



Parks & Recreation Commission Agenda

Thursday, August 3, 2023

6:30 PM

City Council Chambers

Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at www.cityofroseville.com/attendmeeting

Commission Members: *David Dahlstrom (Chair), Lindsay Matts-Benson (Vice-Chair), Joseph Arneson, Darrell Baggenstoss, Karen Beckman, Nick Boulton, Daryl Brown, Jessica Raygor, Leah Ybarra*

Commissioner Baggenstoss will be participating remotely at Nisswa City Park, 25628 Main St. Nisswa, MN 56468

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 1. Roll Call**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Approval of the June 6, 2023 Meeting Minutes
- 4. Business Items**
 - a. Review 2022 - 2023 Deer Management Program and Discuss Potential 2023 - 2024 Approach
 - b. Commission Discussion Regarding Council Review of Commission Roles and Responsibilities
- 5. Staff Report**
 - a. Departmental Updates
 - b. Other New or relevant Communication and Update Items
- 6. Other Business**
- 7. Adjourn**

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: August 3, 2023

ITEM: 3.a.

ITEM DESCRIPTION: Approval of the June 6, 2023 Meeting Minutes

Background

Enclosed is a draft of the minutes of June 6, 2023. Please be prepared to approve or amend.

Recommendation

Approve/amend meeting minutes of June 6, 2023.

Attachments

1. 6.Minutes - June 6

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
JUNE 6, 2023 6:30 p.m.**

PRESENT: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Matts-Benson, Raygor
ABSENT: Ybarra
STAFF: Anderson, Johnson

1) INTRODUCTIONS

2) ROLL CALL/PUBLIC COMMENT

Roll Call Commissioners: Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Matts-Benson, Raygor.

Chair Dahlstrom called for public comment by members of the audience.

Laura Palmquist and Amanda Becker of the Human Rights, Inclusion and Engagement Commission joined the meeting. They formally invited the Parks and Recreation Commissioners to walk in the Rosefest Parade to advertise commission recruitment.

3) PRESENTATION OF MINNESOTA RECREATION AND PARKS ASSOCIATION (MRPA) AWARD OF EXCELLENCE

Staff introduced Jason Hicks, the Parks and Recreation Assistant Director for the City of New Brighton, MN who was presenting the award on behalf of the MRPA.

Hicks provided background on the MRPA, the Awards Committee and the Award of Excellence program. The City of Roseville was awarded an Award of Excellence in the “Sponsorships and Partnerships” category for the Healing Garden project that was done at the Muriel Sahlin Arboretum in 2022.

Director Johnson acknowledged staff members Anderson, Taylor and Sullivan as well as the Ramsey County Master Gardeners for their initiative and commitment to the project

4) APPROVAL OF MINUTES – MAY 2, 2023 MEETING

Commissioner Boulton moved to approve the minutes. Commissioner Beckman seconded.

41
42 **Roll Call**

43 **Ayes:** Arneson, Beckman, Boulton, Baggenstoss, Brown, Dahlstrom, Raygor.

44 **Nays:** None.

45 **Abstain:** Matts-Benson.
46

47 **5) BUSINESS ITEMS**

48 a) **CITY COUNCIL REVIEW OF COMMISSIONS**

49 City Council member, Jason Etten, joined the Commission to discuss a review of the overall
50 roles and vision of the City Commissions.
51

52 Council Member Etten tasked the Commission to look over Roseville City Code 201 and any
53 City Code that is relevant to the Parks and Recreation Commission. While reviewing the City
54 Code he asked Commissioners to think about the following questions:

- 55
 - What is good?
 - 56 • What needs to be changed?
 - 57 • What might be removed?
 - 58 • What might be added to better serve the community?
59

60 Council Member Etten added that potential feedback might include items such as: a redline
61 version of the City Code that pertains to the Parks and Recreation Commission, potential task
62 force ideas, next steps for the Natural Resource Renewal Program, etc.
63

64 The Commission discussed ideas that would potentially fall under the scope of this project.
65

66 Commissioner Baggenstoss inquired why the review is taking place. Council Member Etten
67 relayed that other Commissions had brought forward ideas to change or update specific items
68 pertaining to their Commission.
69

70 Council Member Etten added that the timing for the Commission to review and discuss feedback
71 would be over the next few months.
72

73 b) **URBAN FORESTRY AND THE ACCELERATED EMERALD ASH BORER PROGRAM**

74 Steff provided background on the Parks and Recreation Departments management of the City's
75 Urban Forest.
76

- 77
 - Why Urban Forest is important
 - 78 ○ Environmental Impacts
 - 79 ■ Tree cover provides a variety of ecosystem service benefits in cities, including
80 reducing air pollutant concentrations.
 - 81 ○ Economic Impacts

- Property values, tourism and outsider visitation rates are higher in areas that have tree cover.
- Wellness Impacts
 - People who live closer to tree density have better mental health.
- Equity Impacts
 - Areas that have higher concentrations of people of color and lower socioeconomic status have lower tree cover.

Roseville has held Tree City USA designation from the Arbor Day Foundation for 29 years.

- Roseville's Forestry Program Background
 - Managed in Parks Division
 - Director/City Forester
 - Parks Superintendent
 - Part-time Forestry Coordinator
 - Maintenance Staff
 - AmeriCorps Staff
 - Contractors
 - Public Trees
 - Park Trees
 - Boulevard Trees
 - Other Public Spaces
 - Does not include private trees or trees on County right of way
 - Disease and Hazard Tree Program

Staff provided a copy of the Street Tree Species Distribution Map that the parks department utilizes to ensure the tree canopy is diverse within the city.

- Accelerated Emerald Ash Borer Program Background
 - First discovered in MN in 2009 and Roseville in 2013
 - In 2013-2021 731 public ash trees were removed as they began to show signs of deterioration and 450 were planted.
 - March 2022, entered into an agreement with Tree Trust to complete the Accelerated EAB Program.
 - Program called for:
 - Removal of 914 ash trees
 - Treatment of 238 ash trees
 - Planting of 1,152 trees
 - Subsidize 450 private trees
 - Program planned a total of 914 removals, 1,602 plantings and a program cost of \$1,409,473.

- Accelerated Emerald Ash Borer Program Summary
 - Public ash trees as of program onset – 1,152
 - Removals – 914
 - Treated – 238
 - Plantings – 1,152
 - Subsidized private trees – 450
 - Anticipated completion in 2025 (three-year program)
 - Funded through CIP, Tree Preservation and grant funding
 - Program began in May, 2022
 - Accelerated EAB Program Removal Overview
 - Prioritized highest-risk ash trees first, then efficiency
 - Multi-point notification
 - Completed more than 50% of planned removals
 - Stump grinding
 - Following removal, tree stumps will be ground, and the area restored. During the winter months, this process may be delayed due to snow cover and/or frozen ground.
 - Accelerated EAB Program Planting Overview
 - Planting species predetermined
 - Planting by plan
 - Multi-point notification
 - Volunteer plantings
 - Staff thanked all of the volunteers who have planted trees as part of the Accelerated EAB Program.
 - One year of upkeep
 - All trees are warrantied for 1 year through the contract with Tree Trust
 - Education
 - 2022 Planting Source:
 - 12 Gravel Bed
 - 80 Annual Park Planting
 - 316 Tree Trust Contract
 - Accelerated EAB Program Treatment Overview
 - 79 treatments in 2022
 - Two-year treatment cycle
 - Estimated ongoing cost of \$17,000 per year following the program
 - Private ash trees
 - Owner responsibility
 - Tree Trust provides a 10% discount on removal
 - 450 trees sold for \$40 each through Accelerated EAB Program
 - New: Received 300 free trees through an additional grant

- Other EAB related Information
 - Program Consideration
 - Utilizing City staff, Tree Trust staff and AmeriCorps staff to conduct ongoing inspection and restoration
 - Two AmeriCorps staff dedicated to watering, pruning and training
 - Gravel bed nursery
 - Ongoing treatment
- Post EAB Planning
 - Species diversity
 - Climate resilience
 - Equity in forestry
 - Effective management
 - Updated tree inventory
 - Urban Forest Master Plan

Chair Dahlstrom asked if there were temperature concerns with planting more diverse climate trees. Staff relayed that any trees planted for climate resiliency would be from just outside of the current tree species range in Roseville and as a result there are not climate concerns with the plantings.

Commissioner Beckman asked if once the Accelerated EAB Program is complete will the focus move to address the next potential tree infestation. Staff relayed that they continuously work to be aware of impending tree threats and plan for them accordingly.

Commissioner Beckman also asked what the Commission can do to prepare for future infestation. Staff relayed that Commissioners can work to encourage members of the public to reach out to the city to provide information regarding any ash trees that may need to be removed. In the long term, Commissioners can work to highlight potential future infestations, such as the Asian Long Horned Beetle, with staff and the City Council.

Commissioner Boulton thanked staff for the informative presentation and positively acknowledged the aggressive approach to planning trees as part of the Accelerated EAB Program. He also asked how private ash tree removal is enforced. Staff answered that once the city is notified of a hazardous private ash tree a staff person goes out to assess the condition of the tree. If the tree is deemed hazardous a notification is sent to the homeowner. If the tree is not subsequently removed the city would work to remove the tree via the abatement process. Any tree appeals would be remedied via the Tree Board (Parks and Recreation Commission).

Commissioner Boulton inquired if there was an assistance program for homeowners who need to remove private trees. Staff responded that currently there is not an assistance program.

208 6) **STAFF REPORT**

209 a) **DEPARTMENTAL UPDATES**

- 210 • Over 100 volunteers participated in the flower planting along Lexington Ave. in Central Park
- 211 on May 20.
- 212 • Eighty-three residents hosted garage sales as part of the citywide garage sale event on June 1-
- 213 3.
- 214 • Roseville Area Fastpitch hosted their annual tournament the “Roseville Rumble” on June 3-
- 215 4.
- 216 • The Summer Entertainment series begins on June 11 at the Frank ROG Amphitheatre.
- 217 • Juneteenth Celebration on June 19 at Central Park Lexington.
- 218 • Rosefest begins June 22 and includes a 5K/10K, parade and culminates with Fireworks on
- 219 July 4.
- 220 • Roll-in movie “Encanto” on June 9 (7:30 p.m.) at the Guidant John Rose MN OVAL.
- 221 • The citywide Race and Equity update PowerPoint was provided in the Commission packet.
- 222 Staff encouraged Commissioners to watch the May 22, 2023 City Council meeting where the
- 223 update was presented.
- 224 • Staff invited Commissioners to join them at an HRIEC Commission meeting on June 21
- 225 (6:30 p.m.) to provide background and request a land acknowledgment to be used for Keya
- 226 Park and throughout the whole city.
- 227 • The remaining \$800,000 that the city was seeking for the Guidant John Rose MN OVAL was
- 228 not included in this year’s bonding bill.
- 229 • The sales tax referendum was authorized for the City of Roseville to fund the Campus Master
- 230 Plan. The referendum will take place in 2024.
- 231 • Commissioner Arneson shared the results of the Envision Roseville process (thus far) that
- 232 pertain to the Parks and Recreation Commission, including the following key themes:
- 233 ○ Transportation and Infrastructure: Safe and efficient transportation for all people.
- 234 More accommodations for people walking and biking.
- 235 ○ Green Space and Environmental Conservation: Preserve and maintain natural spaces.
- 236 Proactively address climate change.
- 237 ○ City Parks, Facilities, and Programming:
- 238 ■ City parks – Protect/preserve/improve/increase access to city parks.
- 239 ■ Community spaces – Create more/preserve community gathering spaces.
- 240 Friendly to all ages and cultures.
- 241 ■ Community programming – Invest in community programming to bring
- 242 people together. All ages/abilities/cultures. More multicultural programming,
- 243 sports, etc. Programming for older kids. More recreational opportunities for
- 244 diverse cultures and family entertainment.
- 245 ■ Community facilities – Specific suggestions for facilities like a community
- 246 center, splash pad, dog park, and mountain bike facility.
- 247

248 Next steps, are to target demographics who were underrepresented in the above data
249 collection.
250

- The first community meeting was held for the new park at 381 County Road B. Three potential concept plans will be presented to the community at the next meeting on June 14 at Appétu Téča Education Center.
- Tio's restaurant opened at the Cedarholm Community Building. They are open daily from 11 a.m. – 9 p.m.
- Staff encouraged Commissioners to sign up to attend the upcoming Discover Your Park events.

b) **OTHER NEW OR RELEVANT COMMUNICATION AND UPDATE ITEMS**

Staff relayed that there will be no Commission meeting in July.

7) **OTHER**

Meeting adjourned at 8:05 p.m.

Respectfully Submitted,
Danielle Christensen, Department Assistant

Roseville Parks & Recreation Commission
Agenda Item

DATE: August 3, 2023

ITEM: 4.a.

ITEM DESCRIPTION: Review 2022 - 2023 Deer Management Program and Discuss Potential 2023 - 2024 Approach

Background

The Parks and Recreation Department administers an annual Deer Monitoring and Reduction Program that utilizes trained marksmen from the United States Department of Agriculture (USDA) to strategically remove a number of deer each year. The goal of the program is to maintain a healthy and reasonably sized herd. That is achieved by working with the Department of Natural Resources (DNR), USDA and Ramsey County on an ongoing management program.

2022/23 Removal Program Review

The deer reduction effort for the 2022/23 season is complete. The reduction took place on nine occasions between December 8, 2022 and March 15, 2023. There were 23 deer removed from the City from the following locations:

- Nine from the southeast sector (Reservoir Woods Park (9))
- Fourteen from the northeast sector (Western Storm water Pond (12), Owasso Hills Park (2))

The City attempted to remove deer on nine evenings, and a total of 17 attempts (some evenings multiple sites were used). Given the number of attempts made (which is roughly in line with the number of attempts from the previous two seasons), it was anticipated that more deer would be removed than actually were removed. In many cases, the USDA observed large numbers of deer in the area but the deer did not enter the zone for safe removal. Contractors also stated that they frequently saw many deer at the site but that they would leave the area prior to dark when removals were able to begin. These are likely signs that the herd has evolved to avoid removal areas and is somewhat less distressed than they previously were. Additionally, this could mean that some residents are providing an alternate food source for the deer.

The USDA also noted that similar to Roseville, reduction numbers throughout the Twin Cities metro were lower than expected last year due to persistently icy conditions and heavy snowfall, particularly in March.

2023/24 Removal Effort Approach

The upcoming 2023/24 season will be the seventh year of the program and the reduction number is yet to be determined. Roseville has an acceptable amount of habitat (wooded acreage) to support 15 to 19 deer. The last reliable deer survey, conducted in 2021, indicated a minimum population of 41 deer in Roseville.

This Spring, Ramsey County attempted to complete a flyover deer survey but struggled due to adverse conditions and stated that their data is unreliable.

According to the DNR, in an urban environment, each healthy female deer can be expected to have two fawns per year, making a good rule of thumb that the population will roughly double each year, minus any deer deaths.

Without reliable flyover data, it is difficult to precisely determine the current population. However, a combination of more recent anecdotal data points can be helpful:

- site observations by the USDA,

- observational data from residents
- observations from park staff
- collision data
- the 2022/23 USDA harvest report (including the condition of removed deer)

In discussion with the USDA, the results of the City's 2022/23 program could be an indication of a program that has moved from its initial stages, where more drastic reductions are necessary, into more of a regular ongoing management program. Specifically, it is likely that the herd size is somewhat smaller than it was at its highest point, but still well above a suitable number for Roseville's population. The USDA also noted that it is likely that the deer have adapted their behavior to avoid removal locations. They observed a high number of deer on site and on portable cameras, but fewer deer than in years past could be safely removed.

Public feedback continues to indicate that there are a high number of deer in the southeast and northeast sectors, specifically around the Villa Park and Reservoir Woods neighborhoods in the south and the Owasso Hills neighborhood in the north. Many reports include large groups of deer in these neighborhoods. One submitted report included a picture of 14 deer in one group in Villa Park.

Although definitive collision data is difficult to compile due to the multiple jurisdictions within the City, thus far in 2023, the City has removed nine deer carcasses due to collision from City property. In 2022, 17 were removed. The USDA report also stated that "several of the adult deer removed again showed signs of being previously struck by vehicles (e.g. leg injuries, hip injuries, missing hair) which can be an indicator of a high population."

For comparison's sake, below is a list of the number of removal tags that the city has requested, the number deer actually removed and cost from the past several years.

Season	Number of Deer Removed	Number of Tags Requested	Cost
2016/17	20	20	\$3,771
2018/19	20	20	\$7,363
2019/20	46	50	\$15,200
2020/21	31	85	\$15,104
2021/22	43	49	\$15,212
2022/23	23	49	\$15,370

Given the above numbers, the recommendation of the USDA experts, and fiscal responsibility, staff is recommending a more moderate and less rigid approach than prior years, but one that will allow staff to adjust to observed conditions at the time of removal. For example, it could be appropriate to request 35 tags (the average number of deer that have been removed each year over the past four years), with the thought that the actual number of removals will likely be closer to 20 to 30 deer, as was done this past season. This allows staff to adjust based on actual site observations within the season.

It should also be noted that other methods of herd reduction, including sterilization, were discussed and are not legal or viable options at this time.

Roseville has a thoughtful, sensitive and incremental program that appears to be making progress. However, in speaking with experts on urban deer management, it is certain that reducing the number of removals too much could lead to rapid growth in the population and a dramatic decrease in herd health.

Recommendation

Given the progress made on the program, staff recommends requesting 35 removal tags, with the preliminary goal of removing 20 to 30 deer, with the ability to adjust based on observed conditions at the time of removal.

Requested Commission Action

Receive the presentation and consider making a recommendation to staff regarding the 2023/24 Deer Management Program.

Attachments

1. USDA 2022/23 Removal Report
2. Deer Sightings by Quarter (2022 vs 2023)
3. Deer Feedback 2023



**United States
Department of
Agriculture**

Animal and
Plant Health
Inspection
Service
Wildlife Services

644 Bayfield St.
Suite 215
St. Paul, MN 55107
651-224-6027 Phone

May 30, 2023

City of Roseville, MN

To whom it may concern,

Attached is the USDA, Wildlife Service's harvest report for the City of Roseville 2022-23 deer control project. A copy of this report was also provided to the Minnesota Department of Natural Resources (MNDNR).

A total of 23 deer were removed from within the city at each of the following sites: Owasso Hills, Villa, Western Ave. N., and Reservoir Woods. Deer activity appeared to be relatively high at the sites where removal took place and in other areas that were monitored but where no removal occurred.

All deer removed were field dressed and donated for human consumption to needy individuals in the metro area.

Please call or e-mail with additional questions.

Thank you,

Ben Welinski

Ben Welinski
Wildlife Biologist
USDA/APHIS/Wildlife Services
644 Bayfield St. Suite 215
St. Paul, MN 55107
Office: (651) 224-6027
Fax: (651) 224-4271



**United States
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Deer Disposition from City of Roseville Winter 2022-23 Deer Project

Date	DNR Permit #	Tag #	Age	Sex	# Male Fetus	# Female Fetus	# Unknown Fetus	Recipient, Address, Phone
12/8/2022	34781	1003686	J	M				Karen Organization of Minnesota
12/8/2022	34781	1003687	A	M				Karen Organization of Minnesota
12/8/2022	34781	1003688	A	M				Karen Organization of Minnesota
12/8/2022	34781	1003689	A	M				Karen Organization of Minnesota
12/8/2022	34781	1003690	A	M				Michael McCabe
12/8/2022	34781	1003691	A	M				Michael McCabe
12/20/2022	34781	1003692	J	M				Karen Organization of Minnesota
12/20/2022	34781	1003693	A	F				Karen Organization of Minnesota
12/20/2022	34781	1003694	A	F				Karen Organization of Minnesota
12/20/2022	34781	1003730	J	M				Karen Organization of Minnesota
12/20/2022	34781	1003731	A	F				Karen Organization of Minnesota
1/13/2023	34781	1003732	A	M				Karen Organization of Minnesota
1/13/2023	34781	1003733	A	M				Karen Organization of Minnesota
1/13/2023	34781	1003734	A	F			2	Karen Organization of Minnesota
1/13/2023	34781	1003735	J	M				Karen Organization of Minnesota
1/24/2023	34781	1003736	A	F	1	1		Karen Organization of Minnesota



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**United States
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Deer Disposition from City of Roseville Winter 2022-23 Deer Project

1/24/2023	34781	1003737	J	F			1	Karen Organization of Minnesota
1/24/2023	34781	1003738	A	M				Karen Organization of Minnesota
1/31/2023	34781	1003739	J	F				Karen Organization of Minnesota
2/8/2023	34781	1003740	J	F	1			Lisa Kruse, MN DNR
2/8/2023	34781	1003741	A	F				Lisa Kruse, MN DNR
2/8/2023	34781	1003742	J	M				Lisa Kruse, MN DNR
3/29/2023	34781	1003743	A	F		2		Jerry Ramaley

General Observations:

Removal of adult female deer continues to be the priority for this project as female deer are the drivers of the population. In some previous years, adult males were not targeted as part of this project. This year, known males were removed when there were no adult females present at removal sites. It should also be pointed out that the removal of females-only is challenging as it is difficult to determine sex of targeted deer after males have shed their antlers.

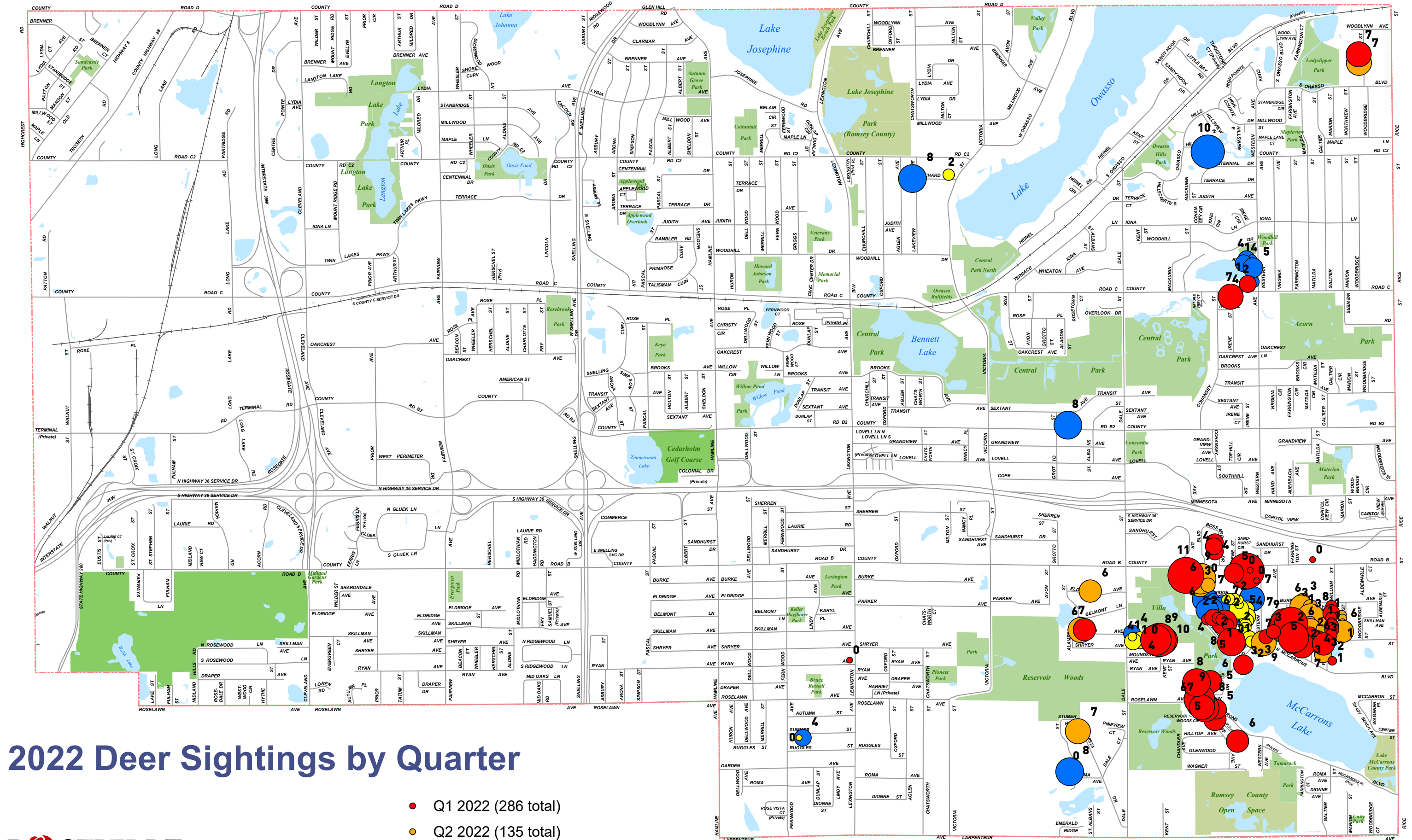
Several of the adult deer removed again showed signs of being previously struck by vehicles (e.g. leg injuries, hip injuries, missing hair) which can be an indicator of a high population. Male deer can pose a higher risk of being struck by vehicles as they travel widely in search of females during the fall breeding season.

Fetus counts from pregnant females may also provide some indication of deer health. Multiple fetuses in female deer is associated with age and overall good body condition, another potential indication of a healthy local deer population.

Again, many deer that were removed did show internal signs of pneumonia but was not documented at a high enough rate to be able to determine if the presence would indicate localized health concerns for the population.

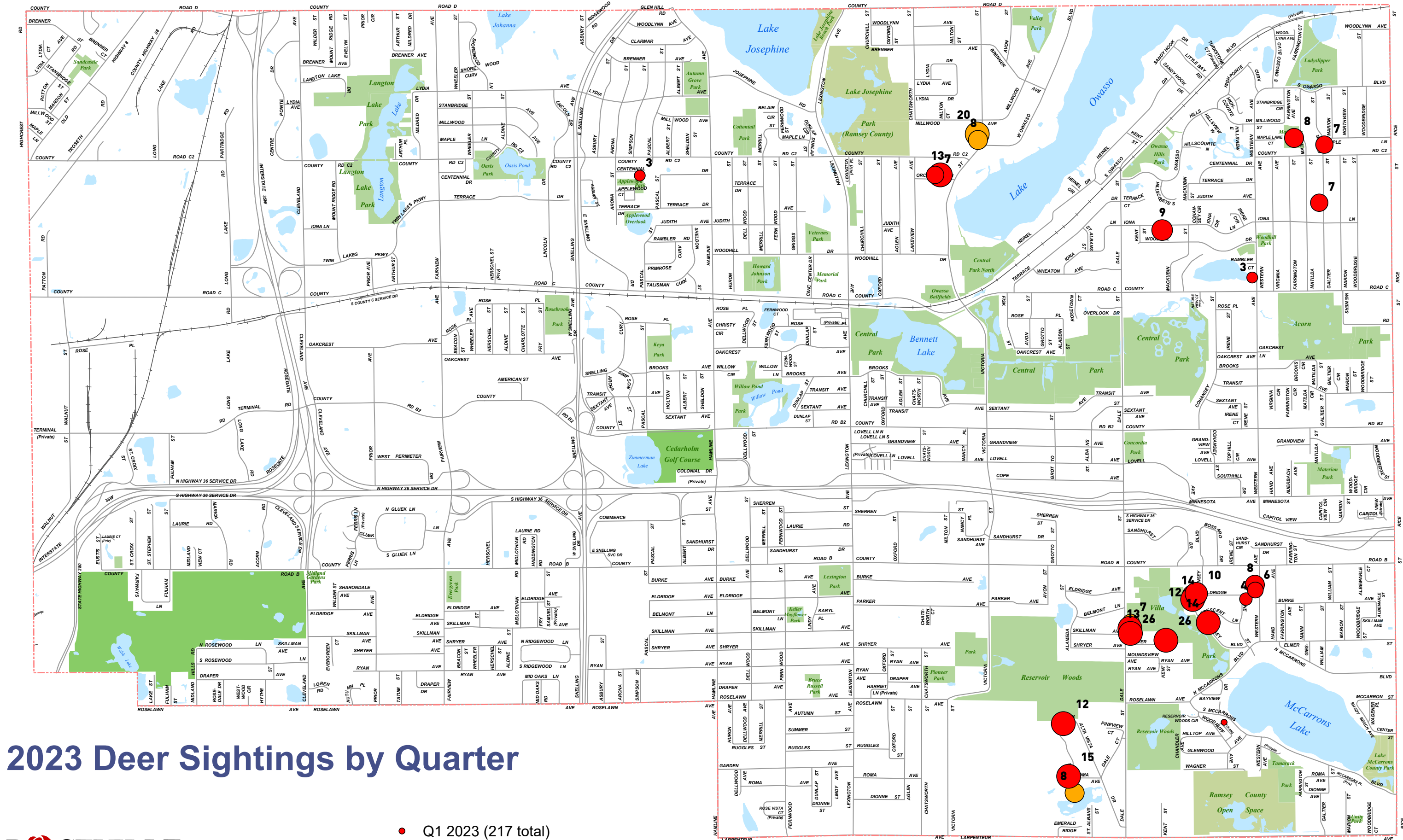


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2022 Deer Sightings by Quarter

- Q1 2022 (286 total)
- Q2 2022 (135 total)
- Q3 2022 (55 total)
- Q4 2022 (109 total)

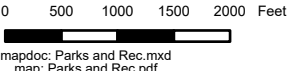


2023 Deer Sightings by Quarter

- Q1 2023 (217 total)
- Q2 2023 (43 total)

Data Sources and Contacts:
* Ramsey County GIS Base Map (5/4/2023)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2650 Civic Center Drive, Roseville MN

DISCLAIMER:
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2023 Deer Feedback



Prepared by:
Engineering Department
May 30, 2023

- Against Deer Reduction (1)
- General Observation (11)
- Pro Reduction Effort (10)
- Property Damage, Pro Reduction Effort (3)

Data Sources and Contacts:
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0 500 1000 1500 2000 Feet

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**Roseville Parks & Recreation Commission
Agenda Item**

DATE: August 3, 2023

ITEM: 4.b.

ITEM DESCRIPTION: Commission Discussion Regarding Council Review of Commission Roles and Responsibilities

Background

At the June 2, 2023 Parks and Recreation Commission Meeting, Councilmember Etten discussed with the Commission a City Council-initiated review of the Advisory Commissions' role and responsibilities (draft minutes attached in Item 3.a). Specifically, Councilmember Etten encouraged the Commission to review the relevant section of City Code and provide feedback from the Commission regarding what they feel is working well and what should be changed. Councilmember Etten stated that these recommendations could be practical or aspirational, or somewhere in between.

The final deliverable could be a red-lined version of the relevant City Code or a written narrative that summarizes the Commission's thoughts.

This is a project that is intended to be led, discussed and executed by the Commission. To aid the Commission in your conversation, a number of relevant documents have been attached.

Recommendation

Discuss and review the Parks and Recreation Commission's role and responsibility. Determine next steps so that a final product can be developed by the September 5 Commission Meeting.

Attachments

1. Letter from City Council Regarding Commissions Review
2. Roseville City Code Section 201 and 204
3. Parks and Recreation Commission Primer
4. Roseville City Code Full Title 2 (Per Member Request)

Commissioners,

In April the City Council decided to pursue a review and update for our City Commissions. The Council feels any review and update must include the input of the members of the Commissions.

Commissions are an important part of the governance of the City by providing vital information and recommendations to the City Council. In recent years, some commissions have come to the Council asking about changes in name, purpose, scope and duty, and meeting schedule.

The purpose of this review by Commissioners is to flesh out potential changes that can improve the Commission experience for members and ensure Commissioners are making a positive impact on the governance of the City of Roseville and their community in general.

As part of your work:

- Examine sections of Roseville City Code Chapters 201-208 that are relevant to your Commission
- Review your Commission's Purpose, Scope, Duties and Functions
- Consider your number of Commissioners, frequency and spacing of meetings and other aspects of the operation and work of your Commission that you feel would enhance the quality of meetings, engagement of Commissioners and the community, and strengthen information coming to the City Council.

For each of these areas think about these questions:

- What is good
- What needs to be changed
- What might be removed
- What might be added to better serve the community

It is possible some Commissions will have very few recommended changes and that is OK. Some or all of this work may not be relevant for Commissions such as the Planning and the Police Civil Service Commissions that have statutory guidelines that must be followed.

Commissioners should try to align their format with a clear Purpose statement, membership, an outline of the Scope of the Commission's work including enumerated Duties and Functions, and meeting requirements (see city code Chapter 201).

Here is our current timeline:

1. Commission review and recommendations, May 2023 to August or September 2023,
2. Council consideration, September and October, 2023
3. Final Council passage of updates, November/December 2023

CHAPTER 201

ADVISORY COMMISSIONS

SECTION:

- 201.01: Establishment
- 201.02: Purpose
- 201.03: Membership
- 201.04: Terms
- 201.05: Compensation
- 201.06: Organization
- 201.07: Meetings and Reports

201.01: ESTABLISHMENT:

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 204

PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership

204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.

N. Perform other duties and functions or conduct studies and investigations as specifically

directed or delegated by the City Council. (Ord. 1038, 6-27-1988)

- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

Roseville Parks and Recreation Commission
Primer (the essentials)
Created 3-2018 – Review and Update 4-23

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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 most recent Comprehensive Plan, which was adopted in 2020, looks out to 2040.. It is not only a land-use plan, but also develops a broader framework to help shape the character of the community and enhance the quality of life in Roseville. One section is devoted to parks, open space and recreation.

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

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

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

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

Parks and Recreation System Master Plan

- ***What is it?***

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

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

Comprehensive Plan.

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

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

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

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

Roseville sector and constellation organizational structure

- ***What is it?***

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

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

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

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

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

Financial programs, plans, and reports

CIP (Capital Improvement Plan)

- ***What is it?***

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

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

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

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

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

Asset Management and Infrastructure Program

- ***What is it?***

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

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

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

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

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

PIP (Park Improvement Program)

- ***What is it?***

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

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

- **Why is it important?**

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

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

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

Park Dedication Ordinance and Fees

- **What is it?**

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

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

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

- **Why is it important?**

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

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

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

Enterprise and Governmental Funding

- **What is it?**

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

Enterprise fund accounting must be used when city activities and services

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

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

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

Cash Reserves

- **What is it?**

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

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

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

Programs managed by Parks and Recreation

Parks and Recreation Renewal Program

- **What is it?**

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

- **Why is it important?**

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

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

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

Natural Resources Stewardship Program

- **What is it?**

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

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

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

- **Why is it important?**

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

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

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

Deer Management Program

- **What is it?**

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

- **Why is it important?**

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

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

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

Tree Board

- **What is it?**

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

Roseville is a member of this movement.

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

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

- **Why is it important?**

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

EAB (Emerald Ash Borer) Program

- **What is it?**

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

- **Why is it important?**

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

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

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

DYP (Discover Your Parks)

- **What is it?**

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

can explore the park, talk with Parks and Recreation staff, and meet Parks and Recreation Commissioners.

- **Why is it important?**

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

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

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

What else is hoped of us as commissioners?

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

- **Show up and be seen in the community**; Discover Your Parks (DYP), participate in playground builds, natural resources renewal events, national night out, and other park events. It's a blast.
- **Volunteer extra time as appropriate**: Serve on advisory boards, community meetings, park events, and park projects with other volunteers.
- **Show up and be seen in support of Parks and Rec staff**: Your presence at City Council meetings, relevant public meetings of any kind, and park events is appreciated.
- **Communicate**. Whenever you see a staff member or any park user feel free to walk up and say, "Hi". Also, feel free to stop in to the Parks & Recreation office to meet and discuss your questions, ideas or thoughts with staff.
- **Be a City of Roseville booster**: This is your community. It's a great one and your involvement only makes it better.
- **Practice your Roseville Parks and Rec PR**: When you use the parks talk (*mostly listen*) to park users.
 - Note the topics or questions people have and forward them to 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
Matt Johnson	Director
Carrie Anderson	Assistant Director
Danielle Christensen	Department Assistant
Kim Heikkila	Customer Service
Open	Customer Service
Josh Thygeson	Recreation Superintendent
Gina Robinette	Recreation Program Supervisor
David Peters	Recreation Program Supervisor
Scott Breuer	Recreation Facility Coordinator
Deon Heider	Program Supervisor/Naturalist
Kristy Phillippi	Gymnastics Coordinator
Kevin Elm	Skating Center Superintendent
Lake Johnson	Skating Center Programs & Banquet Supervisor
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
Micah Gasaway	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
Owen Larson	Park Maintenance
Patti Sullivan	Park Maintenance
Ian Donlan	Park Maintenance
Doug Hentges	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.

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.

Karen Beckman

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

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

enrolled in every sport currently offered for her age level.

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

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

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

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

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**
 - Review department goals
 - Discuss Chair and Vice Chair
- **March**
 - Election of Chair and Vice Chair
 - Appoint Ethics Commission representative
- **April**
 - Primer review
 - Commission goals reviewed and finalized
- **May**
 - Begin scheduling Parks & Recreation Commission members for DYP shifts
 - Divisional operations review (Recreation, Skating Center or Cedarholm)
- **June**
 - Joint Council / Commission meeting
 - Deer Management Plan Review
- **July**
 - No meeting – Rosefest Attendance as possible through July 4
- **August**
 - Possible Parks & Facilities tour if interested

- **September**
 - Divisional operations review (Recreation, Skating Center or Cedarholm)
 - Possible Parks & Facilities 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
 - Capital Improvement Program/Asset Management Review
- **December**
 - Adopt annual calendar
 - Proposed Projects for the Following Year

TITLE 2 COMMISSIONS

CHAPTER 201

ADVISORY COMMISSIONS

SECTION:

- 201.01: Establishment
- 201.02: Purpose
- 201.03: Membership
- 201.04: Terms
- 201.05: Compensation
- 201.06: Organization
- 201.07: Meetings and Reports

201.01: ESTABLISHMENT:

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202

PLANNING COMMISSION

SECTION:

- 202.01: Establishment and Membership
- 202.02: Meetings and Reports
- 202.03: Preparation of Comprehensive Plan
- 202.04: Procedure for Adoption of City Comprehensive Plan
- 202.05: Adoption of City Comprehensive Plan by City Council
- 202.06: Means of Executing Plan
- 202.07: Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

CHAPTER 203

POLICE CIVIL SERVICE COMMISSION

SECTION:

- 203.01: Establishment
- 203.02: Statute Adopted

203.01: ESTABLISHMENT:

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)

CHAPTER 204

PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership

204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.

N. Perform other duties and functions or conduct studies and investigations as specifically

directed or delegated by the City Council. (Ord. 1038, 6-27-1988)

- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205

HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** – The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
 - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
 - 2. Understand the demographics of the community.

3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.

B. Advise – The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City’s efforts to foster a sense of community with residents and businesses.

1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City’s policies and actions
2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:
 - a. Communication efforts to facilitate effective two-way communication whenever possible
 - b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community’s various visioning efforts.
 - c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.

C. Engage – The commission may engage residents and businesses through city council approved programs, events and projects that support the commission’s purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.
2. Events or projects that promote connections in the community.
3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

D. Perform other duties and functions as directed by the City Council.

Section 2

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

Section 3

Effective date. This ordinance shall take effect upon passage and publication.

CHAPTER 206

PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership

206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002) (Ord. 1481, 07-20-2015)

CHAPTER 207

ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership

207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016)

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)

CHAPTER 208

FINANCE COMMISSION

SECTION:

- 208.01: Establishment and Membership
- 208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.

208.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
 - B. Review and recommend funding strategies for the Capital Improvement Plan.
 - C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
 - D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
 - E. Review and recommend the annual timeline and process for creating City budgets.
 - F. Review the annual financial information, the annual audit report and management letter.
 - G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
 - H. Perform other duties the City Council assigns.
- (Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: August 3, 2023

ITEM: 5.a.

ITEM DESCRIPTION: Departmental Updates

Background

At each Commission meeting, city staff provides updates on Parks and Recreation activities and projects.

Recommendation

Receive report and provide feedback.

Attachments

1. 8.2023 Departmental Updated

What are your thoughts about our summer entertainment?



Scan the
QR Code
to take
our survey!



Harriet Alexander Nature Center Birthday Parties

Celebrate on the wild side!

Just bring the kids and the cake!
**Each party includes a 1-hour naturalist program and
private rental space for an additional hour.**
\$115 for 15 children.

Choose your theme:

Year-round:

Insects
Reptiles
Trees
Pre-K Nature Lovers

May-Oct:

Scavenger Hunt

Nov-Mar:

Snowshoeing

For more information and to schedule:

naturecenter@cityofroseville.com

651-792-7012

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FRIDAY FIELD TRIPS



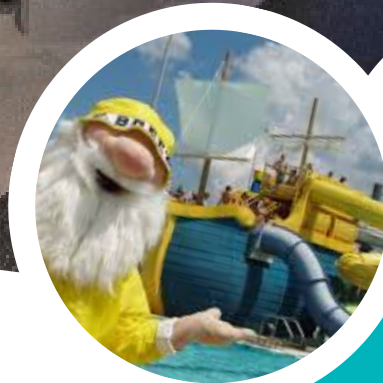
Fridays
June 30–August 18



Autumn Grove Park
Drop-off and Pick-Up



\$70, RV Res \$60
Per Person



LOCATIONS COMING UP:

July 28 – Cascade Bay Waterpark
August 4 – Sidekick Theater & Grand Slam
August 11– Children's Museum
August 18 – St. Croix River Boat Cruise

AGES 6+

REGISTER NOW

651-792-7006

cityofroseville.com/park



Summer Gymnastics Showcase Week

We are so excited to host our first "Showcase Week" during the last week of our Summer Session! Your child will get to show off what they have learned over the summer or even throughout the past year in our program! This is a low-key, non-stressful demonstration. It will be run similar to a regular class. We will pull out the bleachers in the gymnastics center and invite family and friends to come in and watch the stations up close! There will be time at the end of practice for group and individual pictures.

Showcase Week will begin on Tuesday, August 8th and run through Monday, August 14th. Your child will attend class at their normal practice time during Showcase Week. The only difference will be you are invited in to watch!

Preschool classes will continue to be held upstairs during Showcase Week, but will come down into the "Big Gym" the last 10-15 minutes of class.



Roseville Parks & Recreation 2023 Youth Fall Soccer

REGISTRATION CLOSES JULY 31— REGISTER APRIL 3!

Participants will learn the fundamentals of soccer skills including footwork, dribbling, passing, team strategies & the importance of sportsmanship!

Youth Fall Soccer: Co-Ed, Grades Pre-K through Grade 6

-  Practices begin the week of August 14 for 7 weeks
-  Games played Saturday mornings, beginning August 26—October 7 (no soccer 9/2)
-  Practices are held once a week, during evenings (*specific day of week is dependent upon coach's schedule so keep Monday-Thursday evenings free*)
-  Players may have the opportunity to play teams from nearby communities
-  Each player will receive a team t-shirt

Registration Options

Online at www.cityofroseville.com/parks

Phone, call 651-792-7006

Program

Grade

2350.426	Coed K & younger (ages 4-6)
2350.427	Coed 1-2 (Fall 2023)
2350.428	Coed 3-4 (Fall 2023)
2350.429	Coed 5-6 (Fall 2023)
Fees thru July 21:	Regular- \$68 RV Resident- \$60
Fees beginning July 22:	Regular- \$76 RV Resident- \$68



Fall Soccer Coaches Needed!

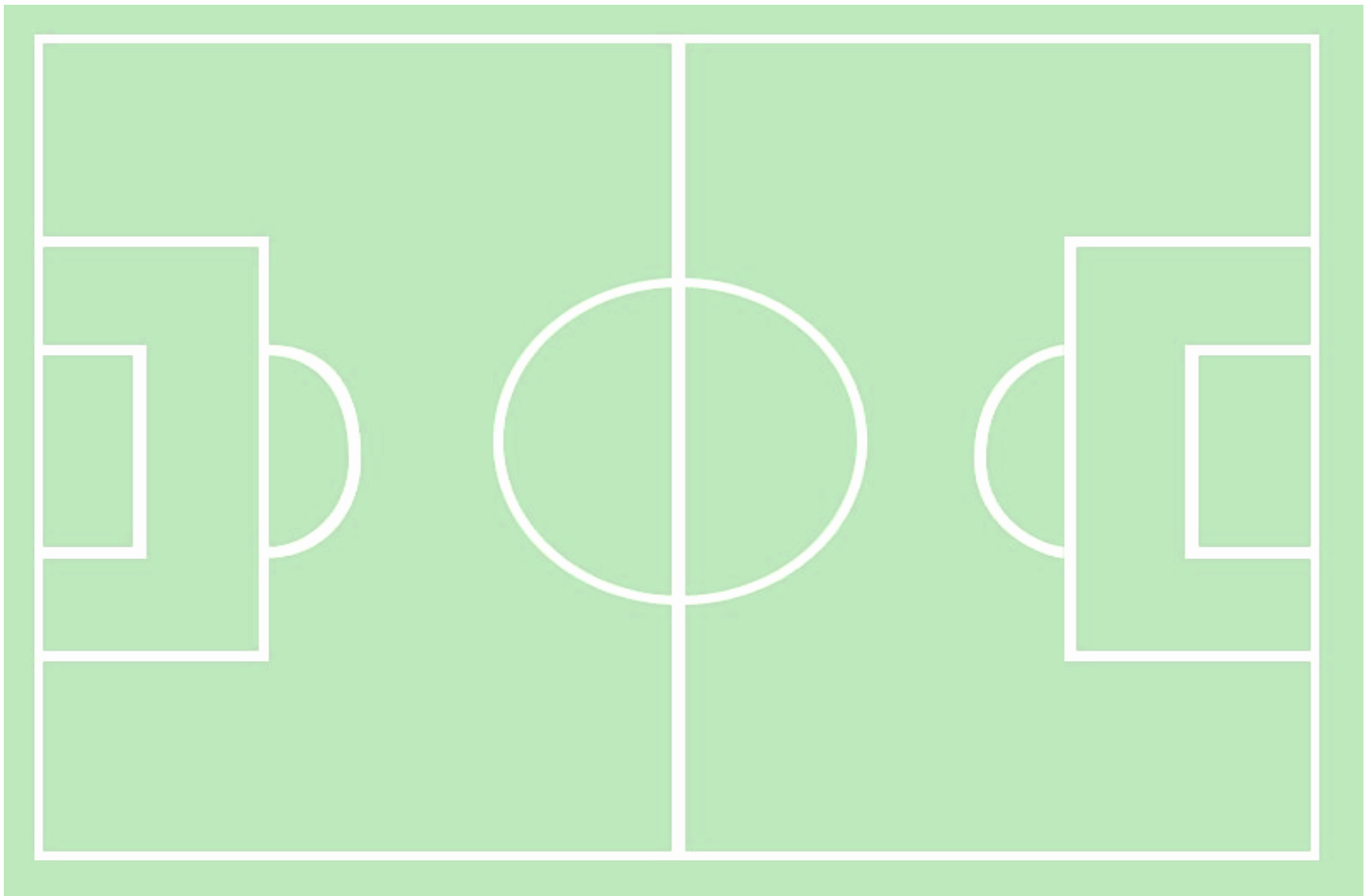
We need your help! Spend some time with kids and share your interests in sport and become a soccer coach! Volunteers are needed to coach teams in each age group. Children of volunteer coaches receive a 50% discount on fall soccer registration fees (refund at the end of the season).

Youth Soccer Officials Needed

Officials must be able to officiate games on Saturdays at the end of August, September and October. Certification and experience is preferred but not required. For more information, contact David at 651-792-7105.

For more information visit us at: www.cityofroseville.com/parks

Facebook: [RosevilleParkRec](https://www.facebook.com/RosevilleParkRec)



Youth Fall Soccer—Please fill out form completely

Participants Name _____

Date of Birth _____ Grade _____ Tee Shirt Size _____

Parents Name _____

Home Phone _____ Other Phone _____

Address _____

City _____ Zip _____

Email _____

Program # _____

Credit Card # _____ Exp _____ 3 Digit Code _____

Name on Card _____

Special Request- _____



ROSEVILLE SKATE SCHOOL FALL 2023

Hit the ice this Fall with Roseville Skating School! ISI recreational skating lessons are for beginning to advanced skaters.

Tuesdays, September 12-November 7 (No class 9/26)

<u>Program #</u>	<u>Time</u>	<u>Class</u>
9101.153	5:45-6:15pm	Tots, Ages 3-5
9101.154	6:15-6:45pm	Tots, Ages 3-5
9101.155	6:15-6:45pm	Ages 6-8
9101.156	6:45-7:15pm	Ages 6-8
9101.157	7:15-7:45pm	Ages 9-18
9101.158	7:15-7:45pm	Adults 18+



Saturdays, September 9- November 4 (No class 10/21)

<u>Program #</u>	<u>Time</u>	<u>Class</u>
9101.159	8:00-8:30am	Synchro
9101.160	8:30-9:15am	Freestyle 1 & 2
9101.161	10:30-11:15am	Freestyle 3 & 4
9101.162	11:00-11:45am	Freestyle 5-8
9101.163	12:00-12:30pm	Tots, Ages 3-5
9101.164	12:30-1:00pm	Ages 6-8
9101.165	1:00-1:30pm	Ages 9-18



30 Min Class= Non-Resident Rate: \$110, RV Resident Rate: \$100

45 Min Class= Non-Resident Rate: \$125, RV Resident: \$115

\$8.00 processing charge will be added to all cancellations.

REGISTER ONLINE: www.cityofroseville.com or skatetheoval.com

Please call 651-792-7007 for additional information or questions.

Participants Name:		Phone:		Parent/Guardian Name:	
Home Address:		City:		State: Zip:	
GENDER (circle one): F M		BIRTHDATE: _____		PROGRAM #: _____	
Emergency Contact: _____		Emergency Phone # _____			
Does participant have any disability, allergy or special need of which we should be aware? Explain: _____					
Liability Waiver: I understand that participation in this activity is completely voluntary. I recognize that there are risks in my participation in this activity. I agree to accept those risks. I also agree, in consideration for my being allowed to participate in this activity, and on behalf of myself, my heir, executors, administrators and assigns, to release and discharge the City or Roseville, sponsor(s) of the event or activity, and their officers, employees, agents, successors and/or assigns from liability for any and all injury, damage or loss that is or may arise from my participation in this activity. Data Practices Act Notice: Pursuant to the Minnesota Government Data Practices Act, you are being requested to furnish certain information that is classified as private under the Act. The City collects such information in order to properly process requests to participate in activities. You may refuse to provide such information, but such a refusal may affect your ability to participate. The information will be maintained by the City Park and Recreation Department, and may be accessible to anyone in the Department, or in other Departments of the City.					
Signature: _____		Date: _____		E-Mail: _____	
Fee Paid		Date Paid		Check #	
By		CCV#		Exp Date	
Visa or MasterCard#					

Fall Skate School 2023

ROSEVILLE GYMNASTICS CENTER

Roseville Parks & Recreation Department
RosevilleGymnastics@cityofroseville.com

FALL SESSION 2023

September 11 – November 7

PRESCHOOL **ages 3-5**

BEGINNER I **Res / Non Res**

2111.688	Monday	4:45-5:30 pm	\$92 / \$100
2111.689	Monday	6:45-7:30 pm	\$92 / \$100
2111.690	Tuesday *	5:45-6:30 pm	\$92 / \$100
2111.691	Wednesday	4:45-5:30 pm	\$92 / \$100
2111.692	Saturday	9:00-9:45 am	\$92 / \$100

BEGINNER II **Res / Non Res**

2111.693	Monday	5:45-6:30 pm	\$92 / \$100
2111.694	Tuesday *	4:45-5:30 pm	\$92 / \$100
2111.695	Wednesday	7:00-7:45 pm	\$92 / \$100
2111.696	Saturday	10:00-10:45 am	\$92 / \$100

INTERMEDIATE **Res / Non Res**

2111.697	Wednesday	5:45-6:45 pm	\$114 / \$124
2111.698	Saturday	11:00 am-12:00	\$114 / \$124

ADVANCED **Res / Non Res**

2111.699	Tuesday *	6:45-7:45 pm	\$114 / \$124
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INSTRUCTIONAL **ages 6-14**

BEGINNER I **Res / Non Res**

2121.696	Monday	4:30-5:30 pm	\$102 / \$112
2121.697	Tuesday *	4:45-5:45 pm	\$102 / \$112
2121.698	Thursday	6:15-7:15 pm	\$102 / \$112
2121.699	Saturday	10:45-11:45 am	\$102 / \$112

BEGINNER II **Res / Non Res**

2121.700	Monday	5:45-7:00 pm	\$118 / \$128
2121.701	Wednesday	4:30-5:45 pm	\$118 / \$128
2121.702	Saturday	12:00-1:15 pm	\$118 / \$128

INTERMEDIATE **Res / Non Res**

2121.703	Wednesday	6:00-7:30 pm	\$134 / \$144
2121.704	Saturday	9:00-10:30 am	\$134 / \$144

ADVANCED I **Res / Non Res**

2121.705	Thursday	4:30-6:00 pm	\$134 / \$144
2121.706	Saturday	9:00-10:30 am	\$134 / \$144

ADVANCED II **Res / Non Res**

2121.707	Tuesday *	6:00-8:00 pm	\$176 / \$188
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REGISTRATION INFORMATION

ONLINE REGISTRATION: www.cityofroseville.com/parks

PHONE REGISTRATION: Roseville Parks & Recreation Office 651-792-7006

FIRST DAY TO REGISTER: AUGUST 22. CLASSES OFTEN FILL SO REGISTER EARLY.

NON-RESIDENT FEE: \$8-\$12 for those participants who do not live in Roseville.

Gymnasts must be registered before participation. We do not take registrations on the first day of the class.

Preschool class sizes are limited to 10 students, Instructional classes to 16 students.

Roseville Gymnastics reserves the right to cancel any class with less than 6 students enrolled.

All registrations are first come – first served.

All classes will be held at:

ROSEVILLE GYMNASTICS CENTER

1238 W. County Road B-2 Roseville, MN 55113

Gym is attached to Roseville Area High School - North side of the building

Roseville Gymnastics offers classes for youth ages 3-14 years old.

It is our goal to teach in a positive, fun and safe environment. Through gymnastics, we strive to develop self-esteem and physical fitness. Our program is suited for recreational, developmental and competitive gymnasts.

Questions can be answered at:

Roseville Parks & Recreation Office

Day hours : 651-792-7006

Roseville Gymnastics Center

Evening hours: 651-792-7166

RosevilleGymnastics@cityofroseville.com

FALL SESSION 2023 September 11 – November 7

Classes will meet on the following days:

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>SATURDAY</u>
Week 1	Sept 11	Sept 12	Sept 13	Sept 14	Sept 16
Week 2	Sept 18	Sept 19	Sept 20	Sept 21	Sept 23
Week 3	Sept 25	Sept 26	Sept 27	Sept 28	Sept 30
Week 4	Oct 2	Oct 3	Oct 4	Oct 5	Oct 7
Week 5	Oct 9	Oct 10	Oct 11	Oct 12	Oct 14
Week 6	Oct 16	Oct 17	Oct 18	Oct 19	Oct 21
Week 7	Oct 23	Oct 24	Oct 25	Oct 26	Oct 28
Week 8	Oct 30	*Nov 7	Nov 1	Nov 2	Nov 4

***No Class Oct 31, make up date will be Nov 7**

PRESCHOOL ages 3-5

Beginner I Teaches basic movement and tumbling skills. Helps to improve body awareness, motor skills, coordination, balance and listening skills. Uses modified equipment with a fun and creative approach to learning.

Beginner II For beginner level preschoolers who have previously taken gymnastics class. Gymnast should have mastered the skills from Beginner I. Must be able to perform a forward roll and donkey kicks on the floor, and walk on a low balance beam unassisted.

Intermediate For preschool gymnasts who have mastered the Beginner II skills. Must be able to perform a bridge on the floor, and walk on the high balance beam. Will begin to transfer skills to the regulation equipment.

Advanced Advanced level class for gymnasts ages 4-6 who have mastered the skills from the Intermediate class. Must have good listening skills and be able to perform a forward roll and cartwheel unassisted. Will continue to transition skills to the regulation equipment.

Dyno's Accelerated classes for gymnasts ages 4-8, designed to speed the transition into competitive gymnastics. Gymnasts are chosen from our preschool and instructional classes based on strength, flexibility, and a desire to make a commitment to gymnastics. Gymnasts may register with permission only.

INSTRUCTIONAL ages 6-14

Beginner I Emphasis is on tumbling skills with exposure to the balance beam, uneven bars, vault and dance. This class is suited for students who have never taken a gymnastics class before.

Beginner II For beginner level gymnasts who have previously taken a gymnastics class. Gymnast should have mastered skills from Beginner I. Must be able to perform a cartwheel on floor and walk on a high balance beam unassisted. Basic skills are taught on all events.

Intermediate Should have mastered skills from Beginner II. Must be able to perform a handstand forward roll and round-off on the floor and a pullover on the bars. Gymnasts will learn to perfect their basic skills as well as learn more advanced skill on all events.

Advanced I For gymnasts who have mastered skills from the intermediate level. Must be able to perform a backbend-kickover and front limber on the floor, and a back hip circle on the bars. There is an emphasis on strength, flexibility and form.

Advanced II For gymnasts who have mastered skills from the Advanced I level. Must be able to perform a front and back handspring on the floor and a cartwheel on the high balance beam. Prepares the gymnast for high school competition.

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: August 3, 2023

ITEM: 5.b.

ITEM DESCRIPTION: Other New or relevant Communication and Update Items

Background

Recommendation

Attachments

1. Envision Roseville Fact Sheet



The City of Roseville is leading a community visioning project to help guide the city into the future. The outcomes will reflect the values and aspirations of the people who live and work in Roseville today.

Over the past several months, project staff have talked with community residents, businesses, and partner organizations to understand their vision for the future of Roseville. This has included hundreds of interactions done both in person and virtually.

Live Engagement Activities

20+ activities

Community events: 8 community events

Community organizations: 12 meetings, 20+ conversations

Committees

2 workshops, dozens of meetings

Community Advisory Group (CAG)

Project Management Team, department leads (PTM)

Project Team (meets bi-weekly)

Online Engagement

550+ responses

Survey

Interactive Map

Hello Lamp Post

Business Engagement

Survey (50+)

Focus Groups (10+)

KEY THEMES

Community input was reviewed and grouped into themes to identify the common trends across multiple responses. The following is a summary of those themes.

- **Transportation and Infrastructure** : Safe and efficient transportation for all people. More consideration for people walking and biking.
- **Green Space and Environmental Conservation** : Preserve and maintain natural spaces. Proactively address climate change.
- **City Parks, Facilities, and Programming** : Maintain and expand city parks. Add more community programming for people of all ages and cultures.
- **City Services and Civic Engagement** : Proactively communicate with residents on important information such as community events and resources.
- **Welcoming and Inclusive** : Embrace people of all backgrounds and cultures.
- **Safety and Security** : Make all people feel safe and secure by minimizing crime and improving traffic safety.
- **Housing and Development** : Expand housing options, including affordable housing, while maintaining existing neighborhoods.
- **Business and Economy** : Support locally owned businesses and encourage quality employment opportunities.

We need your help!

Do you live or work in Roseville? Do you visit for school, shopping, entertainment, or recreation? If so, please review the draft community aspirations on the back of this page and tell us what you think! Did we get it right? What themes or values are missing? What do these aspirations mean to you?

Review the draft aspirations and scan the QR code to complete a short questionnaire.

zan.mysocialpinpoint.com/envision-roseville





DRAFT COMMUNITY ASPIRATIONS

Based on this community input, the project team developed set of draft community aspirations. Did we get it right? What is missing. Visit the project website to share your feedback: zan.mysocialpinpoint.com/envision-roseville



Transportation and Infrastructure

We aspire to be...

A place with a safe, inclusive, and well-connected transportation system and high-quality multimodal options for all people regardless of ability, access, cultural background, or socioeconomic standing.



Green Space and Environmental Conservation

We aspire to be...

A community that treasures and preserves green space and undeveloped land for passive recreation and prioritizes environmental conservation and sustainability.



City Parks, Facilities, and Programming

We aspire to be...

A city that embraces diversity through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.



City Services and Civic Engagement

We aspire to be...

A city that empowers its citizens and fosters a strong sense of community through effective and inclusive communication and engagement. .



Welcoming and Inclusive

We aspire to be...

A community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, or socioeconomic standing.



Safety and Security

We aspire to be...

A community that is safe and law abiding with a respectful and trusted police force.



Housing and Development

We aspire to be...

Secure in our diverse and quality housing and neighborhoods, with a range of choices for people of all income levels and ages.



Business and Economy

We aspire to be...

Economically prosperous, with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.

For More Information

Visit the virtual engagement website. Be sure to sign up for project emails.

Email the project. envision.roseville@cityofroseville.com

Contact project staff. Brigitte Bjorklund, Community Engagement Coordinator. 763-229-4969