

Roseville Parks and Recreation Commission
Primer (the essentials)
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Introduction

With lots of help from staff, this primer has been compiled by sitting commissioners who wish they had something like it when first starting out. This is the essential stuff that nobody tells you outright, or if they did, you may have missed it due to information overload.

New Parks and Recreation commissioners face a steep learning curve during their first year and our hope is to help you familiarize the concepts and terms you'll hear discussed.

What's our role?

Feeling a little adrift when first starting is a given. We all did. Here are some initial points to consider as members of the Parks and Recreation Commission:

- ***We serve!***

Parks and Recreation Commissioners serve the public, the citizens of Roseville, Roseville businesses, visitors to Roseville and we serve anyone using the parks, programs, facilities and natural resources in the Roseville community.

There are ten of us, including a non-voting youth representative (volunteers all) who have been appointed to serve in an advisory capacity to the mayor, City Council, and Parks and Recreation staff (mostly P&R Director) regarding Roseville Parks and Recreation matters.

- ***We rely on others!***

We rely entirely on staff (and each other) to run the system, provide information, explain what we are supposed to know, outline key issues, stay abreast of all upcoming matters and report to the City Council on a regular basis. We rely on citizens to give us feedback.

- ***We interact with people!***

Our part is to disperse into the community, listen and talk to residents and key stakeholders, relay all relevant information to staff, advise and support the Parks and Recreation staff in whatever way we can.

- ***We volunteer!***

This is a volunteer position. Everyone has different demands on their time. So, start where you are, use the gifts you have, and do what you can.

We appreciate your energy, commitment and input!

Organizational Structure and Planning

The City of Roseville has seven citizen advisory commissions and one board that review specific areas of interest and provide advice to the city council.

The Parks and Recreation commission is one of them. To learn more go to the website: <https://www.cityofroseville.com/73/Boards-Commissions>

All city commissions have similar structural underpinnings and planning requirements. What follows in this section is for the Parks and Recreation Program, but may be applicable to other commissions.

These are not detailed descriptions. To find out more on each topic ask staff, fellow commissioners or follow the links provided.

Roseville City Comprehensive Plan

- ***What is it?***

The city's comprehensive plan is a tool for guiding the growth, redevelopment, and overall improvement of the City of Roseville. The most recent Comprehensive Plan, which was adopted in 2020, looks out to 2040.. It is not only a land-use plan, but also develops a broader framework to help shape the character of the community and enhance the quality of life in Roseville. One section is devoted to parks, open space and recreation.

- ***Why is it important?***

Along with plans from the other commissions, the Parks & Recreation System Master Plan and its components (*see below*) become a significant aspect of the City's overall comprehensive plan once approved.

- ***Where can I find out more about it?***

[Roseville's Comprehensive Plan | Roseville, MN - Official Website \(cityofroseville.com\)](https://www.cityofroseville.com/73/Boards-Commissions)

Parks and Recreation System Master Plan

- ***What is it?***

The Roseville City Comprehensive Plan and the Parks & Recreation System Master Plan are more than mere information documents, they are the city's general policy guide for a broad set of topics, goals and policies including land use and parks and recreation management, human rights and transportation, to name a few.

The current Parks & Recreation System Master Plan that was updated and adopted in November 2010 and has been refreshed in 2017. It is significantly referenced with the goals and policies included in the 2040 Roseville

Comprehensive Plan.

- ***Why is it important?***

The master plan guides the Vision, the Parks and Recreation programs and facilities and the Parks and Recreation Commission in the future emphasis and direction of the program.

- ***Where can I find out more about it?***

<https://www.cityofroseville.com/DocumentCenter/Home/View/4843>

Roseville sector and constellation organizational structure

- ***What is it?***

In order to streamline the management and delivery of park and recreation services, Roseville is organized into four geographic sectors, formed by the intersection of Snelling Avenue and Highway 36. Fifteen neighborhood constellations further segment the city, bounded by significant roads and a ½-mile walking radius. Adjacent constellations are linked by walkways and bike paths.

- ***Why is it important?***

Some park and recreation services are best delivered on a community-wide basis while others work best in smaller neighborhood segments. The constellation system provides each neighborhood with the opportunities it needs or makes them available within easy walking distance.

- ***Where can I find out more about it? [map]***

<https://www.cityofroseville.com/documentcenter/view/4265>

Financial programs, plans, and reports

CIP (Capital Improvement Plan)

- ***What is it?***

A Capital Improvement Plan (CIP) is a short-range and long range plan, which identifies capital projects and equipment purchases, provides a 20 year planning schedule and identifies options for financing the plan. The CIP usually covers from four to ten years with a high degree of accuracy and then as in the case of Roseville, CIP extends to 20 years for planning purposes. CIP funds are used for structural improvement or replacement of capital assets only.

- ***Why is it important?***

Having such a clearly identified capital assets plan allows the City to allocate sufficient financial resources to meet the projected future needs of the City's programs.

- ***Where can I find out more about it? (URL)***

Proposed 2024-2044 Capital Improvement Plan
<https://rosevillemn.portal.civicclerk.com/event/2226/overview>

Asset Management and Infrastructure Program

- ***What is it?***

The Asset Management Program was adopted by the City of Roseville as a mechanism to track all major infrastructure assets within the City. Each department follows the capital assets under its control, providing data on the current condition, history of repairs, and expected life span of the asset. This information is necessary to feed into and develop the Capital Improvement Plan (CIP) and allows the Departments and the City to better predict the upcoming costs of maintaining assets over the short and long term.

- ***Why is it important?***

Such tracking of our assets allows the City to predict and plan for funding to maintain the high quality services it provides.

- ***Where can I find out more about it? (URL)***

<https://www.cityofroseville.com/documentcenter/view/24896>

PIP (Park Improvement Program)

- ***What is it?***

The Park Improvement Program (PIP) is part of the Capital Improvement Plan (CIP) and is made up of mid-range project items that are less predictable but can be scheduled well in advance. Typically PIP programs need to be more closely managed than daily maintenance items that are more systematized.

Mid-range projects tend to be system-wide such as the mulching of trees, ag-lime replacement and fence and playground section replacement for example. They address safety concerns like playground surface replenishing, and field upgrades. Plus they also help to maintain community expected standards such as repairing park amenities, sign maintenance, and the color coating of tennis courts.

- **Why is it important?**

The PIP account is currently managed as a “rollover account” allowing a more strategic approach by rolling the cumulative balance forward until the project is complete. This fund and the flexibility it allows are important to operations.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/768/Budgets-Annual-Reports>

Park Dedication Ordinance and Fees

- **What is it?**

The City of Roseville and other communities commonly require new residential, commercial or industrial development to either dedicate land for park space, to pay a fee in lieu of dedicating land or a combination of each under a set formula determined by the City Council.

The premise is that any new construction buys into an established park system, and that construction has an added impact on the overall system so the dedication fees allow developers to compensate the system for the added stresses. Collected fees are put in the Park Dedication Fund. The annual amounts vary and depend upon the amount of construction in a given year.

Park Dedication funds are used to assist with funding park improvements, land acquisition, and to address the impact of new development / redevelopment within the city. Under the current ordinance, Park Dedication can be satisfied by land, cash, or a combination of the two based on the Parks and Recreation Commission recommendation to City Council.

- **Why is it important?**

Park Dedication is a source of funding for park improvements or parkland acquisition.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/documentcenter/view/1092>

Enterprise and Governmental Funding

- **What is it?**

Governmental accounting uses many types of fund accounts. Two categories that the Parks and Recreation Commission encounters most include Enterprise fund accounts and Government fund accounts.

Enterprise fund accounting must be used when city activities and services

are supported by the fees and charges they bring in. Roseville's water and sewer utility services fall under this model as does Cedarholm Golf Course managed by Parks and Recreation Cedarholm is doing exceptionally well compared to other municipal golf courses around the region but eventually may require financial support other than fees and charges as the golf industry and use changes. Governmental enterprise fund operations are modeled like the private sector.

Governmental funding generally covers municipal services that are supported through revenue streams such as property taxes and bonding.

Most of the parks and recreation system funding is classified as governmental. The skating center is one such operation. The Roseville indoor skating arena as a standalone facility began as an enterprise fund business type but was unable to support all of its operating and capital expense through fees. There was a conscious effort made in the 1990's to move away from the fee-supported business model for the skating center.

Cash Reserves

- **What is it?**

Cash Reserves are funds that are held and carried over for future use. They are necessary to provide for cash flow in between revenue collection periods as well as unanticipated expenses. Reserves are also used to provide up-front monies for new initiatives and program enhancements, and to stabilize programs during periods of declining revenues.

Roseville has a policy that sets the target level of what the cash reserve amount should be for the city as well as various departments. The target level is given as a percentage of the Operating Budget. For instance, the target level for the city is to have cash reserves between a low of 35% and a high of 45% of the Operating Budget.

Annual budget surpluses and deficits affect the amount of cash reserves available for each department. If the surplus or deficit brings the cash reserve level above or below the targeted percentage, the City Council will consider what to do about this at budget time.

Programs managed by Parks and Recreation

Parks and Recreation Renewal Program

- **What is it?**

In 2009-2010, the Parks and Recreation Department worked with a Citizens Advisory Team to envision where Roseville Parks and Recreation should be in the near and far future. As one result of that vision, the Parks & Recreation Renewal Program began in 2014. Funding was through a \$19-million bond. Six park buildings were replaced as a part of this program, repairs were made to a variety of other park facilities as well as upgrades to many park areas, and money was included for parkland acquisition and new pathway/trail construction. Funding for the Natural Resources Stewardship Program was also included. (This program is described below).

- **Why is it important?**

The Renewal Program was a major commitment by the City to maintain and improve our parks. It was made after extensive resident involvement in the planning process.

- **Where can I find out more about it? (URL)_**

<https://www.cityofroseville.com/1752/2012-Master-Plan-Implementation-Process>

Natural Resources Stewardship Program

- **What is it?**

As a part of the Parks and Recreation Renewal Program, the condition of the natural resources (trees, shrubs, wildflowers, grasses, sedges) within the parks was studied. Many parks were overrun with invasive plant species (such as buckthorn and garlic mustard).

Beginning in 2014, Roseville contracted with ecologists Stantec Environmental and Natural Resources Consultants to undertake an aggressive eco-restoration project to remove invasive, non-native plant species from natural areas in city parks. The project spans 376 acres and includes savanna, woodland, wetland and shoreline restoration and management. The initial restoration effort has utilized a combination of contract work (Stantec), staff and volunteers. The initial phase is currently more than 90% complete.

Currently, Stantec is transitioning the project back to the City for ongoing maintenance of the restored areas and continued restoration. In order to effectively manage the wide array of natural areas throughout Roseville, the City has implemented a Stewardship Network that allows volunteers, staff and contractors to contribute in an organized, planned manner. This structure allows residents and other park users to get involved in the preservation of their natural spaces, while also ensuring that the work that has been completed as part of the Natural Resources Restoration program is maintained in the long-term.

- **Why is it important?**

Native species are better for our local wildlife and provide for more diversity in the forests and wild areas of our parks. The removal of so many invasive plants and their replacement by native species has required a huge effort by City staff, Stantec staff and volunteers. It will take many years of on-going efforts by City staff and volunteers to keep the invasive species from coming back. This is an effort that also allows a traditional way of using the parks and improves a sense of safety.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/2786/Natural-Resources-Renewal>

Deer Management Program

- **What is it?**

In 2014-2015, the City began addressing the issue of a potential over-population by deer in the city. The Parks and Recreation Department took on the role of working with Ramsey County to count the deer in Roseville and to develop a management plan. After a great deal of public input, a decision was made to first attempt to reduce the deer population by a ban on feeding deer. This did not have a significant impact, so in 2016, the City Council authorized a controlled deer hunt to remove 20 deer from the city's parks. One result of the 2016 deer hunt was the finding that the health of many of the deer in the city is not good, possibly due to over-population. The Parks and Recreation Department continues to monitor and work with Ramsey County and the Departments' of Natural Resources and Agriculture on this issue and to make recommendations to the City Council for future action.

- **Why is it important?**

Over-population leads to hardship for the deer, as they do not have enough to eat. Roseville citizens request that some control measures be taken, as deer eat trees and plants in residential areas. Deer in the streets have led to accidents. Yet citizens also enjoy wildlife and want deer in our city. It is important to develop a reasonable, thoughtful management program.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/3008/Deer>

Tree Board

- **What is it?**

Tree City USA is a nationwide program that provides the framework necessary for communities to manage and expand their public trees.

Roseville is a member of this movement.

More than 3,400 communities have made the commitment to becoming a Tree City USA. They have achieved Tree City USA status by meeting the core standards of sound urban forestry management, which are: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day.

The Parks and Recreation Commission serves as the Roseville Tree Board. The Commission provides input, advice and updates to the staff and City Council on all tree related issues including EAB.

- **Why is it important?**

It is important that a citizen's body and Department of the City have a focus on the community forest for the benefit of current and future generations. Where can I find out more about it? (URL)

EAB (Emerald Ash Borer) Program

- **What is it?**

The Emerald Ash Borer is a non-native pest that feeds on and destroys ash trees. It first appeared in Roseville in 2013 and the infestation has spread to all zones of the city. Roseville has inventoried over 1800 ash trees on public lands (parks and boulevards). Current thinking is that all of these will eventually get EAB infestations and die. The City has a management plan to treat some of the healthier ash trees in significant locations, and to gradually remove and replace the others with a variety of trees.

- **Why is it important?**

The City is responsible for all ash trees on public property. The City's accelerated EAB management plan indicates that all ash trees, except for the 238 trees (located mostly in parks), will be removed. The City's contractor will be removing all of the 914 ash trees in a phased prioritization until completion in 2025. A wide variety of trees are being used to replace the ash trees so that no one tree variety will again comprise such a large proportion of our canopy. As the Roseville Tree Board, the Parks and Recreation Commission is involved in updating and providing input to the City Council on this issue.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/1183/Tree-Policies-Programs>

DYP (Discover Your Parks)

- **What is it?**

DYP is an annual summer program of the Parks and Recreation Department. From June through August, a weekly evening event is held in a different city park, consisting of games, crafts, snacks, and the puppet wagon. Families can explore the park, talk with Parks and Recreation staff, and meet Parks and Recreation Commissioners.

- **Why is it important?**

This program provides an opportunity for family fun as well as for residents to become familiar with many different parks within the city. Residents interact with Parks and Recreation staff and commissioners to provide feedback and input into the development of the parks and recreation programs.

- **Where can I find out more about it? (URL)**

<https://www.cityofroseville.com/1142/Discover-Your-Parks>

What else is hoped of us as commissioners?

It's not expected or mandatory, but...

- **Show up and be seen in the community**: Discover Your Parks (DYP), participate in playground builds, natural resources renewal events, national night out, and other park events. It's a blast.
- **Volunteer extra time as appropriate**: Serve on advisory boards, community meetings, park events, and park projects with other volunteers.
- **Show up and be seen in support of Parks and Rec staff**: Your presence at City Council meetings, relevant public meetings of any kind, and park events is appreciated.
- **Communicate**. Whenever you see a staff member or any park user feel free to walk up and say, "Hi". Also, feel free to stop in to the Parks & Recreation office to meet and discuss your questions, ideas or thoughts with staff.
- **Be a City of Roseville booster**: This is your community. It's a great one and your involvement only makes it better.
- **Practice your Roseville Parks and Rec PR**: When you use the parks talk (*mostly listen*) to park users.
 - Note the topics or questions people have and forward them to P&R Director
 - Get names when possible and contact information
 - Direct people to the website
 - Follow up with people as appropriate
 - Refer anything you can't answer to P&R Director
- **We're volunteers**: As we mentioned at the beginning, this is a volunteer position. Everyone has different demands on their time. So, start where you are, use the gifts you have, and do what you can.

We appreciate your energy, commitment and input!

Appendix A

- **Roseville Parks and Recreation Staff (URL)**
[Staff Directory • Parks & Recreation](#)

Appendix B

Roseville Parks and Recreation Commission members (current)

Karen Beckman

1. *What led you to want to serve on the Parks and Recreation Commission?*

I wanted to be involved in our community and thought that the Parks and Recreation Commission would be an excellent place to start. Roseville clearly takes a lot of pride in its park system, which is reflected in the substantial investments made in Parks and Recreation infrastructure and in the wide variety of activities offered through the Department. I myself am an avid park user. I take daily walks in Central Park and often bring my niece to parks on the weekend and have her enrolled in every sport currently offered for her age level.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

As an attorney, I spend a lot of my helping people find solutions to their problems. My particular area of law - patent law - often requires me to completed scientific principles in clear concise terms. This often requires strong listening skills, independent learning and research on my part. I believe these skills will be an asset to the commission.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

I am so honored to have been selected to be on the Parks and Recreation Commission. I am really looking forward to serving and engaging with my community.

Luci Botzek

1. *What led you to want to serve on the Parks and Recreation Commission?*

I became aware of the importance of the Parks Commission while working on behalf of the John Rose OVAL as a member of the Friends of the OVAL Foundation Board for the past 10 years. I believe in civic contributions by residents, so the recent vacancies provided me with an opportunity.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

My professional career included staffing, managing and service on several Boards over the years. I served on the Visit Roseville Board for 10 years, which allowed me to learn about our incredible community of Roseville.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

I am very committed to doing all that I can to support the work of the Parks Department and the City overall. Working together as a team makes for exciting and constructive conversations. The energy from the commission members is contagious and I welcome the chance to be part of a very positive and engaged group.

Jayne Harris

1. *What led you to want to serve on the Parks and Recreation Commission?*

Roseville's parks and recreation programs have enriched my family's life, and I see this commission as a way to give back. I'm passionate about keeping our public spaces vibrant, welcoming, and sustainable for future generations. Parks are essential community assets, they support well-being, connect us to nature, and serve as gathering spaces for all ages. I'm especially inspired by Roseville's leadership in conservation and ecological restoration. This role allows me to contribute using my experience in strategic planning, community engagement, and environmental stewardship.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

My background blends business leadership with a strong commitment to conservation and public service. As a former Vice President of Marketing & Business Development, I bring experience in strategic planning, financial oversight, and policy development—skills that directly support thoughtful, long-term park planning and budgeting. In the community, I've served as a Ramsey County Master Gardener, Recycling Ambassador, and Lawns to Legumes coach, promoting sustainable landscaping and environmental education—efforts that align closely with Roseville's natural resource priorities.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

I value collaboration, transparency, and decision-making that reflects the voices of all Roseville residents. I'm committed to ensuring our parks support both environmental health and community well-being—spaces that are safe, inclusive, and resilient. I approach this role with curiosity, optimism, and a willingness to learn. I'm honored to serve and excited to support the continued success of Roseville's outstanding parks system.

Chad Kooistra

1. *What led you to want to serve on the Parks and Recreation Commission?*

My family regularly uses and greatly values the parks systems and recreation programs in Roseville. I want to serve on the Commission to give back to the city and community by providing insights on the parks and programs on behalf of myself, fellow community members, and others who use them. Being on the Commission also allows me to stay up to date on issues and opportunities related to parks and recreation in Roseville, which helps me communicate relevant information accurately with others interested in parks and recreation issues.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

I regularly use the parks and recreation programs with my family and attend volunteer events related to parks and natural resources in Roseville and Ramsey County. My educational background is in social science, natural resource management, and parks and outdoor recreation. My work experience has focused on using social science and public engagement to ensure that public perspectives are considered in planning, management, and policy considerations related to outdoor recreation and natural resource management.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

I am grateful for the opportunity to serve on the Commission and look forward to connecting with others to learn about different perspectives and needs across the community to ensure Roseville Parks and Recreation Programs offers the diversity and richness of opportunities desired.

Lindsay Matts-Benson

1. *What led you to want to serve on the Parks and Recreation Commission?*

I believe that community involvement makes the community better. I grew up in Roseville spending my summers at many of the local parks - but especially Central Park - I liked watching the ducks and running around the lake. My family and I moved back to Roseville in 2017 so my husband and I could raise our kids here. I wanted my two kids to love the Roseville parks like I did as a kid and still do. I value that I live in a community where I am in walking distance to at least 4 beautiful parks. I wanted to be on the commission so I could use my skills and love for the parks to help build community by soliciting feedback from the community who use and those who don't use the parks.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

I've been a librarian for almost 20 years - the last 9 years at the University of Minnesota. As a librarian, I spend a lot of my time listening to people and helping them find solutions and answers to questions. My focus of librarianship is information literacy - how we can have knowledge, skills and values about how we use and consume information. I take pride in being an accessible person and a good listener.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

You can usually find me at my local parks - Lexington, Pioneer, or Reservoir Woods with my family - sometimes with a stack of books to add to the Little Free Libraries. I enjoy building things, spending time outdoors, watching baking shows, and curling up with a good book. In Fall 2021, I had my first coaching experience through Parks and Rec coaching my daughter's team. I had an amazing experience, and would highly recommend it - even if (like me) have no experience in the sport you are coaching.

Jamie Penny

1. *What led you to want to serve on the Parks and Recreation Commission?*

My wife and I moved to Roseville to start our family. The amenities and programs of the Roseville Parks and Recreation department have been a major part of the upbringing of our young children. From riding bike trails, playing at playgrounds, participating in summer rec programs, utilizing the park buildings and the nature center for birthday celebrations, attending the annual Sweetheart Dance... we have taken full advantage of the programming that is available and I wanted to find a way to give back and to help preserve our parks and rec system for future generations. As someone with a young family, my experiences have been narrowly geared towards family and youth programs, and I am very interested in learning more about the other types of programs offered and engaging with the other demographic groups we serve.

2. *What experiences from your life, your work, or your volunteer roles are most relevant to the work of this commission?*

I worked part-time for over ten years for the Hopkins Park and Rec department at the Hopkins Center for the Arts, where I worked with a diverse range of facility users and event types. Currently I work for the delivery center of a furniture company, and am quite experienced at navigating challenges relating to logistics, shifting resources on the fly, and managing differing personality types. I have tapped into my natural passions and interests to serve youth in the local community. As an outdoor enthusiast, I serve as a den leader for my son's Cub Scout pack. As a history buff, I have volunteered as a judge for the Minnesota State History Day Competition. As an art lover and an artist myself, I have worked in my children's classrooms leading art classes through the Minneapolis Institute of Arts Art Adventures program.

3. *What do you want Roseville citizens and fellow Parks and Recreation Commissioners to know about you?*

I am a believer in public service, and that we all can play a role in our community no matter how small. I very much look forward to deepening my connection to Roseville and making a positive impact.

Appendix C

Annual Rolling Agenda: *Parks and Recreation Commission*

The rolling year agenda planner helps staff and commissioners review key topics at least annually. Topics may appear on the agenda as they arise and not necessarily in the month planned. In addition to planned items, all monthly meetings are open to current topics and timely issues that may arise.

a. January

- i. Commission goals discussion
- ii. Natural Resources Program review

b. February

- i. Review department goals
- ii. Discuss Chair and Vice Chair

c. March

- i. Election of Chair and Vice Chair
- ii. Appoint Ethics Commission representative

d. April

- i. Primer review
- ii. Commission goals reviewed and finalized

e. May

- i. Begin scheduling Parks & Recreation Commission members for DYP shifts
- ii. Divisional operations review (Recreation, Skating Center or Cedarholm)

f. June

- i. Joint Council / Commission meeting
- ii. Deer Management Plan Review

g. July

- i. No meeting – Rosefest Attendance as possible through July 4

h. August

- i. Possible Parks & Facilities tour if interested

i. September

- i. Divisional operations review (Recreation, Skating Center or Cedarholm)
- ii. Possible Parks & Facilities tour if interested

j. October

- i. Parks and Recreation System Plan review and update as appropriate

k. November

- i. Park Dedication rate review – compare League of MN Cities method on odd years
- ii. Capital Improvement Program/Asset Management Review

l. December

- i. Adopt annual calendar
- ii. Proposed Projects for the Following Year