

**Roseville Parks and Recreation Commission
Primer (the essentials)
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Introduction

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

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

What's our role?

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

- ***We serve!***

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

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

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

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

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

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

- ***We volunteer!***

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

We appreciate your energy, commitment and input!

Organizational Structure and Planning

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

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

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

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

Roseville City Comprehensive Plan

- ***What is it?***

The city's comprehensive plan is a tool for guiding the growth, redevelopment, and overall improvement of the City of Roseville. The Roseville Comprehensive Plan for 2030 was adopted in 2009. It is not only a land-use plan, but also develops a broader framework to help shape the character of the community and enhance the quality of life in Roseville. One section is devoted to parks, open space and recreation.

Roseville is currently (2017/18) in the process of developing the 2040 Comprehensive Plan.

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

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

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

<https://www.cityofroseville.com/544/2030-Comprehensive-Plan>

Parks and Recreation System Master Plan

- ***What is it?***

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

The current Parks & Recreation System Master Plan that was updated and

adopted in November 2010 has been refreshed in 2017. It will be significantly referenced with the goals and policies included in the 2040 Roseville Comprehensive Plan.

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

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

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

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

Roseville sector and constellation organizational structure

- ***What is it?***

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

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

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

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

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

Financial programs, plans, and reports

CIP (Capital Improvement Plan)

- ***What is it?***

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

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

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

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

Proposed 2012-2031 Capital Improvement Plan
<https://www.cityofroseville.com/documentcenter/view/4802>

Asset Management and Infrastructure Program

- ***What is it?***

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

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

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

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

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

PIP (Park Improvement Program)

- ***What is it?***

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

lime replacement and fence and playground section replacement for example. They address safety concerns like playground surface replenishing, and field upgrades. Plus they also help to maintain community expected standards such as repairing park amenities, sign maintenance, and the color coating of tennis courts.

- **Why is it important?**

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

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

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

Park Dedication Ordinance and Fees

- **What is it?**

The City of Roseville and other communities commonly require new residential, commercial or industrial development to either dedicate land for park space, to pay a fee in lieu of dedicating land or a combination of each

under a set formula determined by the City Council.

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

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

- **Why is it important?**

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

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

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

Enterprise and Governmental Funding

- **What is it?**

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

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

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

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

Cash Reserves

- **What is it?**

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

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

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

Programs managed by Parks and Recreation

Parks and Recreation Renewal Program

- **What is it?**

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

- **Why is it important?**

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

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

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

Natural Resources Stewardship Program

- **What is it?**

As a part of the Parks and Recreation Renewal Program, the condition of the natural resources (trees, shrubs, wildflowers, grasses, sedges) within the parks was studied. Many parks were overrun with invasive plant species (such as buckthorn and garlic mustard). Money from the Renewal Project was used to contract with Stantec, an environmental restoration company.

Invasive plants are being removed and replaced with native plants. There is an on-going volunteer project to take over much of the work once the contract with Stantec ends. The overall program is a \$2.0 M investment with \$1.5M in city funds and an additional \$500,000 leveraged through grants.

- **Why is it important?**

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

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

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

Deer Management Program

- **What is it?**

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

- **Why is it important?**

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

important to develop a reasonable, thoughtful management program.

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

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

Tree Board

- **What is it?**

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

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

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

- **Why is it important?**

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

EAB (Emerald Ash Borer) Program

- **What is it?**

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

- **Why is it important?**

Over the next few years, the City will lose a very significant portion of its public trees. It is important to have a reasonable, cost-effective method to treat, remove and replace these trees that comprise a large part of the City canopy. A wide variety of trees are being used to replace the ash trees so that no one tree variety will again comprise such a large proportion of our canopy. As the Roseville Tree Board, the Parks and Recreation Commission is involved in updating and providing input to the City Council on this issue.

- **Where can I find out more about it? (URL)**
<https://www.cityofroseville.com/1183/Tree-Policies-Programs>

DYP (Discover Your Parks)

- **What is it?**
DYP is an annual summer program of the Parks and Recreation Department. From June through August, a weekly evening event is held in a different city park, consisting of games, crafts, snacks, and the puppet wagon. Families can explore the park, talk with Parks and Recreation staff, and meet Parks and Recreation Commissioners.
- **Why is it important?**
This program provides an opportunity for family fun as well as for residents to become familiar with many different parks within the city. Residents interact with Parks and Recreation staff and commissioners to provide feedback and input into the development of the parks and recreation programs.
- **Where can I find out more about it? (URL)**
<https://www.cityofroseville.com/1142/Discover-Your-Parks>

What else is hoped of us as commissioners?

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

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

We appreciate your energy, commitment and input!

Appendix A

- **Roseville Parks and Recreation Staff**

Name	Title
Lonnie Brokke	Director
Matt Johnson	Assistant Director
Danielle Christensen	Department Assistant
Kim Wagner	Customer Service
Allison Sertich	Customer Service
Carrie Anderson	Recreation Superintendent
Gina Robinette	Recreation Program Supervisor
Josh Thygeson	Recreation Program Supervisor
Scott Breuer	Recreation Facility Coordinator
Debbie Cash	Program Supervisor/Naturalist
Carole Fink	Gymnastics Coordinator
Kevin Elm	Skating Center Superintendent
Lake Johnson	Programs & Banquet Manager
Sue Olson	Service Representative
John Brown	Skating Center Maintenance
Chris Sonterre	Skating Center Maintenance
Sean McDonagh	Golf Course Superintendent
Steve Anderson	Golf Course Recreation Program Supervisor
	Golf Course & Skating Center Maintenance
Jim Taylor	Parks Superintendent
Anita Twaroski	Forestry Coordinator
Luke Gerlinger	Maintenance Foreman
David Beckermann	Park Maintenance
Michael Gauger	Park Maintenance
Bill Norman	Park Maintenance
Wayne Skogstad	Park Maintenance
Patti Sullivan	Park Maintenance
Ian Donlan	Park Maintenance

Appendix B

Roseville Parks and Recreation Commission members (current)

Joe Arneson

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

I am a passionate supporter of parks and outdoor spaces, and want to be an advocate for their use.

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

Some of my first memories are of playing in parks; my parents couldn't pass up a park without me begging to go play at it. This led me to seek an education in Recreation Management and later do my internship through the city of Roseville Parks and Recreation department. After my internship I worked for the Parks and Recreation department for four years. After leaving the department for a career in commercial recreation, I felt joining the commission would be a good way to give back to the community.

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

I'm an avid park user and enjoy finding recreation opportunities throughout all of our four seasons. I enjoy passing my love and appreciation of parks to my daughter and family. You can often find me cycling, walking, fishing, or just reading a book in our parks. I am also passionate about mountain biking and introducing new people to the sport. I look forward to serving on the Parks and Recreation Commission.

Darrell Baggenstoss

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

The Parks and Recreation Commission has a hand in helping shape what many find to be a fun, positive feature of the city. I was looking for a new way to serve the community of Roseville on a city-wide level. I was involved in our neighborhood, and wanted to branch out.

I like to think big picture and have lots of positive ideas for our city. I also wanted to bring a new voice to current city planning. In particular, I am passionate about speaking up for voices that go unheard or are generally overlooked.

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

I've been the music teacher at Four Seasons A+ Elementary in St. Paul for just over twenty years. I've worked with many different families who come to school with varying life experiences. I take pride in helping create a safe and welcoming environment for students to learn and families to engage. I hope to bring these same principals to the commission as I think about all the different residents in Roseville with their varying needs.

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

I live in the McCarrons neighborhood in southeast Roseville. Along with teaching music, I'm also a composer, guitarist, pianist, vocalist, and anything else that needs to get done. Music really is my life.

Outside of music, I enjoy water activities, hanging out with birds (wood ducks, especially), riding my bike, and much more. I love to do music and all these fun things with my friends and family.

David Dahlstrom

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

I have always taken any opportunity to be involved and when I saw the Commission openings, I thought this would be a wonderful opportunity for me to be active in my community.

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

I have a degree in Sports Management from the University of Minnesota and combined with a love for the outdoors as well as my own personal experience in sports and recreation, I think will be an asset to the commission.

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

In my spare time I help coach softball and I enjoy playing hockey and broomball. I also as well as spending as much time outdoors as possible.

Greg Hoag

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

Having lived in the City of Roseville all of my life, I felt it was time for me to volunteer my time back to the City that provided opportunities for me as a young adult to guide me into the professional career of Parks and Recreation.

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

I have worked in the Parks and Recreation and Public Works fields for my 20+ year professional career. Working primarily with Parks & facilities, Golf Courses and building operations.

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

I am passionate about parks and open space. I enjoy spending time outdoors and using the parks and facilities that Roseville has to offer.

Michelle Lenhart

I wanted to serve on the Roseville Parks and Recreation Commission because I love the outdoors and want to improve access to our city's natural areas, parks, and recreation services. I am a mom of two children and a volunteer soccer coach. I work for the Minnesota Department of Human Services, where I am a policy analyst for programs aimed at improving children's outcomes through quality of child care and early education. I am also an advocate for outdoor learning, and offering opportunities for people of all ages to connect with nature. As our access to natural areas dwindles and our planet warms, we need to champion and protect the natural places in our own backyards. Roseville has incredible access to natural areas and services that help people make those connections. It is a privilege to regularly learn about and offer support through my participation on this Commission.

Lindsay Matts-Benson

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

I believe that community involvement makes the community better. I grew up in Roseville spending my summers at many of the local parks - but especially Central Park - I liked watching the ducks and running around the lake. My family and I moved back to Roseville in 2017 so my husband and I could raise our kids here. I wanted my two kids to love the Roseville parks like I did as a kid and still do. I value that I live in a community where I am in walking distance to at least 4 beautiful parks. I wanted to be on the

commission so I could use my skills and love for the parks to help build community by soliciting feedback from the community who use and those who don't use the parks.

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

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

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

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

Appendix C

Annual Rolling Agenda: *Parks and Recreation Commission*

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

- **January**
 - Commission goals discussion
 - Natural Resources Program review
- **February**
 - Parks and Recreation Budget and CIP Discussion
 - Review department goals
 - Discuss Chair and Vice Chair
- **March**
 - Commission goals finalized
 - Park maintenance and projects review and input
 - Election of Chair and Vice Chair
 - Appoint Ethics Commission representative
- **April**
 - Recreation programs, facilities and events (including Rosefest) review and input
 - Deer Management Plan Review
- **May**
 - Begin scheduling Parks & Recreation Commission members for DYP shifts
 - Skating Center operations review
- **June**
 - Joint Council / Commission meeting
- **July**
 - No meeting – Rosefest Attendance as possible through July 4
- **August**
 - Program and Project Updates

- **September**
 - Parks & Facilities group tour if interested
- **October**
 - Parks and Recreation System Plan review and update as appropriate
- **November**
 - Park Dedication rate review – compare League of MN Cities method on odd years
 - Cedarholm Community Building and Golf Course operations review
- **December**
 - Adopt annual calendar
 - Annual Parks and Recreation Primer review