

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
October 1, 2019 6:30 p.m.**

PRESENT: Arneson, Baggenstoss, Brown, Dahlstrom, Heikkila, Hoag, Newby,
O'Brien, Stoner

ABSENT:

STAFF: Brokke, Christensen, Swanberg

1) INTRODUCTIONS

2) ROLL CALL/PUBLIC COMMENT

3) APPROVAL OF MINUTES – SEPTEMBER 3, 2019 MEETING

Commissioner O'Brien moved to approve the September 3, 2019 meeting minutes. Commissioner Dahlstrom seconded. Motion passed unanimously.

4) RECREATION REVIEW – PARK FACILITIES FOCUS

Facilities Supervisor, Christian Swanberg, gave the history and evolution of the Facilities Supervisor position. Swanberg also provided information on each of the facilities that he supervises including the park buildings, Muriel Sahlin Arboretum, Harriet Alexander Nature Center (HANC) and the picnic shelters.

Park building information provided:

- 2019 park building rental statistics
 - 600+ rentals so far in 2019
 - Rentals will bring in over 30,000 guests to the parks
- 2019 recurring group rentals
- Park building general information
 - Open year round for rentals
 - 4 buildings have outdoor skating rinks (Dec.-Feb.)
 - Lobbies are open year round for park guests
 - Facilities are rented by the hour (min 3 hours)
- Revenue and expenses
 - 2015
 - Revenue: \$43,213
 - Expenses \$92,643
 - 2016
 - Revenue: \$66,170
 - Expenses: \$121,656

- 2017
Revenue: \$95,978
Expenses: \$128,858
- 2018
Revenue: \$91,048
Expenses: \$125,075

Commissioner O'Brien asked if staff is aware of any growth opportunities at the park buildings. Staff stated that the park buildings are consistently filled on the weekends and many evenings. However, there are potential openings weekdays during the fall and winter.

Chair Baggenstoss inquired if the park buildings are being rented for daytime school activities. Staff responded that the department does have relationships with local schools and that rentals are typically done at the Harriet Alexander Nature Center. Staff agreed that it would be a good idea to further explore potential park building rental options with local schools.

Muriel Sahlin Arboretum information provided:

- Recurring events – Rosefest and recreation
- Private rentals in 2019 brought in nearly 2,500 guests to the Arboretum

Vice-Chair Hoag asked if there is always an attendant on-site for each rental. Staff stated that typically there is a staff person on-site. However, at peak times there may be a roving staff person.

Commissioner Heikkila asked if there was a marketing plan to publicize the buildings for daytime rentals with local businesses. Staff responded that they have sent out flyers to local businesses about rental opportunities. Also, staff works with the Roseville Visitors Association (RVA) to publicize the rental options in Roseville.

Commissioner Stoner suggested creating a 1 page flyer specifically targeting businesses to help market the daytime availability at the facilities.

Harriet Alexander Nature Center information provided:

- Capacity – 60 guests on each floor (banquet style)
- Recurring rentals
- Private rentals have limited availability during public hours

Commissioner O'Brien remarked that she supports the decision to not close HANC for private rentals during typical advertised open public hours.

Picnic Shelter information provided:

- 321 private rentals in 2019
- Rentals bring in over 25,000 guests to Central Park each year
- Will host 9 organized run/walks in 2019
- Special Use Permits including activities such as run/walks, food trucks, bounce houses, etc.

Commissioner Arneson questioned how shelters are listed as reserved so people don't come and use them without a reservation. Staff relayed that there are reservation postings put up at a shelter that has been reserved.

Commissioner Arneson also asked who to call if the shelters are being used inappropriately. Staff responded that if it is an emergency to call 911, otherwise to call the phone number listed on the Parks and Recreation website.

Lastly, staff listed the Community and Neighborhood Group requirements to qualify for park building rentals. In order to qualify, groups must acknowledge service to Roseville residents as the central component of their organization's objective. Community Groups must be a 501(c)3 with 50% or more of the group being Roseville residents. Community Groups can request to reserve up to 12 dates annually. Neighborhood groups must be made up of 100% Roseville residents and can reserve up to 3 dates annually.

5) **DISCUSS JOINT MEETING WITH THE CITY COUNCIL**

Staff shared that Commissioner Stoner and Vice-Chair Hoag had met with the Finance Commission to share information on the Accelerated Emerald Ash Borer (EAB) program per the City Council request. The Finance Commission subsequently made a recommendation to the City Council that EAB is a worthy program that should be considered to be budgeted for annually, rather than using Cash Reserve Funds.

Staff noted that the magnitude of the EAB epidemic is only going to become greater in the Twin Cities Metro which will cause prices to increase as vendors get busier. Also, hiring one vendor to complete the program will maximize the economy of scale, create a more straight forward program, reduce staff resources required to manage the program and may work to satisfy the vision of maintaining a reasonable canopy.

Commissioner O'Brien highlighted the Natural Resource Program as a good model for how well a one vendor multi-year project can work.

The Commission discussed options for the accelerated EAB program and how to best present them to the City Council. They noted that this is a disaster that the city has the ability to plan for and that

they would like to offer an alternative viewpoint than what was presented by the Finance Commission.

Commissioner Stoner recommended only including lines 130-144 from page 4 of the September 3, 2019 Commission Meeting minutes as an attachment to the RCA. The Commission agreed.

The Commission agreed to gather in the Hawthorne Room at 6:00 p.m. on Monday, October 7, 2019 prior to meeting with the City Council. Chair Baggenstoss will introduce the item and Commissioner Stoner and Vice-Chair Hoag will lead the discussion with the City Council.

6) STAFF REPORT

a) PARKS AND RECREATION CASH RESERVE FUND PERCENTAGE LEVELS

The Finance Commission recommended a reasonable fund percentage level of 15% - 25% for the Parks and Recreation Department. Chair Baggenstoss noted that he does not agree with a percentage window noting it should continue at 25%. The Commission discussed potential options for use of the Parks and Recreation budget surpluses prior to year-end.

b) OTHER NEW OR RELEVANT COMMUNICATION ITEMS

- Two potential youth Commissioners have posted for the opening on the Parks and Recreation Commission. Staff will work to setup a meeting with the potential youth Commissioners and will invite them to a future Parks and Recreation Commission meeting to observe. All agreed that two should be considered.
- Friends of Roseville Parks (FOR Parks) has been interested in pursuing an all-inclusive playground. They are in preliminary discussions with a potential contributor that may expedite this project.
- The City Council has authorized Public Works staff to issue a Request for Proposal (RFP) for a City Hall Campus Master Plan.
- Hispanic Heritage Month Event on October 5 (5:00-7:00 p.m.) at Central Park Lexington. All are welcome at this free family event!
- Jim Taylor and Rachel Boggs will be at the November Parks and Recreation Commission meeting to discuss the Natural Resource Renewal Volunteer Program.

7) OTHER

Meeting adjourned at 8:26 p.m.

Respectfully Submitted,
Danielle Christensen, Department Assistant