supporting Infrastructure presented by
 - Identify Advisory Team Members to present recommendations
 - Other thoughts?
7. Meeting #8: August 16 @ Lexington Park Building, 6:30-9pm
 - 6:30-7:15pm: Advisory Team review of final report
 - 7:15-9pm: Community Presentation of Advisory Team Work & Recommendations
 - 7:15-8pm: Presentation of Recommendations
 - 8-9pm: Questions & Answers
8. Late Breaking Info & Other Comments



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #7 August 11, 2016**

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess, Dave Holt, Dick Laliberte, Lisa Laliberte, Dena Modica, Mary Olson, Nancy Robbins, Eileen Stanley, Benno Sydow, Janice Walsh, Kerrik Wessel

City Staff Present: Lonnie Brokke, Jill Anfang, Steve Anderson, Sean McDonagh

Meeting Activity

The full Advisory Team reviewed each page of the draft final report to insure a clear & concise message and findings. Parks & Recreation staff will input the changes, comments and suggestions into the 2nd version draft final report for Advisory Team review and community presentation on August 16.

Upcoming Meetings:

August 16, 6:00-6:30pm @ Lexington Park Building: Advisory Team Presenters Meeting

August 16, 6:30-7:10pm @ Lexington Park Building: Advisory Team Final Report Review

August 16, 7:15-8:00pm @ Lexington Park Building: Community Presentation - Cedarholm Clubhouse Replacement Advisory Team Report & Recommendations

August 16, 8:00-9:00pm @ Lexington Park Building: Report & Recommendations Q & A

Meeting Adjourned at 9pm

Meeting Notes submitted by Jill Anfang

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #8: Final Report Review

August 16, 2016 <> Lexington Park Building

6:30-7:10pm Advisory Team Draft Report Review

7:15-8:00pm Advisory Team Recommendations Community Report

8:00-9:00pm Recommendations Q & A

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. 2nd version Draft Report Review & Input (6:30-7:10pm)
2. Community Presentation of Recommendations (7:15-8:00pm)
 - Welcome & Overview: Dave Holt
 - Presentation of Recommendations
 1. Replacement of Clubhouse presented by: Kerrik Wessel
 2. Identified Funding Options presented by: John Bachhuber
 3. Planning for Supporting Infrastructure presented by: Greg Hoag
 4. Reconsidering Enterprise Fund Status of Cedarholm Golf Course presented by: Eileen Stanley
3. Recommendations Q & A (8:00-9:00pm)
4. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes

Meeting #8 August 16, 2016

@ Lexington Park Building

Advisory Team Present: John Bachhuber, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess, Greg Hoag, Dave Holt, Dick Laliberte, Lisa Laliberte, Dena Modica, Mary Olson, Nancy Robbins, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh

Meeting Activity

Meeting purpose was to present to the Community a summary of the work done by the Advisory Team and share the Cedarholm Clubhouse recommendations.

6:00-6:30pm: Holt, Bachhuber, Hoag, Stanley and Wessel met with staff to review and finalize presentation materials for the Community meeting.

6:30-7:15pm: Advisory Team reviewed and discussed most recent version of the draft final report & made recommendations. Staff will make suggested changes and forward to a small group of Advisory Team members for further review.

7:15-8:30pm: Holt, Bachhuber, Hoag, Stanley and Wessel presented the Advisory Team process, findings and recommendations to 15 Community members. Holt presented the background information, Wessel talked through the first recommendation "Replace the Courthouse", Bachhuber summarized the "Funding Options" recommendation, Hoag went over the recommendation addressing the need to consider supporting infrastructure and then Stanley talked about reconsidering the Enterprise Fund status.

Community Members inquired into:

- Are the golf carts at Cedarholm owned or leased? How are the carts secured? Do the carts cover the cost of the lease? Staff addressed each of the questions: The carts are leased, they are stored in the maintenance garage and they do cover the lease costs and provide additional revenue.
- Community member has played Cedarholm since 1967 and has rented the clubhouse during the winter for a family holiday party. Hopes the Clubhouse will be replaced with a facility of a similar size, possibly somewhat bigger but not too big to provide a comfortable setting for family gatherings. The Clubhouse is a good community resource.
- What is the relationship with the school district? Staff responded that the school district uses the golf course for cross country ski practice (80-100 athletes) and the girls golf team practices at Cedarholm. Staff also talked about how the St. Paul Schools use Cedarholm for practice and competitions.
- What are the thoughts on restaurant or food service options? Advisory Team members responded that food service options were discussed and documented during brainstorming sessions.
- More information on the Enterprise Fund. Finance Commissioner Bachhuber and staff talked about the definition of an Enterprise Fund and generalized info on how Cedarholm functions as an Enterprise Fund.

Meeting Adjourned at 8:30pm

Meeting Notes submitted by Jill Anfang