



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 17<sup>th</sup> 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](mailto:jill.anfang@cityofroseville.com). Please RSVP with Jill for the March 17<sup>th</sup> 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

## Preliminary Meeting Schedule with Themes

Meeting #1	March 17	Background, Intro, History, Financials
Meeting #2	April 28	Golf Professionals Panel
Meeting #3	May 12	Other Users/Partners
Meeting #4	May 19	Function & Use Brainstorming Charrette
Meeting #5	June 16	Funding Options
Meeting #6	July 21	Public Discussions/White Board Theme Presentation
Meeting #7	August 18	Review Draft Report
Meeting #8		Council Presentation

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

# Cedarholm Clubhouse Replacement Advisory Team

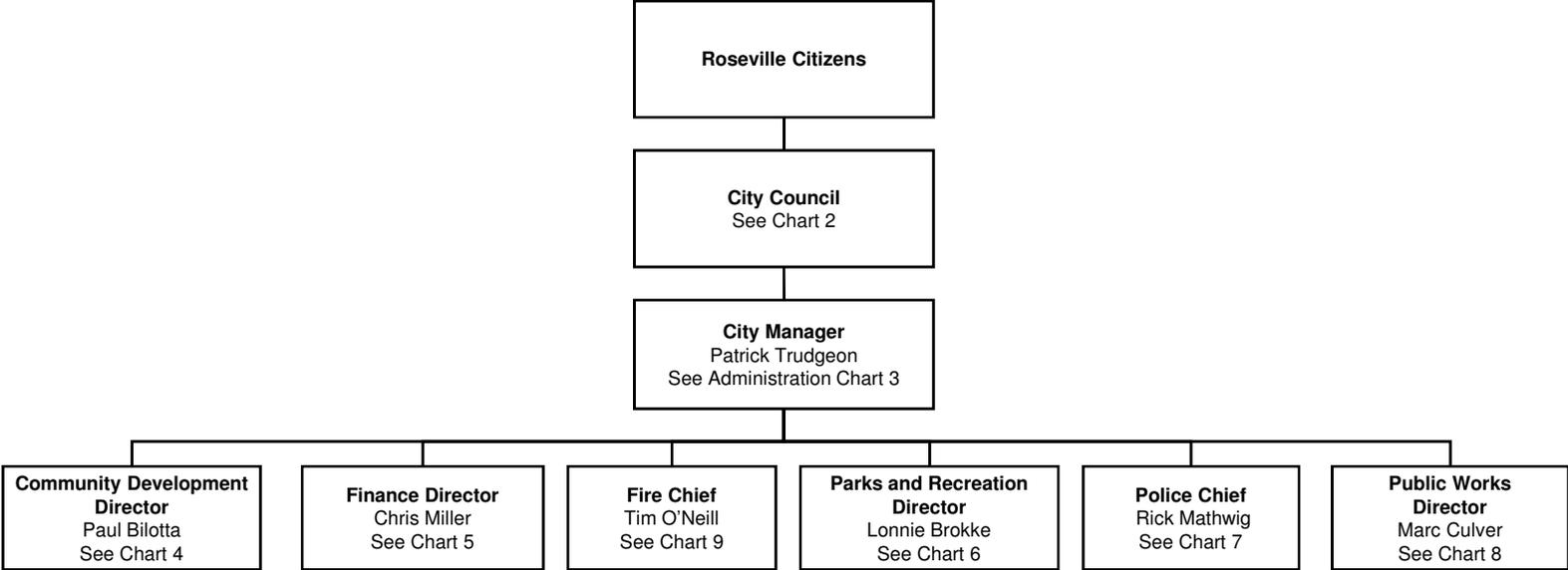
Meeting #1: March 17, 2016 <> 6:30-8:30pm  
Roseville Cedarholm Golf Course

## Agenda

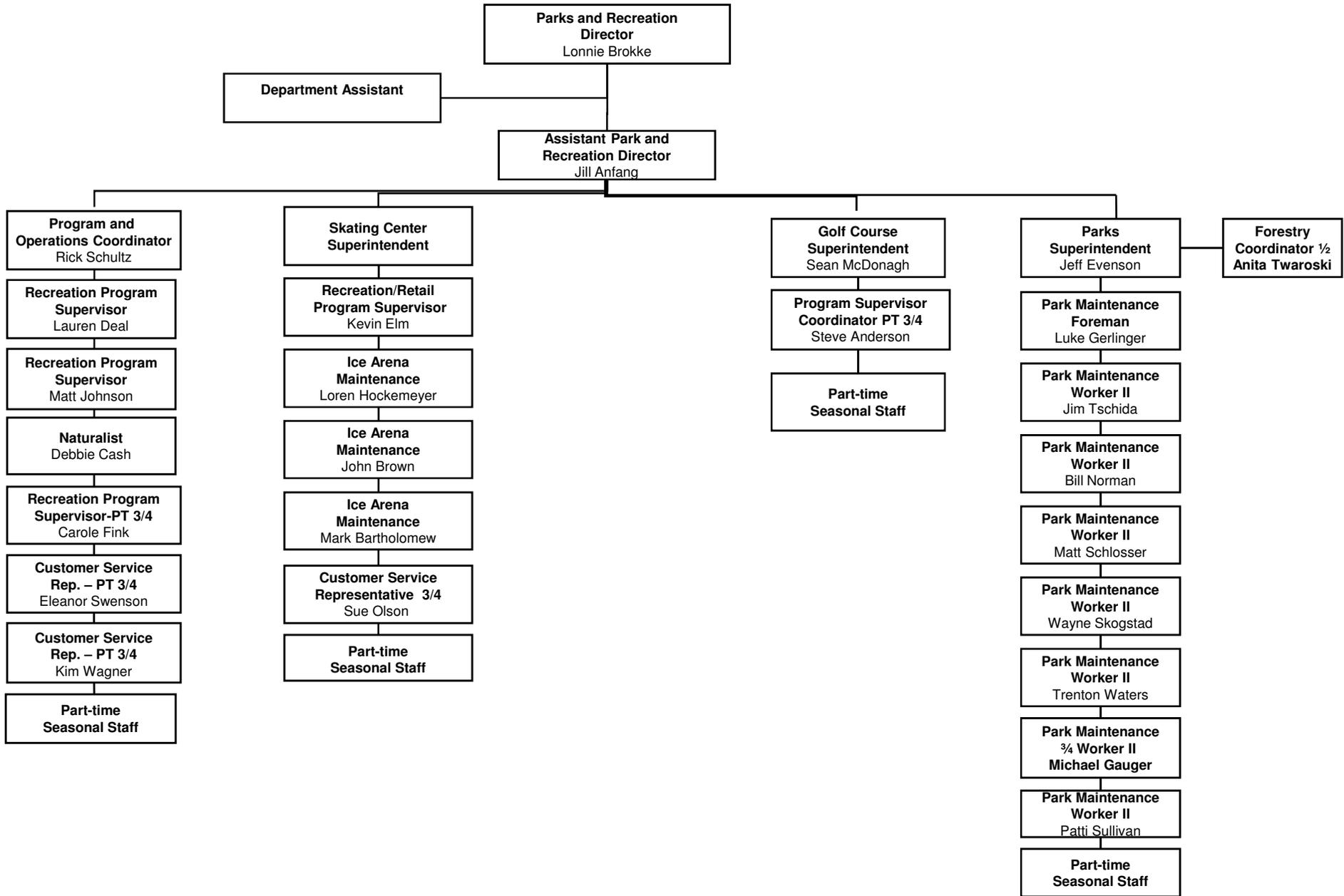
1. Welcome
2. Introductions
3. Public Comment
4. Orientation
  - a. Purpose & Scope of the Group
  - b. Member Roles
  - c. Time Frame
    - i. Future Meetings Day & Time, Frequency
    - ii. Themes/Topics
  - d. Outreach
    - i. Public Input
    - ii. Public Output
    - iii. Public Notice
    - iv. 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



# City Organization



# Parks and Recreation Department



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

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

Department Approval



City Manager Approval



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

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1    **BACKGROUND**

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

4    Activities and accomplishments:

5        Community outreach activity items include the following:

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

11

12        Project type activity items include the following:

- 13           ○ Tour and review of project sites
- 14           ○ Ongoing review, guidance and advice on Parks and Recreation Renewal Program
- 15
- 16           ○ Review of park building operations plan
- 17           ○ Review and recommendation on the Roseville deer population

18

19    Work Plan items for the upcoming year:

- 20           ○ Park and Recreation Renewal Program substantial completion
  - 21                ■ SW Roseville
  - 22                ■ Tamarack Park
  - 23                ■ Natural Resources Restoration
- 24           ○ Review status of park building operations
- 25           ○ Cedarholm Golf Course review and recommendation
- 26           ○ Regular meetings with the City Council

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

**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

44 **Current uses of Clubhouse**

- 45 • Rentals-, i.e. family events: birthdays, anniversaries , retirements, holiday rentals ...
- 46 • Concessions
- 47 • Events - golf tournaments and league receptions
- 48 • Deck feature for gathering and socializing

50 **Participation - General Play Type (2015)**

<b>Golf Type</b>	<b>Total Rounds</b>	<b>Percentage</b>	<b>Notes</b>
Open Golf	10147	40%	
Youth Golf	1632	6%	
Women's League	3969	15%	
Senior Leagues	2696	10%	
Specials	7242	28%	Specials, Coupon returns, tournaments, ...
<b>Total</b>	<b>25686</b>	<b>100%</b>	

51

52 **Rounds Played Per Year**

<b>Year</b>	<b>Rounds</b>	<b>Specials</b>	<b>Comments</b>
1990's average	41,860		Golf Booming Private courses being built Course saturation
2000's average	33,525		Golf beginning to see adjustment, League members changing Some courses beginning to close
2010	30,458	1759 or 5.7%	Private golf courses closing Golf stabilizing
2011	25,518	1618 or 6.3%	Golf correction occurred Leagues continue to change
2012	25,929	1619 or 6.2%	Golf appears stable Courses beginning to look at varying uses
2013	24,282	1015 or 4.1%	
2014	25,159	994 or 3.7%	
2015	25,686	7242 or 28%	

53

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

			Center
Cedarholm Golf/ City of Roseville	25,159	Fees	

60

61

62 **Current Staffing Model**

63 Cedarholm Golf Course staff consists of:

- 64 • (10) part-time staff working limited hours
- 65 • (1) full-time Golf Course Superintendent
- 66 • (1) ¾ time Recreation Program Supervisor
- 67 • (1) shared maintenance employee with the Skating Center

68 The Recreation Program Supervisor, Golf Course Superintendent and Maintenance employees  
69 have other duties throughout the Parks and Recreation Department:

70 Other Parks and Recreation Department employees also sporadically spend time at the golf  
71 course as necessary, i.e. Director, Assistant Director, Administrative Assistant and specialty  
72 Maintenance.

73 The following is a bit more specific for the 2 Regular Employees:

74 Golf Course Superintendent (full time):

75

76 The Golf Course Superintendent duties include all turf operations and general management of all  
77 golf operations. The other areas of responsibility for the Golf Course Superintendent is to assist  
78 in the winter operations at the Roseville Skating Center/Oval outside operations from ice  
79 maintenance, snow removal and special events assistance.

80

81 In the Parks and Recreation System, the Golf Course Superintendent develops the athletic field  
82 turf maintenance program and works with other local community organizations to develop the  
83 fertilization and weed control programs. He also assists in performing many of the turf field  
84 repairs and enhancement programs during the spring, summer and fall season sporting events.

85 Recreation Program Supervisor (3/4 time):

86 The Club House Manager provides supervision and leadership to all the daily operations of  
87 Roseville Cedarholm Golf Course. The daily functions include daily receipts, staffing, league  
88 operations, club house operation, coordinates all special tournaments / events, develops  
89 marketing plan including all social media updates and sponsorship opportunities, assists Golf  
90 Course Superintendent in making future operation decisions to enhance Roseville Cedarholm  
91 Golf Course and Roseville Parks and Recreation Department.

92

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

97

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

103

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

108

109 **Fee Schedules – see attached surrounding area fee structures**

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

111 **Operating Budget - see attached 2016 annual budget**

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

	Roseville Cedarholm	Stillwater Applewood	New Brighton Brighton 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
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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	
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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.

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.

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

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Department Approval



City Manager Approval



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

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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 an 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 are 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	<b>Option #1</b> Rebuild to Existing Size and Function	<b>Option #2</b> Rebuild to similar size to Autumn Grove and Lexington Park Buildings	<b>Option #3</b> Rebuild to Smaller Size for Check in and Casual Sitting/Snack Area	<b>Option #4</b> Existing Clubhouse Conditions
<b>Total Building Size</b>	<b>3, 200sq. ft. - seating for 88</b> Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	<b>2200 sq. ft. - seating for 50</b> Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	<b>1,575 - seating for 32</b> Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	<b>3,200 sq/ft - seating for 88</b> N/A
<b>Parking Lot Size</b>	<b>73 spaces</b>	<b>73 spaces</b>	<b>73 spaces</b>	<b>66 spaces</b>
<b>Building Amenities</b> 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
<b>Patio/deck/outside seating area</b> 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
<b>Expected useful life</b>	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
<b>Uses</b>				
<b>Golf Season</b>	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,...
<b>Off Season</b>	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**

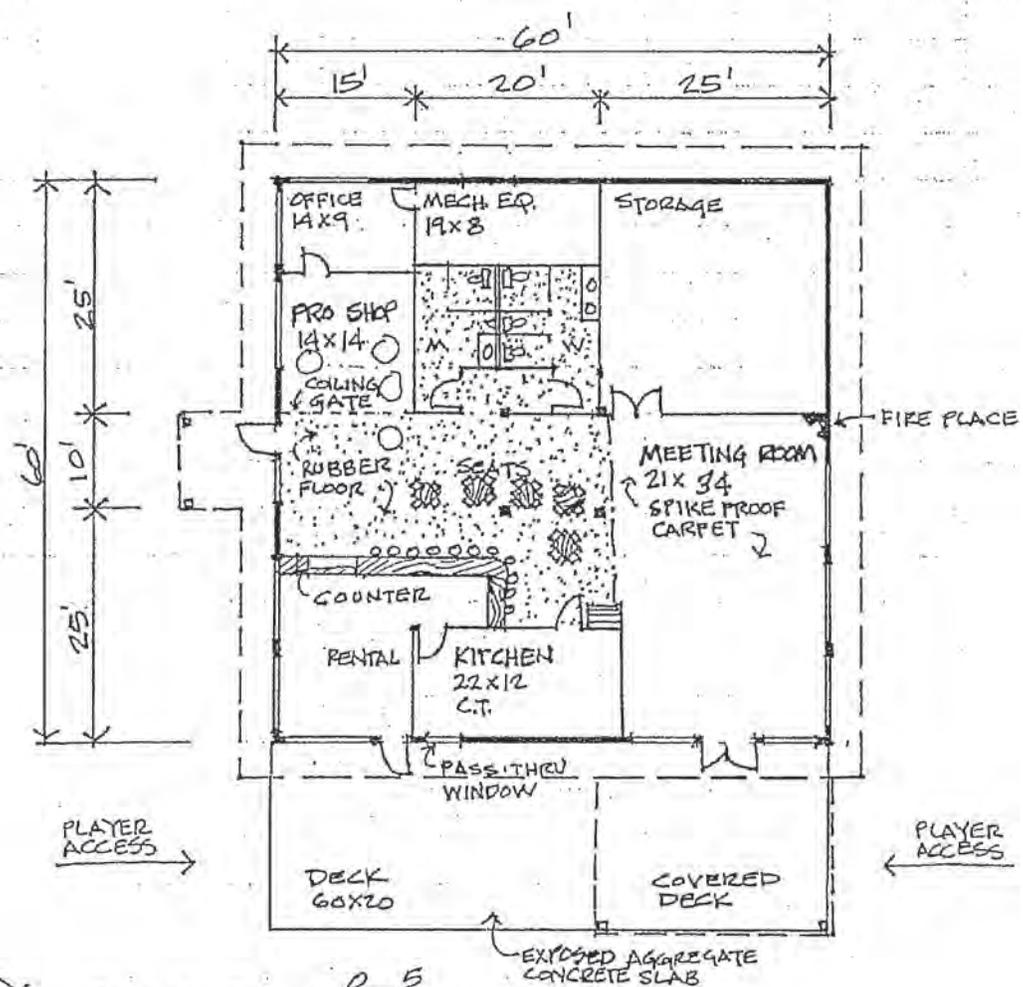
2/25/2016	<b>Option #1</b> Rebuild to Existing Size and Function	<b>Option #2</b> Rebuild to similar size to Autumn Grove and Lexington Park Buildings	<b>Option #3</b> Rebuild to Smaller Size for Check in and Casual Sitting/Snack Area	<b>Option #4</b> Existing Clubhouse Conditions
<b>Pros</b>	Meets current 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	Meets ADA requirements		
	Improved golfer/reservation experience	Increased efficiencies - heating/ac/lighting		
	Increased rentals, parties, improve food 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 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			
<b>Cons</b>	No new amenities such as training area, simulator, sport turf area	Similar to existing Park Building size and function during off season	Does not meet all current tournaments and rental events for seating	Does not address ADA requirements
	No lower level for storage of Carts	No lower level for storage of Carts	Some larger tournaments and league banquets might need to use other city or off site banquet facility	Does not address future concerns such as exterior, foundation electrical, air quality...
		No new amenities such as training area, simulator, sport turf area	May limit future tournaments	
		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	A temporary situation but does not solve long term CIP
			Will likely lose 5 tournament events, 6 rentals decreasing revenues by \$9,500 (65% decrease)	
			Does not meet current kitchen usage	
<b>Cost of building repairs or construction</b>	<b>\$300 sq. ft. = \$960,000</b>	<b>\$300 sq. ft. = \$660,000</b>	<b>\$300 sq. ft. = \$472,500</b>	<b>To Be Fully Determined</b>
				Roof/insulation = \$33,000
				Flooring/carpeting = \$12,600
				HVAC = \$35,000

**Roseville Cedarholm Golf Course Clubhouse Options**

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



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



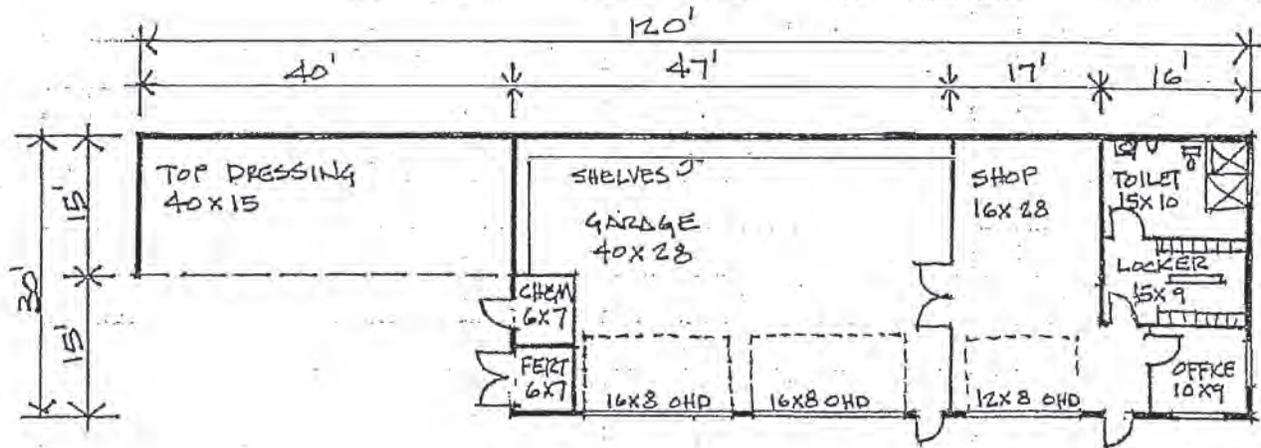
 FLOOR PLAN   
 3600 SF  
 EST. COST \$ 450,000



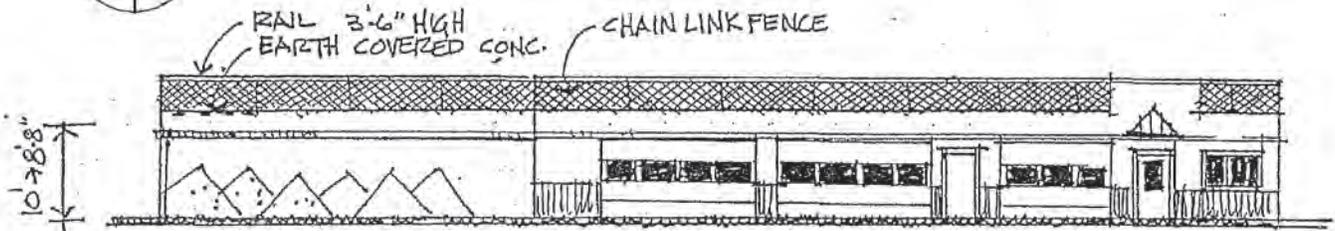
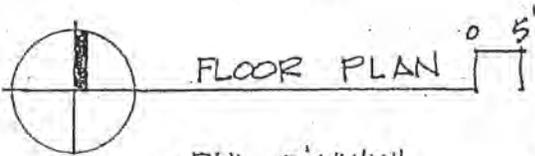
BUILDING ELEVATION 

**OPTION B**  
**CEDARHOLM GOLF CLUB HOUSE**      ROSEVILLE, MN

 Bonestroo Rosene Anderlik & Associates	Client: ROSEVILLE	Page	
	Project: CEDARHOLM GOLF COURSE	Proj. No. 42506	
	Calculations For:	Prepared By: TRA	Date: 5/16/94
		Reviewed By: TRA	Date: 8/22/94

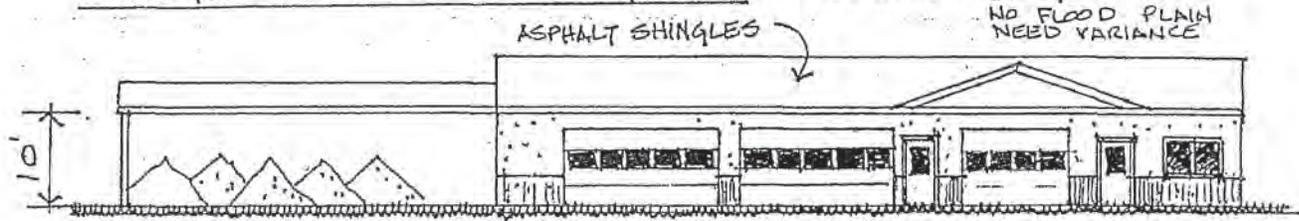


- AC IN OFFICE LOCKER & TOILET ROOMS
- UNIT HEATER IN GARAGE



EARTH SHELTERED ELEVATION

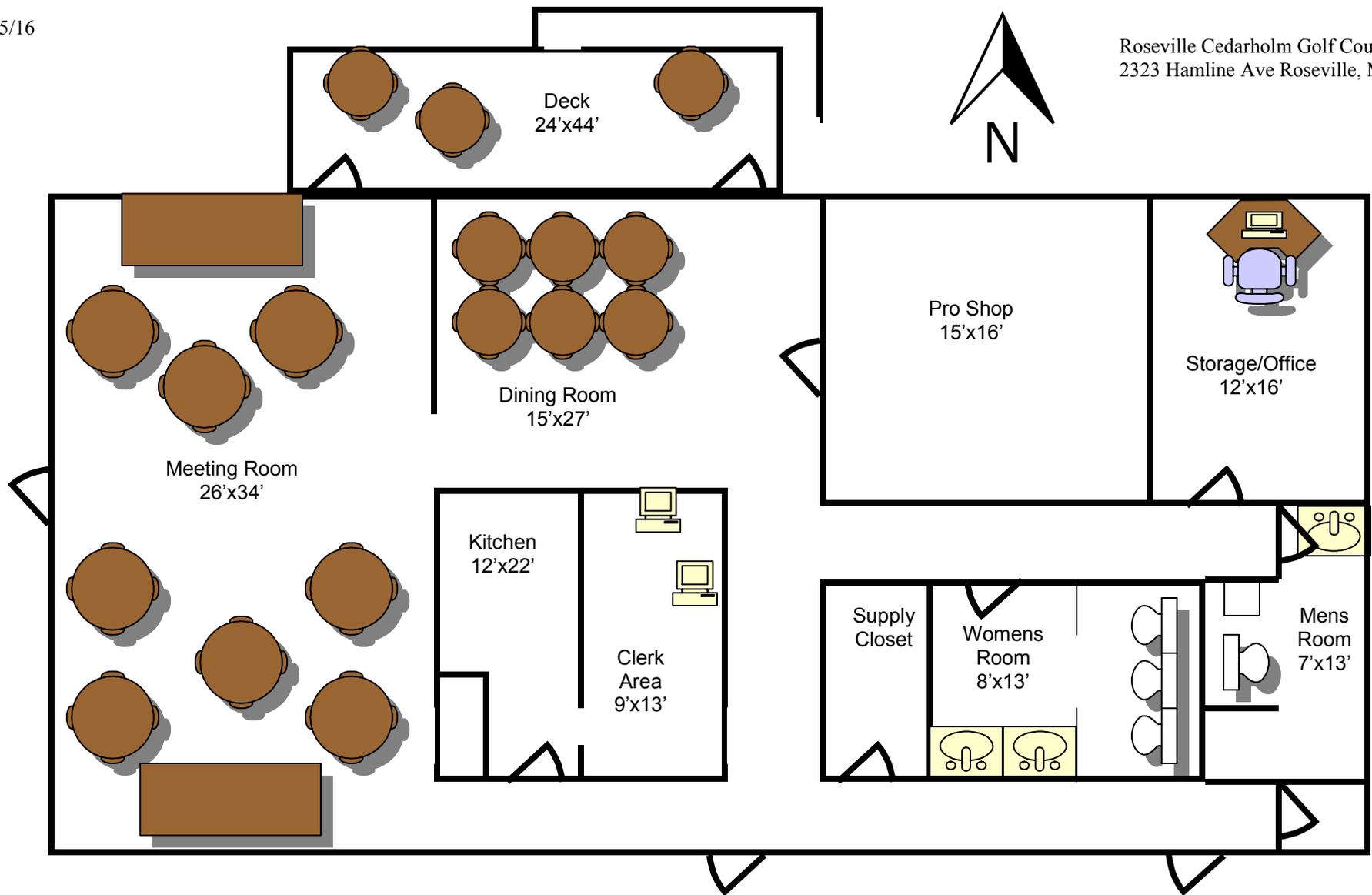
EST. COST : \$305,000  
NO FLOOD PLAIN  
NEED VARIANCE



FREE STANDING ELEVATION

EST. COST : \$260,000

**OPTION B**  
**CEDARHOLM GOLF COURSE - SHOP BUILDING**  
ROSEVILLE, MINNESOTA



# Roseville Cedarholm Golf Course Existing Clubhouse

96' x 35'

3264 Sq Feet



speaking 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

1                                   **ROSEVILLE PARKS AND RECREATION COMMISSION**  
2                                   **MEETING MINUTES FOR**  
3                                   **January 5, 2015**  
4                                   **6:30pm**

5  
6 **PRESENT:**               Becker-Finn, Bogenholm, Diedrick, Doneen, Gelbach, Heikkila, Holt,  
7                                   Newby, O'Brien & Stoner

8 **ABSENT:**

9 **STAFF:**                 Brokke, Anfang, Anderson, McDonagh

10  
11 **1. INTRODUCTIONS**

12  
13 **2. ROLL CALL/PUBLIC COMMENT**

14       No public comment at the start of the meeting.

15  
16 **3. APPROVAL OF MINUTES – December 1, 2015 MEETING**

17       December 1<sup>st</sup> minutes approved unanimously.

18  
19 **4. DISCUSS 1716 MARION ST. COMMUNITY PARK PROJECT**

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

- 21           • Brokke introduced the proposed project explaining that the City Council has
- 22           identified a focus on Southeast Roseville as a high priority for the coming year.
- 23           • The roll of the Parks & Recreation Commission is to provide advice & make
- 24           recommendation where appropriate.
- 25           • Commissioner Heikkila shared his past experiences working with a family in the area
- 26           and is enthused by this opportunity.
- 27

28       Collins briefed the Commission on how this project has come forward and recognized that it

29       is moving at a fast pace with a short timeline.

30

31       Collins introduced Karen Schaub, Roseville Area Schools Director of Community Education

32       and Public Relations. Roseville Area School will serve as applicant and fiscal agent for the

33       US Bank grant for the site amenities. Schaub spoke to how this site has huge potential for

34       creating community and could become a connection site for the residents in the area.

35

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

37

38       Tim O'Brien from Roseville Area Schools responded that a potential site for gardens has

39       been identified on the east side of Rice Street in Maplewood.

40

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

- 42           • Jeanne Kelsey, Housing & Redevelopment Authority Executive Director, explained
- 43           that CDBG funds would be used to purchase the site and site and infrastructure
- 44           improvements would be funded by other sources.
- 45

46       Commissioner Holt asked whether there was a contingency for the project if the grant

47       applications were not successful in securing the needed funding.

48       Commissioner Doneen inquired into the budget. Collins responded that the US Bank grant

49       could be \$50,000. Doneen also commented on the ongoing financial concerns that go along

50       with capital improvements for the upkeep & maintenance.

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

53  
54 **Commission Recommendation:**

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

61  
62 **5. DISCUSS PROCESS for CEDARHOLM GOLF COURSE CLUBHOUSE**  
63 **IMPROVEMENTS**

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

66  
67 Brokke summarized the lead up activity and Council direction to move forward with looking  
68 into options for making improvements at the Cedarholm Golf Course Clubhouse.

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

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

96 Commissioner O'Brien inquired into the steps for forming the task force and moving forward  
97 and bring the commission's recommendation to the Council for their information and to  
98 create a clear trail of transparency.  
99

100 **Commission Recommendation:**

101 Commissioner O'Brien moved to inform the City Council that the Parks and Recreation  
102 Commission has reviewed & supports the process suggested by staff to look into options for  
103 improvements at the Cedarholm Clubhouse, and based on the City Council's direction to  
104 engage the public on this initiative it is recommended to model the process after past Parks &  
105 Recreation engagement models. Second by Commissioner Diedrick. Passed Unanimously.  
106

107 **6. STAFF REPORT**

108 Brokke briefed the Commission on:

- 109 • Hosted a successful New Years Eve on Ice event at the Skating Center, over 2000  
110 attendees.
- 111 • Upper Villa Ballfield Project is completed for the season. Softball teams will be playing  
112 on a modified field and turf will be replaced in the fall. A park patrol vehicle shed has  
113 been added near the back stop at the Villa Park Ball Fields.
- 114 • The finalized Wildlife Management Ordinance has been included in the packet.
- 115 • There is a Natural Resources Volunteer Opportunity scheduled for January 18 from  
116 10am-12N at Autumn Grove Park. The January project is building Bee Nests. There has  
117 been increased interest, more than 35 people have signed up for the event.

118 Anfang added:

- 119 • The Winter Parks & Recreation Brochure is scheduled to be delivered to homes this  
120 coming week.
- 121 • The part-time Parks Facilities Coordinator position is currently posted and applications  
122 are being accepted.  
123  
124

125 **7. OTHER**

126 None  
127

128 Meeting adjourned at 8:25 pm  
129

130 Respectfully Submitted,  
131 Jill Anfang, Assistant Director

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.

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 Roe 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-

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.

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 things 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.

33  
34  
35  
36  
37  
**Approach for Creating a Community Involvement Process for  
Cedarholm Golf Course Clubhouse Replacement**

38 Community Advisory Committee Possible Makeup:

- 39 • 3 – Parks and Recreation Commission
    - 40 ○ Commission Chair Stoner and Commissioners Gelbach and Holt
  - 41 • 1 Finance Commission representative – assigned by the finance commission
  - 42 • 1 Council Liaison – assigned by the City Council
  - 43 • 1 Historical Society representative – assigned by the Historical Society
  - 44 • 1 Senior Golf League representative – assigned by the league board
  - 45 • 7 applicant representatives – advertised – application process – determined by facilitator
    - 46 ○ 4 representing golf leagues
    - 47 ○ 3 representing general public
- 48
- 

49 ***14 total representatives: 7 assigned representatives, 7 applicant representatives***

50

51 Staff Participation:

- 52 • Parks & Recreation Director
- 53 • Parks & Recreation Assistant Director
- 54 • Golf Course Superintendent
- 55 • Golf Course Program Supervisor
- 56 • Others as needed and appropriate

57 Time Line:

- 58 • Seek applications and secure participants: January/February 2016
- 59 • Notify participants: Late February 2016
- 60 • Taskforce Timeframe: Mid-March through August/September 2016
- 61 • Taskforce Report completed: August/September 2016

62 Taskforce Objectives:

- 63 • Define process including community input
- 64 • Engage community
- 65 • Identify Funding options and opportunities
- 66 • Explore potential partnerships
- 67 • Create a preliminary building function concept
- 68 • Keep Parks and Recreation Commission involved and informed
- 69 • Keep City Council informed
- 70 • Make report and recommendation to the City Council



## 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>
<b>Sales &amp; Cost of Sales</b>					
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	-
<b>Total Sales</b>	<b>\$ 20,564</b>	<b>\$ 18,214</b>	<b>\$ 19,976</b>	<b>\$ 18,700</b>	<b>\$ 33,003</b>
Cost of Sales	11,248	8,898	12,016	9,895	13,595
<b>Gross Profit</b>	<b>\$ 9,316</b>	<b>\$ 9,316</b>	<b>\$ 7,960</b>	<b>\$ 8,805</b>	<b>\$ 19,408</b>
<b>Operating Revenues</b>					
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
<b>Total Operating Revenue</b>	<b>\$ 293,294</b>	<b>\$ 261,119</b>	<b>\$ 291,595</b>	<b>\$ 262,291</b>	<b>\$ 270,750</b>
<b>Expenditures</b>					
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
<b>Total Operating Expenditures</b>	<b>\$ 338,861</b>	<b>\$ 332,480</b>	<b>\$ 360,519</b>	<b>\$ 345,818</b>	<b>\$ 337,879</b>
<b>Operating Income (Loss)</b>	<b>\$ (36,251)</b>	<b>\$ (62,045)</b>	<b>\$ (60,963)</b>	<b>\$ (74,721)</b>	<b>\$ (47,721)</b>
<b>Other Financing Sources (Uses)</b>					
Sale of Property	\$ -	\$ -	\$ 2,709	\$ -	\$ 1,003
Investment Income	14,536	8,825	3,165	885	2,650
Change in fair value of investmnts.	-	-	-	(11,769)	-
<b>Total Other Financing Sources</b>	<b>\$ 14,536</b>	<b>\$ 8,825</b>	<b>\$ 5,874</b>	<b>\$ (10,884)</b>	<b>\$ 3,653</b>
<b>Net Change in Assets</b>	<b>(21,715)</b>	<b>(53,221)</b>	<b>(55,090)</b>	<b>(85,605)</b>	<b>(44,068)</b>
Beginning Net Assets	898,551	876,836	823,615	768,525	682,920
Prior Period Adjustment	-	-	-	-	-
<b>Ending Net Assets</b>	<b>\$ 876,836</b>	<b>\$ 823,615</b>	<b>\$ 768,525</b>	<b>\$ 682,920</b>	<b>\$ 638,852</b>

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

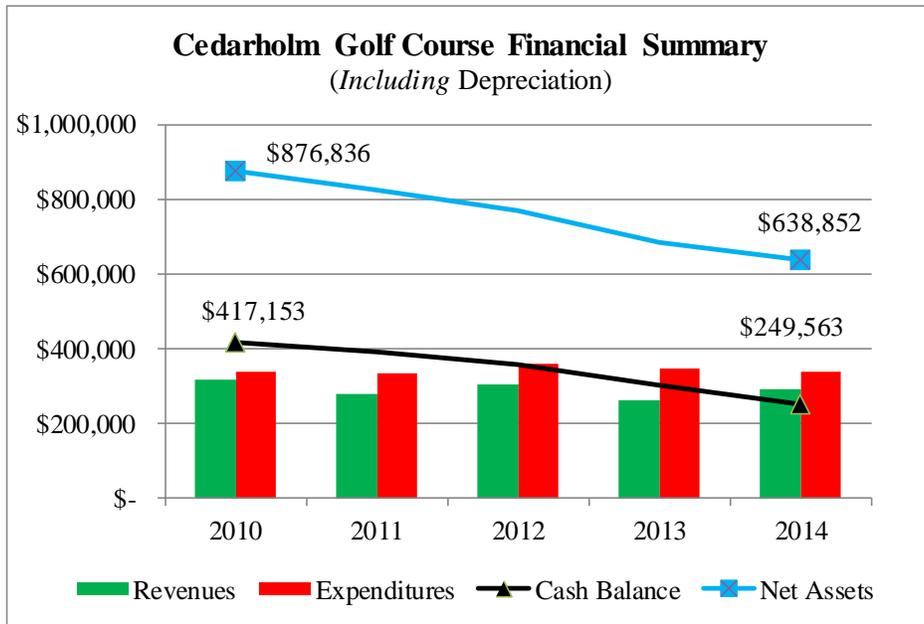
The Depreciation expense is an accounting method of systematically setting aside funds to pay for the eventual replacement of equipment and buildings. The basic concept is that we budget to incur the expense each year, but we don't actually move any money out of the golf course's account. In essence, 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**

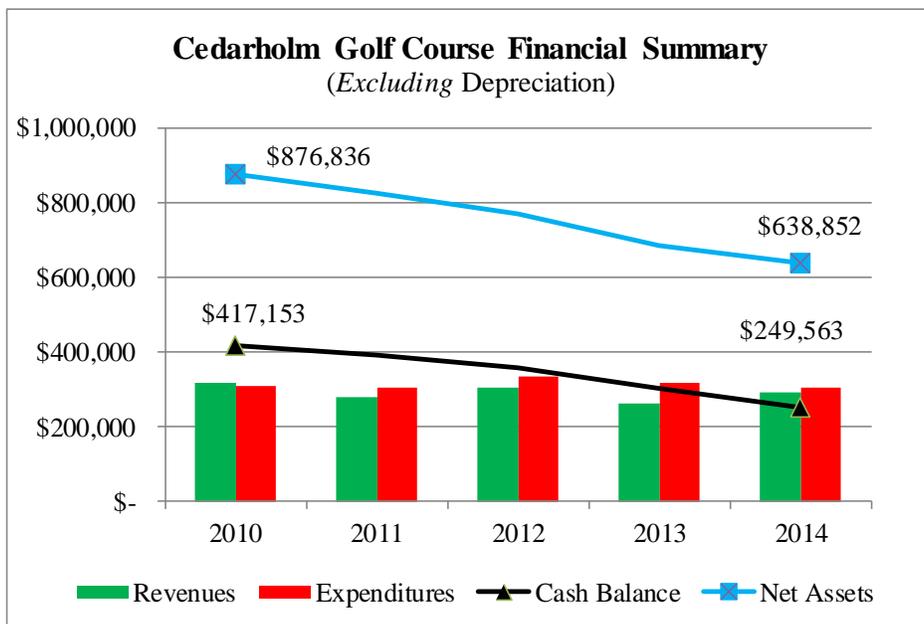
In an effort to further depict the information presented in the table above, a number of graphs have been prepared. They include a couple of scenarios that depict varying expenditure levels along with a financial projection.

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.

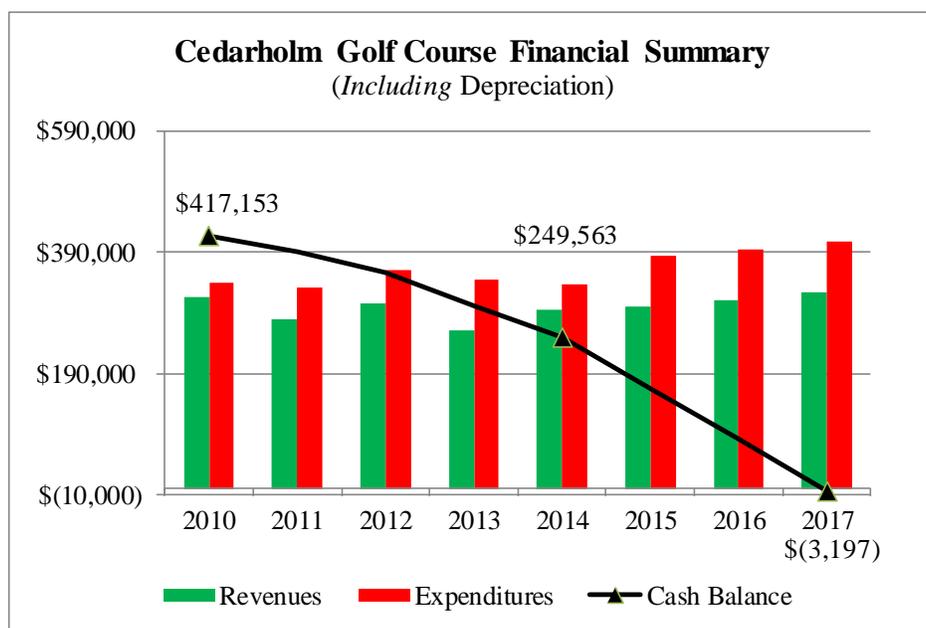


In this case, even after we remove the depreciation expense the expenditures still exceeded revenues during the past 4 years. Only 2010 shows a positive result. You'll notice however that there is no impact on the golf course's cash reserve or net assets. This is because depreciation expense is a non-cash 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.

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	<b>104,000.00</b>	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	<b>37,000.00</b>	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	12,780.63	11,236.55	18,752.50	18,500.00	<b>18,700.00</b>	1.1%	-	-100.0%	-50.0%	
Employer Insurance	415000	6,769.78	6,373.44	14,651.60	15,000.00	<b>14,900.00</b>	-0.7%	-	-100.0%	-50.0%	
Personal Services		119,285.45	111,454.67	176,774.74	172,500.00	<b>174,600.00</b>	1.2%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-		-			See Schedule B
Clothing	422000	300.00	-	852.55	500.00	<b>500.00</b>		-			
Vehicle Supplies	423000	377.44	-	46.32	-	-		-			
Operating Supplies	424000	9,950.98	9,365.92	11,951.11	9,000.00	<b>10,000.00</b>		-			
Merchandise for Sale	425000	12,015.84	9,806.66	13,967.04	11,000.00	<b>11,000.00</b>		-			
Supplies and Materials		22,644.26	19,172.58	26,817.02	20,500.00	<b>21,500.00</b>	4.9%	-	-100.0%	-50.0%	
Telephone	431000	1,015.93	962.40	1,844.41	1,200.00	<b>2,000.00</b>		-			See Schedule C
Postage	431100	471.46	350.52	363.07	500.00	<b>400.00</b>		-			
Transportation	432000	-	182.95	-	250.00	<b>250.00</b>		-			
Advertising	433000	4,674.38	1,473.50	1,034.60	4,000.00	<b>3,500.00</b>		-			
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	<b>5,250.00</b>		-			
Utilities	436000	5,794.32	7,004.29	7,486.88	7,200.00	<b>7,600.00</b>		-			
Rental	438000	1,980.00	3,648.98	2,807.44	4,100.00	<b>4,100.00</b>		-			
Contract Maintenance	439000	898.65	766.06	948.02	900.00	<b>1,000.00</b>		-			
Conferences	440000	-	-	-	-	-		-			
Training	441000	165.00	127.95	19.95	200.00	<b>200.00</b>		-			
Memberships & Subscriptions	442000	578.00	963.00	713.00	700.00	<b>800.00</b>		-			
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	<b>10,000.00</b>		-			
Credit Card Fees	448600	4,149.21	3,711.27	4,288.74	4,000.00	<b>4,400.00</b>		-			
Other Services & Charges		37,189.34	34,450.33	41,441.82	45,300.00	<b>39,500.00</b>	-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	-	-	-		-			<b>See Schedule D</b>
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!	
<b>Total</b>		<b>181,982.52</b>	<b>165,127.98</b>	<b>245,033.58</b>	<b>238,300.00</b>	<b>235,600.00</b>	-1.1%	-	-100.0%	-50.0%	
<b>Revenues</b>											
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%	
<b>Total Revenues</b>		<b>317,441.80</b>	<b>270,105.17</b>	<b>313,596.08</b>	<b>296,955.00</b>	<b>303,700.00</b>		-			
<b>Total Expenditures</b>		<b>181,982.52</b>	<b>165,127.98</b>	<b>245,033.58</b>	<b>238,300.00</b>	<b>235,600.00</b>		-			
<b>Income</b>		<b>135,459.28</b>	<b>104,977.19</b>	<b>68,562.50</b>	<b>58,655.00</b>	<b>68,100.00</b>		-			
<b>Less Golf Maintenance Exp.</b>		<b>(190,549.28)</b>	<b>(190,582.60)</b>	<b>(118,892.81)</b>	<b>(145,400.00)</b>	<b>(133,550.00)</b>		-			
<b>Net Income (loss) from Golf Operations</b>		<b>(55,090.00)</b>	<b>(85,605.41)</b>	<b>(50,330.31)</b>	<b>(86,745.00)</b>	<b>(65,450.00)</b>		-			

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

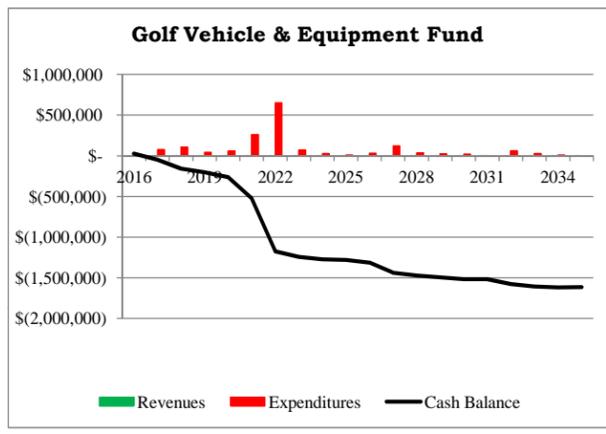
Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Furniture & Fixtures	450001	-	-	-	-	-		-			<b>See Schedule D</b>
Vehicles / Equipment	452000	-	-	-	-	-		-			
Other Improvements	453000	-	-	-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

**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, & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>\$ 500</b>	<b>\$ 1,070</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -
Equipment	22,000	5,000	75,000	45,000	35,000	-	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	5,000	12,000	35,000	-	22,000	-	-	5,000	-	-	-
Improvements	-	34,000	5,000	-	20,000	5,000	-	-	18,500	-	-	50,000	-	-	17,500	-	-	-	-	-
<b>Expenditures</b>	<b>\$ 22,000</b>	<b>\$ 79,000</b>	<b>\$ 108,000</b>	<b>\$ 45,000</b>	<b>\$ 60,000</b>	<b>\$ 261,000</b>	<b>\$ 653,000</b>	<b>\$ 70,000</b>	<b>\$ 27,500</b>	<b>\$ 10,000</b>	<b>\$ 34,000</b>	<b>\$ 123,000</b>	<b>\$ 35,000</b>	<b>\$ 23,800</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>\$ 62,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
Beginning Cash Balance	\$ 50,000	\$ 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)	(652,500)	(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	\$ -	\$ -	\$ -
E	Gas pump / tank: est: 1967/1997	10,000	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-
E	zero turn mowers 2008	-	-	14,000	-	-	-	-	-	-	-	14,000	-	1,800	-	-	-	-	-	-	-
E	Fairway mower 2008	-	-	-	-	-	-	-	58,000	-	-	-	-	-	-	-	-	-	-	-	-
E	Greens Mowers 2000	-	-	-	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	-	-
E	Greens/Tee Mowers 2002	-	-	-	-	35,000	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-
E	Computer equipment 2014	-	-	7,000	-	-	-	-	-	-	-	8,000	-	-	-	-	-	-	-	10,000	-
E	Turf equipment/aerators 2001	-	-	21,000	-	-	-	-	-	-	-	-	20,000	-	-	-	-	22,000	-	-	-
E	Cushman #1 & 2 2014	-	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E	Greens covers 1997/replaced 2 -2006	-	-	5,000	-	-	-	-	5,000	-	5,000	-	-	-	-	5,000	-	-	-	-	-
E	Course netting/deck/shelter 1985/1994/200	12,000	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-
E	Top Dresser Tufco 1993	-	-	-	15,000	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	-
E	Operational power equipment 1980-2010	-	5,000	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-
B	Clubhouse kitchen equipment 1970-2010	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
B	Clubhouse upkeep/repairs 1999/2002	-	-	8,000	-	-	6,000	-	-	9,000	-	-	-	-	10,000	-	-	-	-	-	-
B	Clubhouse furnace / AC 1999	-	35,000	-	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	-
B	Clubhouse roof replace 1988	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Clubhouse /carpeting/flooring 1998	-	-	12,000	-	-	-	-	-	-	-	12,000	-	-	-	-	-	-	-	-	-
B	Replace Clubhouse CH 1970est.	-	-	-	-	-	-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Shop garage door/roof 2006/2008 doc	-	-	-	-	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Shop heating/upgrading 1967	-	-	8,000	-	-	-	-	7,000	-	-	-	-	-	7,000	-	-	-	-	-	-
I	Sidewalk/exterior repairs 1985	-	-	-	-	10,000	-	-	-	6,000	-	-	15,000	-	-	-	-	-	-	-	-
I	Course improvements, landscaping (year)	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-	10,000	-	-	-	-	-
I	Parking lot repairs/sealing 1990/2005	-	8,000	-	-	-	-	-	-	7,500	-	-	-	-	-	7,500	-	-	-	-	-
I	Irrigation system upgrades 1960/1988/1994 7greens	-	26,000	-	-	10,000	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-
		\$ 22,000	\$ 79,000	\$ 108,000	\$ 45,000	\$ 60,000	\$ 261,000	\$ 653,000	\$ 70,000	\$ 27,500	\$ 10,000	\$ 34,000	\$ 123,000	\$ 35,000	\$ 23,800	\$ 22,500	\$ -	\$ 62,000	\$ 30,000	\$ 10,000	\$ -