



Parks & Recreation Commission Agenda

Thursday, November 9, 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*

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

- 1. Introduction and Roll Call**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Approval of the October 3, 2023 Meeting Minutes
- 4. Business Items**
 - a. Rosefest 2024 Planning
 - b. Commission for Parks and Recreation Accreditation Overview
 - c. 2024 Meeting Calendar Draft
- 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: November 9, 2023

ITEM: 3.a.

ITEM DESCRIPTION: Approval of the October 3, 2023 Meeting Minutes

Background

Enclosed is a draft of the minutes of October 3, 2023. Please be prepared to approve or amend.

Recommendation

Approve/amend meeting minutes of October 3, 2023.

Attachments

1. 10. Minutes - October 3

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
October 3, 2023 6:30 p.m.**

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

1) INTRODUCTIONS

2) ROLL CALL/PUBLIC COMMENT

Roll Call Commissioners: Arneson, Beckman, Dahlstrom, Matts-Benson, Raygor, Ybarra

No public in attendance.

3) APPROVAL OF MINUTES – SEPTEMBER 5, 2023 MEETING

Vice-Chair Matts-Benson moved to approve the minutes. Commissioner Beckman seconded.

Roll Call

Ayes: Arneson, Beckman, Dahlstrom, Matts-Benson, Raygor, Ybarra

Nays: None.

Abstain: None.

4) BUSINESS ITEMS

a) AARP WALK AUDIT PROJECT

Bob Bierscheid was going to attend the meeting to present the AARP Walk Audit Project but was unable to attend due to illness. Staff relayed that they have worked closely with Mr. Bierscheid on the project and would be presenting on his behalf.

The AARP Walk Audit Project is a self-service guide for assessing a community's walkability.

- Who Can Use It
 - The AARP Walk Audit Took Kit has been created for use by individuals, local leaders, large groups and teams of just two people.
 - The information can be used by anyone who is concerned about the safety and walkability of a street, neighborhood or community.
- Why a Walk Audit

- Too many communities in the United States are designed exclusively or almost exclusively for automobile travel, with very little consideration given to the needs of pedestrians.

In October, a small pilot of one or two intersections will be assessed using the AARP Walk Audit. However, the overall goal is to assess the whole city's walkability and provide a final report to the City Council.

- A Walk Audit Is...
 - An activity in which participants observe and evaluate the walkability of a location to identify and document if and how pedestrians can safely travel along a street, navigate an intersection and get from Point A to B and C.
- A Walk Audit Can...
 - Gather input about community infrastructure needs and investments
 - Educate residents about design elements that support safety
 - Empower community members and local leaders to become agents of change
- A Walk Audit Can Lead To...
 - Reduced traffic congestion and pollution
 - Healthier, more active lifestyles
 - Increased property values
 - Safer streets for people of all ages
- Who Can Do a Walk Audit
 - Everyone and anyone
- AARP Walk Audit Process
 - Identify the walk audit location
 - Decide on a type of walk audit
 - Invite people to participate
 - Do Good Roseville, Roseville Sr. Program, Roseville High School
 - Choose dates and times

Chair Dahlstrom asked how people can get involved with the AARP Walk Audit. Staff relayed that anyone who is interested in helping should reach out to Parks and Recreation Director, Matt Johnson.

Vice-Chair Matts-Benson suggested potentially reaching out to local schools and PTA's for volunteers as they may be interested in walkability near area schools.

81 **b) REVIEW SUMMER ENTERTAINMENT SERIES**

82 Recreation Superintendent, Josh Thygesen, and Nature Center Supervisor, Deon Haider,
83 introduced themselves to the Commission. Haider oversees the Harriet Alexander Nature Center
84 as well as the Live @ the Rog Concert Series. Staff provided the History and Goals of the Live
85 @ the Rog Summer Concert Series.

- 86
- 87 • History
- 88 ○ Offered in Roseville for over 20 years
 - 89 ○ Tuesday/Thursday/Sunday in 2023
 - 90 ○ Sunday (6-8pm) and Tuesday/Thursday (7-8pm)
 - 91 ○ 31 concerts in 2023
- 92 • Goals/Objectives
- 93 ○ Community Engagement: Promote a sense of community and inclusivity by providing
94 residents of all ages and backgrounds with an opportunity to come together, socialize
95 and enjoy music.
 - 96 ○ Arts Entertainment: Offer high-quality, free entertainment and cultural experiences
97 for residents and visitors, and foster an appreciation of different music styles.
- 98

99 A survey was taken by 72 residents to help guide community preferences regarding future Live
100 @ the Rog concerts. The survey results showed blues, rock, acoustic and tribute bands were the
101 top five preferred concert genres. Wind instruments, Creative Crossroads, steel drum and
102 children/family music were ranked lowest for preferred concert options.

103

104 When survey participants were asked “What factors impact your likelihood to attend a given
105 concert?” The top responses included:

- 106 • Who the performer is
- 107 • The schedule (days/times) the event is offered
- 108 • Weather
- 109

110 The choices for preferred concert scheduling included:

- 111 • 1st Choice: Two concerts per week with a higher budget for booking performers
- 112 • 2nd Choice: Two concerts some weeks, three concerts other weeks
- 113 • 3rd Choice: One large concert per week, one small
- 114 • 4th Choice: Keep the format the same
- 115 • 5th Choice: One concert per week with a more expensive performer
- 116

117 As part of the overall assessment of the Live @ the Rog Concert Series staff reviewed 38 music
118 offerings in Minnesota. The review included days, times, number of concerts, cost, food/drink
119 options and who runs the concerts.

Based on the community survey and similar concert options staff is considering the following for the 2024 Live @ the Rog Concert Series:

- Considered for 2024
 - 2 concerts per week
 - 30 concerts down to 20 each summer
 - Thursday/Sunday concerts
 - Thursday: 6:30-7:30 (was 7:00-8:00pm)
 - Sunday: 6:00-7:30pm (was 6:00-8:00pm)
 - Add food trucks to concerts
 - Increased marketing with additional staff time
 - Standardized booking process while also utilizing the bands marketing to increase exposure
 - Transition from Creative Crossroads, while still having acts that are culturally diverse in their performances
 - Increased budget per performance to find higher caliber performers
 - This will improve the likelihood of a larger more diverse crowd at the ROG
 - Quality over quantity to see larger crowds

The Commission relayed that they like the potential considerations for 2024 and specifically liked the potential for food trucks and shifting the concerts times to end earlier.

c) **REVIEW CONCEPT PLAN FOR NEW PARK AT 2381 COUNTY ROAD B.**

Staff provided a brief history of the procurement of the new park at 2381 County Road B. An open house was held on May 11 for community members to share their ideas for the new park. Feedback from the May 11 meeting was utilized to create 3 potential concept plans. Residents provided feedback on the 3 potential concept plans which helped guide the final concept plan for the new park at 2381 County Road B.

Staff reviewed the final preferred concept with the Commission. The final preferred concept includes:

- Mid-size playground with swings
- Nature walk with native grasses/trees
- Picnic grove with Adirondack chairs
- Small basketball area with three different sized hoops
- Bike rack
- Bump out parking will be added near the park when County Rd. B is redone next year

The next steps for the project will be to bring the preferred concept to the City Council, once the project is approved, construction documents and vendor bids will be collected with an anticipated park opening in 2024.

Commissioner Ybarra asked what surface material would be used for the nature path. Staff responded that the current specifications call for crushed gravel. However, staff relayed that feedback regarding the surface material options are always welcome.

Commissioner Arneson asked if feedback has been received regarding a potential theme for the play structure. Staff noted that the theme has not been fully reviewed by residents. Initial feedback collected has shown a desire for the play structure to look and feel “natural”.

Staff noted that once the project has been approved the Commission will need to recommend a park name to the City Council.

5) OTHER BUSINESS

a) DEPARTMENTAL UPDATES

- Feedback from the recent Wild Rice Festival event was overwhelmingly positive and the event was hugely successful. More than 2,000 people attended the event.
- Tapped and Uncorked was a great event put on by the Friends of Roseville Parks. Proceeds from the event benefit Roseville park projects.
- The Keya Park playground build took place on Saturday, September 30. Interpretive signs and 15 turtle medallions are being placed throughout the park.
- Halloween Spook-tacular event on Saturday, October 28 (1-4pm) at the Harriet Alexander Nature Center.
- The City Council will review the following items in October:
 - Rosebrook Park improvements
 - Potential changes to Rosefest
 - Final review of the concept plan for the new park at 2381 County Road B
 - Potential pathway connections to Oasis Park from Terrace Drive and Lincoln Drive
 - Potential pathway connection into Tamarack Park from Wagner Street

b) OTHER NEW OR RELEVANT COMMUNICATION AND UPDATE ITEMS

6) ADJOURN

Meeting adjourned at approximately 8:05p.m.

Respectfully Submitted,
Danielle Christensen, Parks and Recreation Department Assistant

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: November 9, 2023

ITEM: 4.a.

ITEM DESCRIPTION: Rosefest 2024 Planning

Background

Based on a number of factors, outlined in the October 23 City Council packet (attachment #1), staff are working on some significant modifications to Rosefest. Most significantly, the Party in the Park and Fireworks, which are traditionally held on July 4, will be moved to Saturday, June 29, 2024. Staff will provide a background on this change, a summary of other proposed changes, and outline the goals and objectives for future Rosefest planning,

Recommendation

Receive presentations and provide feedback to staff about the general direction of Rosefest planning.

Attachments

1. Oct 23, 2023 Rosefest Council Report

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/23/2023

Item No.:

7.d.

Department Approval



City Manager Approval



Item Description:

Update on Rosefest Planning for 2024 Including Possible Alteration to July 4 Party in the Park and Fireworks, and 10K Run

Background

Each summer, the City puts on the annual Rosefest summer recreational festival. Typically, Rosefest includes as many as 20 events over an eight to ten-day period. Although some events vary from year to year, several large annual events are staples of the festival, including the Rosefest Parade, Taste of Rosefest, Run for the Roses and July 4th Party in the Park and Fireworks. With the exception of the two years of the pandemic, Rosefest has had a fairly consistent line-up.

Unlike most other community festivals, Rosefest is unique in that it is planned, managed, and run predominantly by City staff. The event relies heavily on community volunteers, city staff, and city public safety personnel. Historically, police reserves (volunteers who supplement uniformed patrol operations) have led the public safety and traffic efforts for Rosefest's larger events. However, in the past decade, their numbers have dwindled from more than 25 police reserves in the unit to fewer than 10. Concurrently, over roughly the same time period, a number of serious incidents at large-crowd events has changed community and staff expectations, and best practices, for public safety at large events.

For some events, staff have been able to make adjustments to mitigate the changing climate and risks. Examples include the use of large city vehicles as barricades for the parade and altering the Run for the Roses route to remove some intersections that can only be patrolled by multiple trained reserves, and replacing them with intersections that can be overseen by volunteers. However, we are at a point where some events can no longer occur without more significant modifications.

The most concerning event is the July 4th Party in the Park and Fireworks in Central Park. Due to similar pressures to those listed above, budgets, and environmental concerns, several neighboring Twin Cities metropolitan cities have stopped offering July 4th fireworks in recent years. Most significantly for Roseville, neither St. Paul or Minneapolis has offered July 4th Fireworks since 2019. Given Roseville's proximity to those two cities, this has led to an increased number of non-resident attendees at our July 4th event, which has created a larger crowd and more traffic. Roseville's Fireworks are displayed over Bennett Lake in Central Park and are best viewed from the Lexington Avenue side of the park. The perimeter of Central Park cannot be controlled, and the available parking in the park and surrounding neighborhood is somewhat limited. Additionally, anecdotally, it seems that crowds have been somewhat

less well-behaved in recent years, including shooting personal fireworks in the middle of the crowd and increasing alcohol consumption.

The confluence of fewer available police reserves and the challenge of recruiting both reserves and regular officers on a holiday has made the provision of security for the event even more problematic. In 2023, there were four officers (each who worked a 16-hour shift), three CSOs and two reserves assigned to the entire event (estimated at more than 15,000 attendees), including traffic control and crowd management. The police department is not confident that they will be able to recruit even this number of officers for the 2024 event if it is held on July 4.

The Fire Department also does not have the capacity to station Firefighters on site (in the crowd) during the event, so in the event of a medical emergency, they have to respond by navigating through the crowd. This is not a new problem, but one that seems to be more challenging each year.

Changes Under Consideration for 2024

Party in the Park and Fireworks

As we look toward 2024, based on safety concerns and a diminished number of police reserves available, two significant changes are under consideration. Most significantly, staff are proposing not offering the July 4 Party in the Park and Fireworks due to concerns about the ability to do so safely. In its place, one option would be to conduct a Rosefest Finale Event on Saturday, June 29, 2024. Much like the traditional July 4 event, the event could include inflatables, a concert and conclude with Fireworks over Lake Bennett.

The hope is that moving the event from July 4 to June 29 would both reduce the number of non-Roseville event attendees and make it somewhat easier to recruit officers, staff, and volunteers to support the event. Also, knowing that July 4 is a heavy travel weekend for many residents, an event on June 29 may actually be more accessible to some residents. This could create an event that is more similar to Slice of Shoreview, St. Anthony Village Fest, or Stockyard Days in New Brighton; one that is focused more on the celebration of Roseville, rather than Independence Day.

Conversely, given some community feedback this year, it may warrant some conversation as to whether fireworks are still appropriate at all for Roseville.

Run for the Roses

Another possible change under consideration is an adjustment to the Run for the Roses from a 10k, 5k, and Kids Fun Run to only a 5k and an improved Kids' Fun Run. Over the past two years, the 10k race has had 66 (2022) and 70 (2023) runners, compared to over 100 pre-pandemic. However, we have seen growth in the Kids Fun Run event, which is currently a small event that follows the completion of the 5k and 10k runs. The 10k event is very resource intensive, requiring more than 80 volunteers and 15 police reserves or regular officers, as runners cross more than 40 intersections throughout the City. Based on the current level of police reserves, it seems unlikely that the necessary level of police reserves will be available for the event next year, and many of the intersections that are currently controlled by police reserves cannot be safely controlled by volunteers. The 5k route, however, predominantly runs through Central Park, Howard Johnson Park, and the City Hall Campus and can be managed with roughly 40 volunteers and 6 police reserves. Diversion of some resources that are currently allocated to the 10k could allow for a higher quality 5k experience and the creation of an improved Family Fun Run event.

Rosefest Moving Forward

It should be noted that staff firmly and unequivocally believe that community events, both large and small, are a key element to providing a safe, connected, and healthy community, and are committed to offering a Rosefest that contributes to our overall community. Immediately following the conclusion of Rosefest 2023, staff from several City departments started to plan for Rosefest 2024, and Parks and Recreation staff began to undertake a larger conversation about Rosefest moving forward. Staff conducted an informal SWOT (Strength, Weakness, Opportunity, and Threat) analysis of Rosefest.

As a result of these conversations, staff have identified some possible priorities to focus on as Rosefest continues to evolve:

- Provide events that foster a sense of community in Roseville and encourage a sense of community pride.
- Provide events that intentionally seek to engage different demographics within the community, including age, race, culture, and ability.
- Provide events that are safe.
- Prioritize events that are sustainable (both in terms of resources and environmental sustainability).
- Provide events that contribute to community connections, physical wellness and/or emotional wellness.
- Emphasize quality over quantity.
- Condense Rosefest to one week.
- Try new and creative things, and accept that with experimentation there will be both success and failure.

Over time, these priorities would be refined through community feedback, and new events could be developed incrementally.

In the short run, this updated Rosefest will still include important staple Rosefest events such as the Rose Parade, Taste of Rosefest, 5k and Kids Fun Run, a more community-focused Party in the Park, and many of the other smaller but popular events. One could envision a "Rosefest Super Saturday" where one could begin the day with the 5k, play in the Rosefest Golf Tournament at midday, and end the day with a concert and fireworks.

Policy Objectives

To offer safe, diverse opportunities for Roseville residents to recreate, build community pride, and strengthen community connections.

Racial Equity Impact Summary

At this time, staff capacity has limited the ability to conduct a full racial impact analysis on Rosefest. However, future events will be assessed utilizing racial equity analysis, and over time, events that specifically target historically underrepresented populations will be prioritized.

Budget Implications

It is anticipated that the above changes will be similar in expenses and revenue to previous Rosefests and can be accommodated within the proposed 2024 Budget.

Staff Recommendations

Staff recommends adjusting Rosefest, as outlined above, to ensure that a safe and modern Rosefest can be offered to the community.

Requested Council Action

135 Provide feedback to the staff regarding the proposed alterations to Rosefest, as discussed above,
136 including moving the current July 4 event to a similar event on June 29, and alteration of the Run for the
137 Roses to a 5k and more developed Kids Fun Run.
138
139
140

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments: 1. 2023 Rosefest Lineup

141

Roseville Parks & Recreation Commission
Agenda Item

DATE: November 9, 2023

ITEM: 4.b.

ITEM DESCRIPTION: Commission for Parks and Recreation Accreditation Overview

Background

The National Recreation and Parks Association (NRPA) administers a Parks and Recreation accreditation program named CAPRA (the Commission for Parks and Recreation Accreditation). According to the NRPA:

NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) delivers quality assurance and improvement to accredited park and recreation organizations throughout the United States by helping them build a comprehensive management system of operational best practices. This system improves their infrastructures; increases efficiency in all their departments; and demonstrates accountability within their communities. Implementation of this system strengthens teamwork among organization staff, imbeds all aspects of CAPRA into their organization's internal culture, and establishes a continuous improvement mindset for all organization activities.

CAPRA is the only national accreditation of park and recreation organizations and is a valuable measure of an organization's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the best way to demonstrate that your organization and your staff provide your community with the highest level of service.

Roseville Parks and Recreation is one of 206 agencies in the US, and one of four in Minnesota, that are currently CAPRA accredited. Roseville is one of only six organizations who have maintained accreditation since the program's inception in 1993.

In 2024, Roseville will stand for its five-year re-accreditation review. Staff will provide an overview of the CAPRA program, the re-accreditation process, and answer any questions regarding CAPRA accreditation.

Recommendation

Receive the staff presentation, ask questions and provide feedback.

Attachments

1. Commission for Accreditation of Park and Recreation Agencies _ National Recreation and Park Association Overview (website)



≡ MENU

Search



[HOME](#) | [CERTIFICATION](#) | [ACCREDITATION](#) | [CAPRA ACCREDITATION](#)

CAPRA Accreditation



NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) delivers quality assurance and improvement to accredited park and recreation organizations throughout the United States by helping them build a comprehensive management system of operational best practices. This system improves their infrastructures; increases efficiency in all their departments; and demonstrates accountability within their communities. Implementation of this system strengthens teamwork among organization staff, imbeds all aspects of CAPRA into their organization's internal culture, and establishes a continuous improvement mindset for all organization activities.

CAPRA is the only national accreditation of park and recreation organizations and is a valuable measure of an organization's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the best way to demonstrate that your organization and your staff provide your community with the highest level of service.

Benefits of Accreditation

For Your Community

- Demonstrates that the organization meets national standards of best practice.
- Recognizes the community as a great place to live.
- Helps secure external financial support and reduce costs for the community.

- Holds an organization accountable to the public and ensures responsiveness to meet their needs.
- Ensures that all staff are providing quality customer service.

For Your Organization and Staff

- Provides positive public and political recognition.
- Proves to decision makers, stakeholders and the public that the organization is operating with the best practices of the profession.
- Increases credibility and can improve internal and external funding.
- Improves overall operations and increases efficiency.
- Enhances staff teamwork and pride by engaging all staff in the process.
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement.

Accreditation Process

The **CAPRA Accreditation Process** includes 6 steps:

1. Submit Preliminary Application and Fee
2. Attend [Prepare for CAPRA Accreditation - Basics and Standards](#) online training
3. Develop Self Assessment Report
4. Present Self Assessment Report to CAPRA Review Team for initial review
5. Host CAPRA Review Team members for Onsite or Virtual Visitation
6. Attend Official CAPRA Hearing in person or virtually at [NRPA's Annual Conference](#)

Reaccreditation Required Every 5 Years

Agencies must repeat this process every 5 years to stay in compliance with CAPRA's guidelines.

CAPRA Resources

- [CAPRA Accreditation Process](#)
- [Accredited Agencies](#)
- [CAPRA Promotional Toolkit](#)
- [CAPRA National Accreditation Standards](#)

- [CAPRA Volunteer Information](#)
- [CAPRA Trainings](#)
- [CAPRA Commission](#)
- [CAPRA Frequently Asked Questions](#)

Agency Accreditation Community

Through NRPA Connect, CAPRA hosts an open forum for discussion, sharing of information, and public comment on CAPRA standards and processes. [Join the discussion.](#)

CAPRA Accreditation



Accredited Agencies

There are currently [193 accredited park and recreation agencies](#) in the United States. Are you here?

CAPRA Accreditation



Contact Us

For direct assistance, please email CAPRA@nrpa.org or phone 703.858.2155.

News Stories

CAPRA: A Tangible Guidepost for the City of Fort Collins



Fort Collins used the CAPRA Accreditation process strategically as a roadmap to examine, assess and improve its operations.

[Read More](#)



NATIONAL RECREATION AND PARK ASSOCIATION (NRPA)

22377 BELMONT RIDGE RD
ASHBURN, VA 20148-4501
PH: 800.626.NRPA (6772)

[CONTACT US](#)
[PRESS INQUIRIES](#)
[PRIVACY POLICY](#)

Stay Informed!

Get updates on what's happening in the field and how you can get involved.

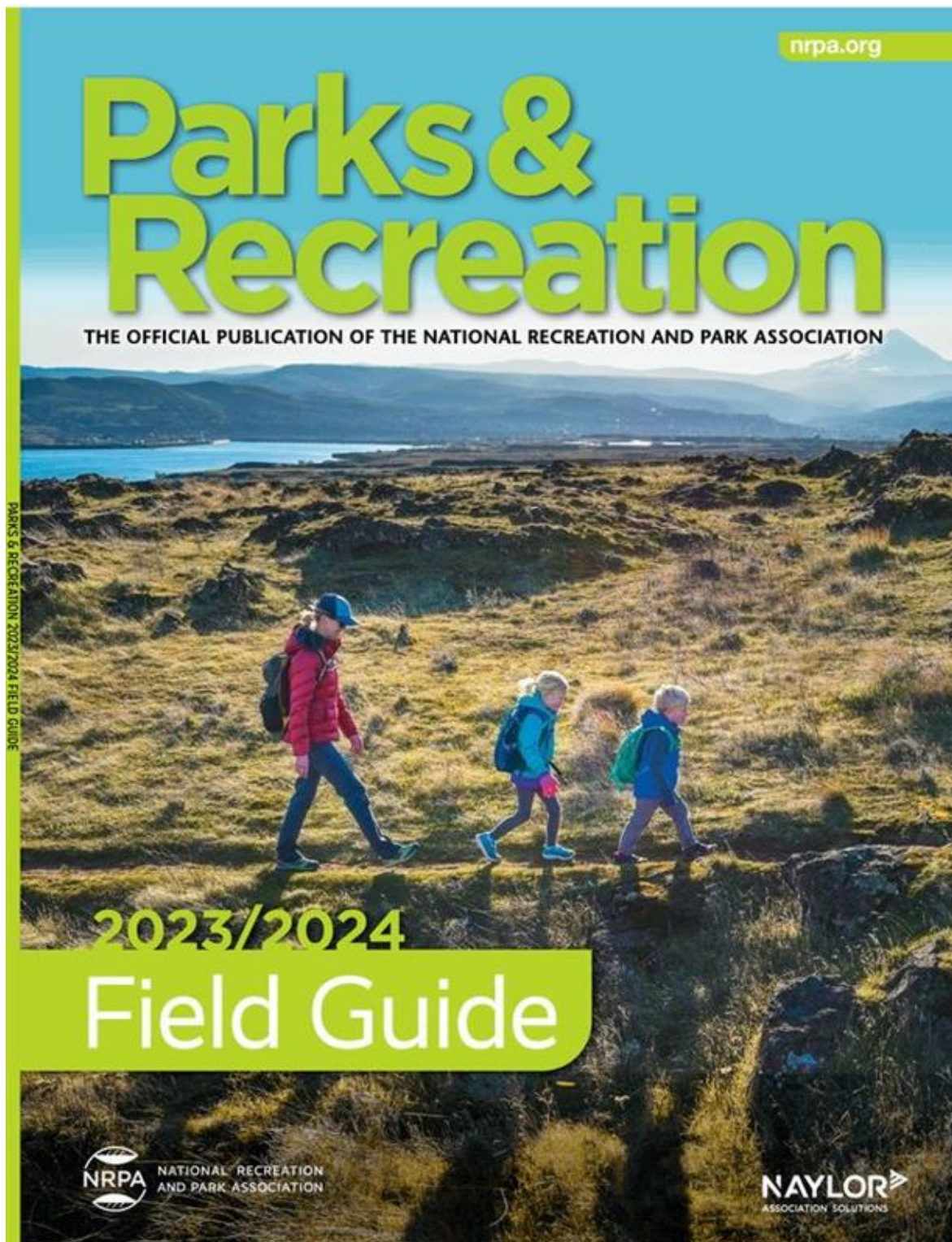
First Name

Last Name

Email Address

STAY INFORMED

We won't share your info and you can unsubscribe anytime.



Parks & Recreation Field Guide

The Field Guide delivers suppliers, vendors and service providers to park and recreation agencies throughout the United States and Canada.

[LEARN MORE](#)

Engage With Us



**Roseville Parks & Recreation Commission
Agenda Item**

DATE: November 9, 2023

ITEM: 4.c.

ITEM DESCRIPTION: 2024 Meeting Calendar Draft

Background

A copy of a draft 2024 meeting calendar is attached. Please review and provide feedback.

Recommendation

Adopt 2024 meeting calendar.

Attachments

1. 2024 Draft P&R Commission Calendar

ROSEVILLE PARKS AND RECREATION COMMISSION

2024 ANNUAL CALENDAR

Day / Month	Time	Location
Tuesday, January 2	6:30 p.m.	Regular Meeting - City Hall
Tuesday, February 6	6:30 p.m.	Regular Meeting - City Hall
Tuesday, March 5	6:30 p.m.	Regular Meeting - City Hall
Tuesday, April 2	6:30 p.m.	Regular Meeting - City Hall
Tuesday, May 7	6:30 p.m.	Regular Meeting - City Hall
Tuesday, June 4	6:30 p.m.	Regular Meeting - City Hall
JULY		NO MEETING
*Thursday, August 8	6:30 p.m.	Regular Meeting - City Hall
*Alternate day/date due to Night to Unite on Tuesday, Aug 6		
Tuesday, September 3	6:30 p.m.	Regular Meeting - City Hall
Tuesday, October 1	6:30 p.m.	Regular Meeting - City Hall
*Thursday, November 7	6:30 p.m.	Regular Meeting - City Hall
*Alternate day/date due to election night on Tuesday, November 5		
Tuesday, December 3	6:30 p.m.	Regular Meeting - City Hall

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: November 9, 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. November 9 - P&R Flyers

From: noreply@civicplus.com
To: [*RVParksCommission](#)
Subject: Online Form Submittal: Contact Parks and Recreation Commission
Date: Wednesday, October 11, 2023 12:08:11 PM

Caution: This email originated outside our organization; please use caution.

Contact Parks and Recreation Commission

Please complete this online form and submit.

Subject:	Recommendation for Gregg Gridley to join the Parks and Rec Commission
----------	---

Contact Information

Name:	Linda Sharon Froiland Gridley
-------	-------------------------------

Address:	[REDACTED]
----------	------------

City:	Roseville
-------	-----------

State:	MN
--------	----

Zip:	55113
------	-------

How would you prefer to be contacted? Remember to fill in the corresponding contact information in the fields below.	Email
---	-------

Phone Number:	[REDACTED]
---------------	------------

Email Address:	[REDACTED]
----------------	------------

Please Share Your Comment, Question or Concern

My husband Gregg is a great organizer and very thoughtful person.
We moved to Roseville a little over a year ago. Prior to that we lived in the Desnoyer Park Neighborhood of Saint Paul. While there Gregg was President of the Desnoyer Park Neighborhood Association and a member of the Union Park Council.
He would have many referral or recommendations from several people in either or both groups.
He is know for is calm, even disposition and his thoughtful advise or input.
He would make a great addition to your Park and Rec

Commission.

Unless restricted by law, all correspondence to and from Roseville City government offices, including information submitted through electronic forms such as this one, may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

Email not displaying correctly? [View it in your browser.](#)



COOKIES, COCOA & Crafts



2023 Cookies & Cocoa with Kris Kringle

Saturday December 2
Session 1 : 9:00 - 10:15am
Session 2 : 10:45a - 12:00p

Pre-Registration Required
Parents must accompany children
\$12 per participant - Ages 2-10

.....
Register today!
651-792-7006
www.cityofroseville.com/parks
.....


20th annual

Holiday Craft Fair



December 2 & 3, 2023

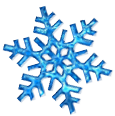
Sat., 10-4

Sun., 12-4

 **ROSEVILLE** City Hall



2660 Civic Center Drive, Roseville, MN 55113
at the corner of N. Lexington Avenue and W. County Road C



- * More than 50 crafters & artists, all hand-made items
- * Free coffee, hot cocoa & cookies, sponsored by  PNC BANK
- * Lots of free parking * No admission charge



cityofroseville.com/HolidayCraftFair



vendor fees benefit

Harriet Alexander Nature Center

(651) 765-HANC (4262)



CITY OF ROSEVILLE

WE'RE LOOKING FOR
TALENT

OPEN MIC NIGHT

Calling all musicians, comedians, poetry readers
& entertainers! Share your awesome talents w/
the rest of Roseville at Open Mic Night.

October 19
November 16
December 21

**3RD THURSDAY OF
THE MONTH | 7 P.M.**
CEDARHOLM
COMMUNITY BUILDING
2323 HAMLINE AVE

January 18
February 15
March 21

These FREE events are open to all ages & abilities. Performers
and spectators welcome. Call to sign up for a time slot starting
the Monday before the event, 651-792-7154 or sign up the night
of. Spaces may be limited.



Questions?
Call 651-792-7154
steve.anderson@cityofroseville.com
www.cityofroseville.com/golf

2023-2024 ADULT BANDY

Bandy is a fast paced combination of soccer and hockey, without checking, played on a large rectangular sheet of ice similar in size to a soccer field. It is a game dominated by skating. Adult Rec League Bandy is a great alternative to hockey and excellent workout.



Program # **Level** **Day** **Time** **Dates**
9101.149 **Adult Rec** **Sundays** **3 - 5pm** **Nov 12 - Feb 25**
** Games typically played at 3 & 4pm*

Price: Regular \$145, Roseville Resident \$135
Register by November 10
Register Online @ www.cityofroseville.com/skatingcenter

Equipment required: skates, helmet with face mask, mouth guard, shin pads, elbow pads and bandy stick.

Participants Name:		Phone:	
Home Address:		City:	State: Zip:
 ROSEVILLE SKATING CENTER 2661 Civic Center Dr Roseville, MN 55113	BIRTHDATE:		Email Address:
	GENDER (circle one): <u> F </u> <u> M </u>		PROGRAM #: <u> 9101.149 </u>
	PROGRAM NAME: <u> Adult Bandy </u>		
	Does participant have any disability, allergy or special needs 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
Visa or MasterCard#			Exp Date
Name on Card:			CVV Code:

Adult Bandy 2023-2024



ROSEVILLE SKATING SCHOOL

WINTER-SPRING 2023-2024 / 16 WEEK SESSION



Tuesdays, November 28 – April 9 (No Class 12/26, 1/9, 1/30, 2/13)

PROGRAM #	TIME	LEVEL
9101.166	5:45 - 6:15pm	Tots, Ages 3-5 (Helmets & Mittens Encouraged)
9101.167	6:15 - 6:45pm	Tots, Ages 3-5 (Helmets & Mittens Encouraged)
9101.168	6:15 - 6:45pm	Ages 6-8
9101.169	6:45 - 7:15pm	Ages 6-8
9101.170	7:15 - 7:45pm	Ages 9-18
9101.171	7:15 - 7:45pm	Adults 18+
9101.172	7:45 - 8:15pm	Synchro (Gamma or above)



Saturdays, Dec 2 – April 13 (No Class 12/23 12/30, 1/20, 2/17)

PROGRAM #	TIME	LEVEL
9101.173	8:00 - 8:45am	Freestyle 1 & 2
9101.174	8:30 - 9:15am	Freestyle 3 & 4
9101.175	10:30 - 11:15am	Freestyle 5 - 8
9101.176	11:30 - 12:00pm	Tots, Ages 3-5
9101.177	12:00 - 12:30pm	6-8 years old
9101.178	12:30 - 1:00pm	9-18 years old

30 MIN CLASS= REGULAR FEE \$180 / ROSEVILLE RESIDENT FEE \$170

45 MIN CLASS= REGULAR FEE \$195 / ROSEVILLE RESIDENT FEE \$185

REGISTER ONLINE @ www.skatetheoval.com

An \$8.00 processing charge will be added to all cancellations. Registrations accepted on a first come, first served basis.

*** THERE ARE NO PROVISIONS FOR PRACTICE ICE OR MAKE-UP CLASSES ***

Please call 651-792-7007 for additional information. Mail registrations to address on form.

KEEP THE TOP OF THIS FORM FOR YOUR INFORMATION

Participants Name:		Phone:	Parent/Guardian Name:	
Home Address:		City:	State:	Zip:
GENDER (circle one): F M BIRTHDATE: _____ STATUS: New Student ____ Returning Student ____				
PROGRAM #: _____ PROGRAM NAME: _____ TEST PASSED: _____				
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:	
Visa or MasterCard #:	CCV#:		Exp Date:	

Roseville Skating Center reserves the right to cancel or adjust any session due to insufficient enrollment

WINTER 2023-2024

**Roseville Parks & Recreation Commission
Agenda Item**

DATE: November 9, 2023

ITEM: 5.b.

ITEM DESCRIPTION: Other New or Relevant Communication and Update Items

Background

At each commission meeting, city staff provides updates on city activities and projects ongoing within the city that pertain to Parks and Recreation activities.

Recommendation

Receive report and provide feedback.

Attachments

1. Rosebrook Site Modification Council Report
2. New Park Council Report

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/23/2023

Item No.:

7.e.

Department Approval



City Manager Approval



Item Description:

Discuss Possible Site Plan Modifications and Upgrades to Rosebrook Park

Background

Rosebrook Park is an 8-acre park located at the corner of County Road C and Snelling Avenue, but only accessible by vehicle via Fry Street. The park contains two full-size lighted soccer fields, tennis courts, a gathering building with exterior bathrooms (opened in 2015), a mid-sized playground, and a 50 by 30 foot wading pool. It is identified as a “community park” in the Parks and Recreation System Master Plan, meaning that it has recreational opportunities that will be of interest to the whole community, as opposed to primarily the immediate neighbors.

Over the next two years, Rosebrook Park has two larger amenities identified for replacement in the City’s 20 year Capital Improvement Program (CIP):

- The Rosebrook playground was installed in 2000 and was first planned for replacement in 2021, but has been deferred due to condition and staff capacity. The playground is now at a point where replacement is necessary, as plastic and metal components are beginning to fail and parts can no longer be acquired for replacement. A recent repair to a slide required the staff to plastic-weld a non-standard piece to the existing slide to keep it operational. The playground has begun to receive lower (although still passing) grades on our quarterly playground safety inspections. It is identified for replacement in 2024 with a planned budget of \$165,000.
- The wading pool, currently the City’s only water-play feature, dates back to at least the early 1970s and still has many of its original components. It is well beyond its expected useful life of 20 to 30 years. In 2009, and again in 2016, significant crack patching was undertaken to keep the pool in usable condition (both were known to be short-term fixes). These cracks have begun to reemerge and new cracking has developed in the 50-plus year old concrete. City maintenance staff manually patches the pool each spring, but the cracks are becoming too large to be repaired.

This summer the pool had a small leak which resulted in regular water loss, and cracking that cannot be patched was discovered in the recirculating pipes. The pool’s sand-based filtration system is original and is well beyond its useful life. In recent years, when parts have failed, staff have had to utilize private secondary markets (such as eBay) to find parts from other decommissioned pools. However, as the

years pass, these parts become more difficult to locate, more expensive to purchase, and less effective over time.

The pool is at a point where short-term fixes are no longer viable and a decision will need to be made about how to move forward. We hope to be able to get the pool back on line next summer for a final season, but each year becomes more and more challenging. The Capital Improvement Program identifies \$500,000 for the pool in 2025.

In addition to the asset replacement, changes in park usage and new development in the neighborhood has recently spurred a conversation regarding a perceived lack of parking at the park.

When long-term assets come up for replacement, prior to beginning the replacement process, it is best practice to pause and review the whole park to ensure that like-for-like asset replacement makes the most sense for the long-term planned usage of the park and to identify any other opportunities that can be leveraged in the process of asset replacement. In this case, it appears that the combination of these two projects over the next couple of years could present a unique opportunity to review the southern portion of Rosebrook Park. This broader analysis ensures that at minimum, the two projects are coordinated in construction and aesthetics and, at maximum, a somewhat significant revision of the Rosebrook Park site plan.

One option that has been considered for many years at Rosebrook Park is replacing the wading pool with a splash pad. Additional analysis shows that installing a splash pad instead of the pool could allow for a modified site plan that would allow additional parking, and move the play areas further from the Fry Street (Attachment 1).

On a citywide level, a splashpad is one of the most commonly requested amenities the City does not have in the parks and recreation system. Splash pads typically require infrastructure such as changing rooms and waterline access, which Rosebrook Park currently has, and which could be leveraged to install a splashpad more affordably than can be done at many other site in the City.

At this point, consideration has only been undertaken at the staff level. In the coming months, staff plans to meet with the neighborhood to discuss the project and proposed modification. From there, depending on feedback, staff would begin to develop a possible new site plan for the park and begin implementation.

A process could include:

- Neighborhood meeting to discuss possible modifications to the site plan, and installation of a splash pad instead of a wading pool (late 2023/early 2024)
- Site plan, estimated budget, and project timeline formalized (2024)
- Request for Proposal issued for vendor(s)
- Engagement meetings (two or three) with neighbors to develop a detailed plan for the play elements (summer/fall 2024)
- Construction (likely 2025)

Depending on the final scope of this project, it may make sense to pair this larger project with other 2024/25 CIP projects (for example, the Lexington Park Playground) to attract more competitive proposals.

Policy Objectives

This project is consistent with the City's policy of replacing aging and poorly-condition-rated assets in a planned manner that is consistent with the City's asset management and Capital Improvement Plan.

Review of the site plan is consistent with Parks and Recreation System Master Plan Policy 6.2: to assess community needs and desires for the use of existing community facilities...and improved space while making park improvements.

Racial Equity Impact Summary

Staff will ensure that an equity impact analysis is undertaken as part of the development of this project.

Budget Implications

The CIP includes \$165,000 for replacement of the Rosebrook Park Playground (2024) and \$500,000 for replacement of the Rosebrook Wading Pool (2025). Additional renovations, including the addition of parking, could be funded using park dedication funds that have been contributed from development in this area.

Staff Recommendations

Receive presentation and provide feedback to staff regarding the proposed project and engagement process.

Requested Council Action

Receive presentation and provide feedback to staff regarding the proposed project and engagement process.

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments: 1. Concept DRAFT
2. Presentation

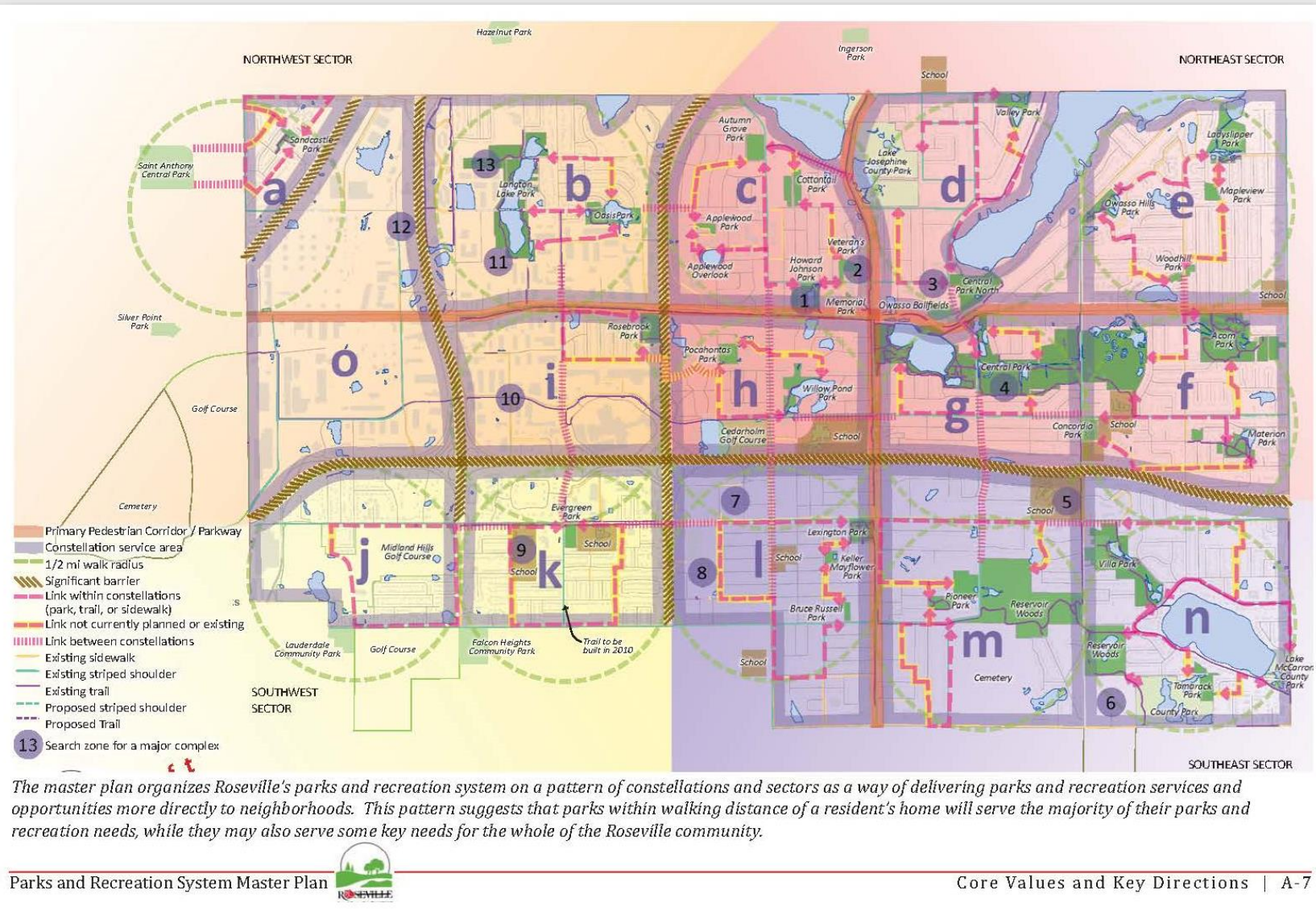
Discuss Possible Site Plan Modifications and Upgrades to Rosebrook Park

Parks and Recreation



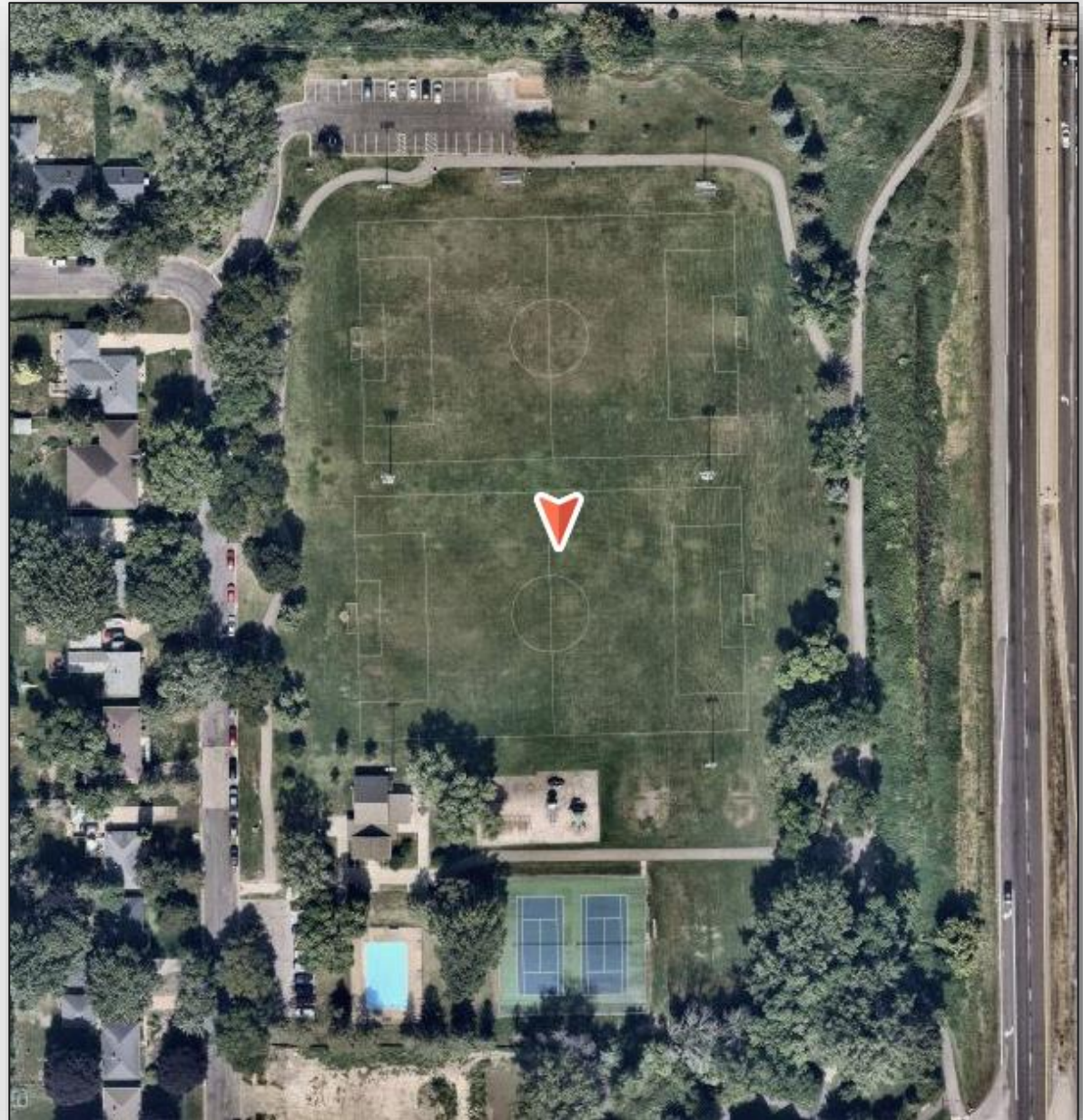
Rosebrook Park Site Plan

System Master Plan



Rosebrook Park Site Plan

Current Site



Rosebrook Park

2024 CIP ITEM - Playground



Rosebrook Park Site Plan

2025 CIP ITEM – Rosebrook Pool



Rosebrook Park Site Plan

2025 CIP ITEM – Rosebrook Pool



Cracked Piping In
Recirculation System



Cracking on Pool
Floor



Outdated Filtration
System

Rosebrook Park Site Plan

Pool vs. Splash Pad



Splash Pad vs. Wading Pool

- Splash Pads are one of the most commonly requested amenities
- Splash Pads are more inclusive/accessible than traditional pools
- Less drowning risk with splash pads
- Was considered for Rosebrook in Parks and Recreation System Master Plan
- Cost is comparable
- Depending on style, can be more water use with a splash pad

Rosebrook Park

Rough Draft Concept Idea



Rosebrook Park Site Plan

Process, Funding, and Engagement

Funding Plan:

PIP Playground Replacement

\$165,000 (2024)

PIP Pool Replacement/Splash Pad

\$500,000 (2025)

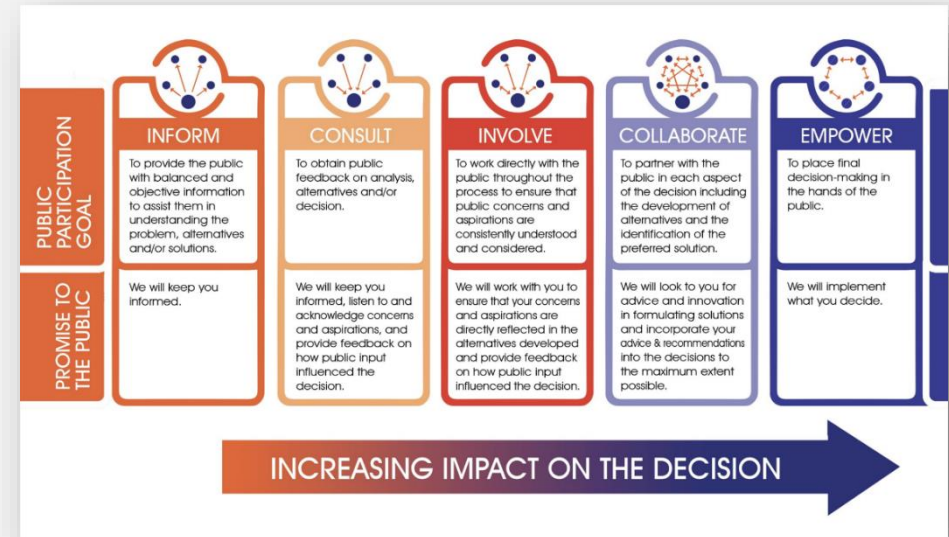
Park Dedication Fund

Any Expenses Not Covered Above

Process:

1. Engage with neighborhood about overall project/site modification (winter/spring)
2. Finalize site plan
3. Develop and issue RFP (early 2024)
4. Select vendor
5. Engage neighborhood regarding specifics (summer/fall 2024)
6. Project installation (likely 2025)

Engagement Plan:



Engagement Level: Collaborate

Engagement Area: Wider than just the neighborhood



Questions?

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/23/2023

Item No.:

7.f.

Department Approval



City Manager Approval



Item Description:

Approve Concept Plan and Budget for New Park 2381 County Road B.

Background

In late 2022 the City acquired 0.8 acres of land for a new park at 2381 County Road B through a combination of park dedication and purchase. The parcel is located in constellation J of the Parks and Recreation System Master Plan, which does not currently have a park and is explicitly identified as a priority for additional parkland.

In March 2023, the City entered into an agreement with LHB Consulting for planning and design services to assist in the development of a park concept plan and to prepare cost estimates for the new park.

The community planning process was designed in accordance with the International Association for Public Participation (IAP2) best practices, and the community was engaged at the "collaborate" level: *to partner with the public in each aspect of the decisions including the development of alternatives and the identification of the preferred solution.*

Specifically, the following meetings were held during the planning process:

- Wednesday, May 10 – Community meeting to listen and brainstorm
- Wednesday, June 14 – Concept design options review & listening session
- Wednesday, September 13 – Preferred concept reviewed and initial playground discussion

Residents in the neighborhood were invited to the meeting through direct mail, Nextdoor.com, and posters. Additionally, a survey was created and advertised via Nextdoor.com and a mailing to the multi-family housing in the constellation.

The Parks and Recreation Commission reviewed the proposed final park concept plan on October 3 and was supportive of the concept as proposed.

Architects' construction cost estimates for the plan are \$570,000, including the development of the construction documents. At this point, it is believed that staff can manage the project in-house to avoid

additional expenses related to construction management. It is important to note, due to greater staff involvement than anticipated, only \$6,400 of the \$23,000 that was budgeted for planning has been utilized to date.

In addition to the management of the project, staff anticipates taking a "community construction" approach to the development of this park, where possible, which could yield some additional savings and further engage the neighborhood in their new park.

The current plan is to fund the construction of the park utilizing previously-received park dedication funds.

The next step in the process is to adopt the proposed park concept plan, approve a budget and funding source. From there, staff and consultants will develop construction documents, accept proposals for the work, and begin the development of the park in 2024.

Per Parks and Recreation Administrative Policy # 40 (Attachment 4), the Parks and Recreation Commission will consider a process and recommend a name to the City Council.

Included in your packet is a summary of the process (Attachment 1), feedback received (Attachment 2), and the preferred concept (Attachment 3).

Policy Objectives

The process for involving community members to review, discuss and recommend improvements to City facilities is consistent with the City's efforts for community engagement and input. This plan is consistent with the Parks and Recreation Systems Plan and its recommendation for Southwest Roseville.

Racial Equity Impact Summary

The neighborhood in which this park will be located is one of the few remaining areas in Roseville where residents do not have a park within a 10 minute walk, an important metric that the Trust for Public Land uses to measure health equity within a community. Studies show that close-to-home park access is essential for community wellbeing by encouraging physical activity, fostering a connection to nature, bringing neighborhoods together and contributing to climate resilience.

In accordance with the IAP2 best practices, the engagement process provided additional opportunities for multifamily residents in the neighborhood to participate, and will continue to engage with community members with disabilities as the final construction documents are developed.

Budget Implications

The anticipated budget for the project is \$570,000, including the development of the construction documents. This would be funded using previously acquired park dedication funds.

It is anticipated that the new park will add \$22,000 annually to the Capital Improvement Program and \$7,500 to the annual Parks operating budget for maintenance and supplies.

Staff Recommendations

Given the need for additional park amenities in this neighborhood, the community process, and the support of the Parks and Recreation Commission, it is recommended that the Council adopt the attached park concept plan for the new park at 2381 County Rd. B. and authorize staff to move forward with the project and budget as outlined above.

Requested Council Action

Motion adopting the 2381 County Road B Concept Plan as proposed with a \$570,000 budget to be taken from the Park Dedication Fund and authorizing the Mayor and City Manager to enter into an agreement with LHB Group (Attachment 5) to develop construction documents for the project, for a price not to exceed \$23,400.

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments:

1. Process Summary
2. Meeting Notes Combined
3. Preferred Concept
4. Parks and Recreation Policy #40: Assigning Names to City Facilities
5. Agreement With LHB for Construction Documents
6. Presentation

93