



Parks & Recreation Commission Agenda

Tuesday, January 2, 2024

6:30 PM

City Council Chambers

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. Roll Call**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Approval of Minutes - December 5, 2023
- 4. Business Items**
 - a. Planning Process for Updating Natural Resources Management Plan
 - b. Reach for Resources and Parks and Recreation Fee Assistance Year in Review
- 5. Other Business**
 - a. Departmental Updates
 - b. Other New or Relevant Communication Items
 - i. Update March Parks and Recreation Commission Meeting Date to Thursday, March 7, 2024
- 6. Adjourn**

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
December 5, 2023 6:30 p.m.**

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

• **INTRODUCTIONS**

• **ROLL CALL/PUBLIC COMMENT**

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

No public in attendance.

• **APPROVAL OF MINUTES – NOVEMBER 9, 2023 MEETING**

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

Roll Call

Ayes: Arneson, Baggenstoss, Beckman, Boulton, Brown, Dahlstrom, Matts-Benson.

Nays: None.

Abstain: Ybarra.

• **BUSINESS ITEMS**

a) **REVIEW DRAFT 2024 - 2025 PARKS AND RECREATION TWO-YEAR STRATEGIC WORK PLAN**

Staff introduced the 2024 - 2025 Parks and Recreation Two-Year Strategic Work Plan. The document is intended to be a strategic and thoughtful guide for staff to be intentional in planning work over the next two years.

The placement and purpose of the 2024 - 2025 Parks and Recreation Two-Year Strategic Work Plan includes:

- Parks and Recreation System Master Plan
 - Outlines the strategic direction of the Parks and Recreation System
 - Comprehensive Engagement Effort

- Adopted by the City Council
 - Reviewed in 2020 as part of the City's Comprehensive Plan
- Two-Year Strategic Work Plan
 - Identified tangible, attainable outcomes, including budget, timeline and accountability
 - Commission feedback/goals
 - Ongoing feedback from residents
 - Project specific engagement
 - Budgetary responsiveness
 - Program/staff level feedback
- Division Goals and Work Plan
 - Budget Goals
 - Staff Goals and Work Plan
 - Commission feedback/goals
 - Ongoing feedback from residents
 - Project specific engagement
 - Budgetary responsiveness
 - Program/staff level feedback
- Outcome Review

Staff provided a brief overview of projects included in the 2024 - 2025 Parks and Recreation Two-Year Strategic Work Plan, including:

- Develop/Install New Park at 2381 Co. Rd. B
- Rosebrook Park Site Plan/Capital Improvements
- Update Parks and Recreation Management Software
- Complete Natural Resources Inventory and Plan Update
- Determine Next Steps/Long Term Plan Following Envision Roseville
- Develop Strategies to Assess and Implement Items Currently not Offered in the Parks and Recreation System
- Ensure Recreation Program Align with Current Community Needs
- Installation of Low E Ceiling and LED Lighting in the Roseville Arena
- Installation and Upgrades to the Lexington Park Playground
- Develop Key Trail Connections into Parks
- Identify and Implement Strategies Related to the Possible Impact of Veterans Park
- Procure Funding and Implement Remaining Items from the OVAL Capital Updates
- Develop a Plan/Scope/Scale for Replacement of the Replacement of the Cedarholm Maintenance Building

Staff relayed that the projects included in the 2024 – 2025 Parks and Recreation Two-Year Strategic Work Plan may change in the future as goals can be added, updated, or adjusted as needed.

The Commission and staff discussed the current status for 2381 Co. Rd. B and potential key trail connections into parks.

Vice-Chair Matts-Benson noted she appreciates that diversity, equity, and inclusion are included and highlighted throughout the work plan.

Commissioner Baggenstoss asked staff if they feel anything was left out of the work plan. Staff relayed that they don't feel any items that are ready to implement, were left off. Rather, there has been a balance of identifying projects to complete over the next years with the day-to-day work needed to continue providing high quality programs, events, parks and facilities.

b) **PARKS AND RECREATION COMMISSION GOALS**

The Commission reviewed the current Parks and Recreation Commission Goals.

Commissioner Arneson asked staff what the next steps would be to potentially adjust the language around acquiring new parkland. Staff recommended discussing the topic at the next joint meeting with the City Council.

The Commission discussed adding the following action steps to goal 4.c:

- Review the language around acquiring new parkland.
- Have a statement prepared for the next joint meeting with the City Council to gain further guidance on potentially changing the language.

Vice-Chair Matts-Benson and Commissioner Beckman relayed that their names can be added to Goal 1.b in lieu of Commissioner Baggenstoss as he is terming out from serving on the Parks and Recreation Commission.

The Commission discussed the new park naming policy and process that has previously been used.

• **STAFF REPORT**

a) **DEPARTMENTAL UPDATES**

- The Holiday Craft Fair at City Hall was on Saturday, December 2 and Sunday, December 3 with 40+ vendors and was a very well attended event.
- Coffee and Cocoa with Kris Kringle was held at the Cedarholm Community Building on Saturday, December 2. This event sold out.
- USA Cup and John Rose Open speedskating event on December 9 and 10 at the Guidant John Rose MN OVAL.

- The New Year's Eve on Ice event will be held on December 31, 2023 (2-9 p.m.) at the Roseville Skating Center and Guidant John Rose MN OVAL.
- Nature at Nine event every 2nd Wednesday of the month at 9 a.m. A conversation with a different topic and guest speaker will be featured each month.
- The "Sprouts" early childhood nature program for ages 1-5 will begin in January.
- The Envision Roseville report is included in the December 5, 2023 Parks and Recreation Commission meeting packet. A longer discussion on Envision Roseville will be held at the January 2, 2024 Parks and Recreation Commission meeting.
- The City Council reviewed the Parks and Recreation Natural Resources Plan.
- The next Rosebrook Park Community Meeting will be held on Wednesday, December 13 at the Rosebrook Park Building.
- The Guidant John Rose MN OVAL is a nominee for *USA Today 10Best* under the category of "Best Ice Skating Rink." Currently, the Guidant John Rose MN OVAL is in first place. Voting is still open and can be done at: <https://10best.usatoday.com/awards/travel/best-ice-skating-rink-2023/guidant-john-rose-minnesota-oval-roseville-minnesota/>. The results will be announced via *USA Today* and the City of Roseville website.
- The Friends of the OVAL is working to raise funds to potentially bring back the winter lights on the evergreen trees surrounding the OVAL.

b) OTHER NEW OR RELEVANT COMMUNICATION AND UPDATE ITEMS

• OTHER BUSINESS

- Commissioner Arneson reminded Commissioners and those community members watching the meeting that cross country skis and snow shoes can be rented from City Hall. Call 651-792-7006 to reserve a ski package or snow shoes (credit card required). Groomed cross country ski trails are available at the Cedarholm Golf Course, weather permitting.

• ADJOURN

Meeting adjourned at approximately 7:37p.m.

Respectfully Submitted,
Danielle Christensen, Parks and Recreation Department Assistant

Roseville Parks & Recreation Commission Agenda Item

DATE: January 2, 2024

ITEM: 4.a.

ITEM DESCRIPTION: Planning Process for Updating Natural Resources Management Plan

Background

In March 2023, Paul Bockenstedt from Stantec Environmental Consultants joined the Parks and Recreation Commission to discuss the completion of the Natural Resources Renewal Program. The Commission was excited about the work that had been done, but expressed concern that the program was coming to its planned conclusion, and encouraged staff to embark on a "next phase" of the program. In the time since, staff have worked with Stantec to develop a planning process for that subsequent phase (attachment 1). The proposal was approved on December 4, 2023, and the process will begin on Monday, January 14.

Staff will present an overview of the forthcoming planning process and receive feedback from the Commission.

Recommendation

Receive presentation and provide feedback.

Attachments

1. Natural Resources Plan - Request for Council Action & Proposal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023
Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Authorize Professional Services Agreement with Stantec Consulting Services Inc. for Natural Resources Planning

Background

In 2013, as part of the Park Renewal Program, the City hired Stantec Environmental and Natural Resources Consulting Services to update the City's Natural Resources Management Plan and assist the City with implementing an aggressive natural resources update in our parks, called the Natural Resources Renewal Program (NRR). The program intended to ecologically restore and strengthen Roseville's parks through the removal of invasive plants, restoration of native vegetation, and the development of a network of volunteers who would invest their time, energy, and know-how into making Roseville's parks and public spaces more environmentally healthy, sustainable, and resilient to climate change.

The 2013 plan envisioned a five-year initial phase of the Natural Resources Renewal Program. Due to ongoing grant funding, the program was able to be extended but began to wind down in 2021. In the time since, staff have continued to facilitate regular volunteer natural resources projects, and have utilized Stantec for ecological consultation and project execution on an "as needed" basis.

At this time, all the projects identified in the 2013 plan have been accomplished, and it is time to consider a "next phase" of the program to 1) ensure that there is no regression from the progress that has been made since 2013, 2) allow volunteers to continue to be active and engaged in the program, and 3) to ensure further improvement of the natural resources in Roseville's parks.

From the outset, the Natural Resources Renewal Program was intended as a fairly dramatic and rapid approach to natural resources work, and it was understood that additional ongoing planning and ecological support would be needed to sustain the program once the NRR program concluded. To account for this, a "natural resources" line was established in the Parks and Recreation Capital Improvement Program (PIP) and has been funded each year since 2019.

To thoughtfully and intentionally transition into the next phase of natural resources work, staff worked with Stantec to develop a planned and intentional program that:

- Compiles existing natural resource management (NRM) needs in natural park areas.
- Sets tangible goals for NRM over a 5-10-year time frame.
- Demonstrates intentionality in NRM planning and implementation.
- Engages the public in the development of the plan.
- Provides an updated prioritized list of potential NRM activities.
- Provides cost estimates for park project/activity implementation & long-term maintenance.
- Identifies reasonable benchmarks for measuring NRM progress.
- Supports community and volunteer stewardship and park NRM advocacy.
- Supports continuing pursuit of grant funding for NRM implementation.

The proposed program includes the following tangible steps:

Step 1: A complete Natural Resources Field Assessment of each park. The last complete and comprehensive study that was conducted was in 2002, and even the parks that were analyzed in 2013 have changed significantly since that time.

Step 2: Development of Natural Resources Field Maps for each park.

Step 3: Development of a Natural Resources Project list to be implemented in the coming years.

Step 4 (concurrent with steps other steps): Ongoing and intentional engagement with volunteer leaders, staff, and other stakeholders, through the use of a Technical Advisory Team, as projects are developed.

Each of the above tasks is necessary to systematically develop projects to ensure the sustained success of Roseville's Natural Resources Management Program. The proposed cost of the above tasks is \$39,628.

Following the completion of tasks 1 through 4 as outlined above, work will begin on the highest priority projects. Concurrently with the new work, some additional planning is proposed to shore up the structure of the volunteer program and update the overall Natural Resources Plan.

Step 5: Review and redevelop Roseville's Natural Resources Stewardship Network and propose structural updates and resource needs.

Step 6: Complete an updated Natural Resources Management Plan.

The proposed cost of these two additional tasks is \$10,138, for a program total of \$49,766. It should be noted, that the program is proposed on time and materials not to exceed \$49,766, so the actual cost may be lower than anticipated.

Stantec's Senior Ecologist Paul Bockenstedt has been the lead consultant on natural resources work in Roseville dating back to the development City's first Natural Resource Management Plan in 2000 (at the time, Bonestroo). Paul is a well-respected expert with more than 30 years of experience natural resources work in Minnesota and has a strong track record of expertise in the field, and adherence to Roseville's principles of engagement and resident-driven stewardship.

Policy Objectives

This program is consistent with Roseville's Community Aspiration of environmental responsibility, with well-maintained natural assets, the Parks and Recreation System Master Plan, and Roseville 2040 Comprehensive Plan.

Racial Equity Impact Summary

There does not appear to be an immediate racial equity impact associated with this project. Although likely not relevant on this scale, studies do indicate that environmental degradation and climate change have a disproportionate impact on people of color and other historically disadvantaged populations (Berberian, Gonzalez, and Cushing, 2022).

When identifying and prioritizing natural resources projects, additional weight may be given to areas in Roseville with higher populations of historically underrepresented individuals.

Budget Implications

This project will be funded using budgeted Natural Resources funds from the Capitol Improvement Program (Parks Fund, \$30,000 budgeted in 2023, and \$40,000 in 2024).

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Staff Recommendations

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Authorize the Mayor and City Manager to sign the enclosed proposal from Stantec Consulting Services Inc, for tasks 1 through 6 of the Proposal for Parks Natural Resources Management Master Plan, at a cost not to exceed \$49,766, pending final legal review.

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Requested Council Action

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Authorize the Mayor and City Manager to sign the enclosed proposal from Stantec Consulting Services Inc, for tasks 1 through 6 of the Proposal for Parks Natural Resources Management Master Plan, at a cost not to exceed \$49,766, pending final legal review.

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Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments:

1. Stantec Proposal for Parks Natural Resources Management Master Plan (Nov. 13, 2023)
2. Presentation

106

November 13, 2023
File: 227780124

Attention: Jim Taylor, Parks Superintendent
City of Roseville
2660 Civic Center Drive
Roseville MN 55113

Dear Jim,

Reference: Proposal for Parks Natural Resources Management Master Plan

Thank you for the opportunity to provide the City of Roseville with a proposal to help with master planning and engaging public input for natural resources management (NRM) in Roseville's city parks. Based on our meeting with you on September 7 as well as subsequent conversations, we understand that you are pursuing development of a Parks NRM Master Plan that accomplishes several things:

- Compiles existing natural resource management needs in park natural areas
- Sets tangible goals for NRM over a 5-10-year timeframe.
- Demonstrates intentionality in NRM planning and implementation.
- Engages the public in development of the plan.
- Provides an updated prioritized list of potential NRM activities.
- Provides cost estimates for park project/activity implementation & long-term maintenance.
- Identifies reasonable benchmarks for measuring NRM progress.
- Supports community and volunteer stewardship and park NRM advocacy.
- Supports continuing pursuit of grant funding for NRM implementation.

We are proposing the following Base Work Plan, schedule, and tasks to help with development of the Parks NRM Master plan. Work outlined below is proposed to be completed on a Time & Material Basis, Not-to-Exceed the total cost shown without prior written authorization from the City.

Reference: Proposal for Parks Natural Resources Management Master Plan

BASE WORK PLAN

Task 1: Natural Resource Field Assessments

November 2023 to January 2024

Assessment of current conditions is an important step in identifying NRM needs, setting tangible goals and benchmarks, and prioritizing NRM activities. Baseline conditions for natural resources in select parks were formally documented through field visits by Stantec Ecologist Paul Bockenstedt and others in 2002 for development of the 2002 Roseville Natural Resource Management Plan. Additional field assessments were conducted by Bonestroo (now Stantec) in 2013 to prepare a prioritized list of potential natural resource projects for the Roseville Parks Renewal Program. Existing conditions in the parks, however, have changed and improved substantially over the last 10 years through ecological restoration activities. Stantec has performed much of that work in partnership with the community and in support of and alongside dedicated volunteers. A formal systematic effort is needed now to document current natural resource conditions and management needs and set the stage for planning NRM for the next 5-10 years.

We propose to re-visit each park in late fall 2023 to spring 2024 to update the 2013 Roseville Parks Renewal Program Natural Resource Project List. This effort will focus on identifying natural resource maintenance activities that are important for sustaining the improvements made over the past decade. Stantec ecologists will use the same park map unit framework created in 2013 to document, organize, and prioritize NRM projects. Special attention and effort will be given to identifying types of activities that can be safely, efficiently, and effectively conducted on an on-going basis by trained volunteers or through periodic volunteer events.

A field inspection checklist will be used to record information at a consistent level of detail for each park. Data will include, at a minimum, the park name, management unit or location within the park, overall management activity type, recommended NRM activities (such as invasive plant spot treatments, enhancement seeding, planting, prescribed fire, etc), invasive plants present and approximate cover, and notes on anticipated labor (contractor/volunteer) and other resources (equipment/tools/supplies) needed to address the NRM needs.

Field data and comments will then be compiled into an Excel spreadsheet similar to the 2013 Roseville Parks Renewal Program Natural Resource Project List. We anticipate providing the draft results and reviewing the information with city staff in December to January as a springboard for refining public engagement for the master plan and for discussing in greater detail how to best support volunteer stewardship for long-term park NRM.

Deliverables

- Draft NRM field assessment results (spreadsheet)
- 1 meeting with city staff

Design with community in mind

Reference: **Proposal for Parks Natural Resources Management Master Plan**

Task 2: Park NRM Field Assessments (Maps)

December 2023 – February 2024

An updated set of park maps will be developed to identify and reference NRM locations within each park for recommended management. The most recent publicly available aerial photography for Ramsey County will be used to represent current conditions. We are open to suggestions for map layout preferences and incorporating any additional information that would be helpful for communicating internally and externally about NRM activities at each park. We anticipate that this map set will be an important communication tool for public engagement in the master planning process as well.

Deliverable

- Park NRM Map Set (PDF), including at least one map for each park (for a total of up to 36 maps)

Task 3: Park NRM Project List Refinement

January 2024 – March 2024

This task is envisioned as an iterative process of refining and updating the NRM Project List. The process is anticipated to include further analyses by Stantec to propose labor resources for specific types of activities, estimate NRM activity implementation costs, and identify activities/projects that would scope well for grant funding. We anticipate further refining, ranking, and prioritizing the list based on discussion and feedback from city staff and in response to public input.

Deliverable

- Final Parks NRM Master Plan Project List (spreadsheet)

Task 4: Public Engagement

January to June 2024

It is our understanding that the city would like to include targeted public engagement as a part of updating its Parks NRM Master Plan. The purpose of this engagement will be two-fold: to ensure that the Plan has enough support from key stakeholders and public officials to be adopted, and to assist in implementation of the plan by bolstering the existing community volunteer program. To that end, Stantec proposes the following engagement techniques.

Technical Advisory Committee

A Technical Advisory Committee (TAC) will be formed for the project including representatives from city staff, parks and recreation commission, and natural resources volunteers. Stantec will rely on city staff to identify desired members for the TAC and invite them to be part of the process. The purpose of

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Reference: **Proposal for Parks Natural Resources Management Master Plan**

the TAC will be to brainstorm and vet ideas at three key intervals throughout the planning process. Stantec envisions that the first TAC meeting would be held after the natural resource field assessments are completed. The agenda for the meeting would be to introduce the master planning process, discuss high-level findings from the field assessments and begin the process of prioritization of future projects. Stantec will create an agenda and any materials needed for the TAC, facilitate the meeting and create a summary of what we heard to inform the next steps in the planning process.

The second TAC meeting would occur during the project list refinement task with the objective of reviewing the draft list of projects and providing input on any priorities that should be moved up or down the list. The third TAC meeting would center around the current volunteer program (Task 5) and discuss elements that work well, and elements to improve. The TAC would also identify potential challenges that will be faced in implementing the plan and the volunteer program, and brainstorm approaches to surmounting those challenges.

Deliverable

- TAC meeting agendas and summaries

Focus Group

Focus groups are a way to include important stakeholders in the planning process who are not a part of the technical advisory committee. This could be existing volunteers, neighborhood groups or representatives, city staff or other stakeholders identified by the city. Stantec proposes to host a focus group during Task 3, which would be open to a wider group of participants. City staff would have full discretion over the focus group attendees. It is anticipated that the topic of this focus group would be to discuss priority projects and the volunteer program, but Stantec is open to other topic suggestions that City staff may have.

Deliverable

- Focus group agenda and summary

StoryMap

An online presence for the plan can help to spread the word and distill key facts for the general public. If desired by the City, a StoryMap could be created as an online plan equivalent at the end of the planning process and act as a tool for volunteer training in the future. The StoryMap could include key information from the plan that could be shared with volunteers at orientation to show the big picture and city goals that volunteers will be helping to achieve through their efforts. The StoryMap can also act as a promotional tool for the volunteer program. It is anticipated that the StoryMap would incorporate similar information to the PowerPoint but would be a tool that would incorporate the maps from Task 2 with interactive capabilities. Examples of StoryMaps that Stantec has created recently are linked below.

- [Clean Water for Cottage Grove \(arcgis.com\)](https://arcgis.com)
- [Dakota County Brownfield Grants \(arcgis.com\)](https://arcgis.com)

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Reference: Proposal for Parks Natural Resources Management Master Plan

Base Work Plan Cost Proposal

Work outlined in Tasks 1-4 above is proposed to be completed on a Time & Material Basis, Not-to-Exceed the total cost shown without prior written authorization from the City.

Task	Subtotal
Task 1: Natural Resource Field Assessments	\$14,552
Task 2: Park Natural Resource Management (NRM) Maps	\$ 5,679
Task 3: Park NRM Project List Refinement	\$ 8,707
Task 4: Public Engagement	\$10,690
TOTAL	\$39,628

POTENTIAL SUPPLEMENTAL SERVICES

Should the City be interested, below are potential supplemental services that Stantec may assist with. Tasks 4-6 described below are complementary to Tasks 1-3 outlined above. Stantec would be happy to complete supplemental tasks outlined below only after written authorization.

Task 5: Volunteer Stewardship Program Planning

January – May 2024

We have observed first-hand the exceptional interest and dedication of Roseville community volunteers in helping with park natural resource stewardship (and monitoring) activities. We understand that volunteer stewardship is anticipated to be a cornerstone for long-term NRM for Roseville Parks. As such, we propose this task to specifically focus on how the volunteer stewardship program is currently functioning and how it might be refined to maintain and support long-term volunteer engagement and interest and to best meet the NRM needs identified in Task 1.

We anticipate this task to include identifying a range of means and methods for supporting on-going, focused, and intentional volunteer natural resource stewardship activities. Means and methods could include identifying best practices for communicating stewardship needs and recording stewardship activities, training new volunteers, integrating technology tools, specialized volunteer training, and so on.

We envision meeting with city staff first to review challenges and opportunities with the current volunteer stewardship program. Discussion may include identifying current limitations in supporting a network of volunteers and brainstorming potential solutions. We would then meet with a focus group of volunteers to gather their input and ideas for program enhancement. This focus group is further described in Task 6 – Public Engagement A follow-up meeting with city staff will include review of the focus group feedback and identifying tangible next steps for refining the volunteer stewardship program.

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Reference: **Proposal for Parks Natural Resources Management Master Plan**

Deliverables

- 2 meetings with City staff
- 1 meeting with a focus group of volunteers
- Summary letter report with recommended next steps

Task 6: Parks NRM Master Plan Report

March – May 2024

We propose to develop a Parks NRM Master Plan report anticipated to include the methods of the study; project list (results of Task 3); site maps; goals, objectives, benchmarks, proposed activities, and general plan and framework for NRM implementation shaped by the results of work in Tasks 1-4. A sufficient level of detail will be included to enable incorporation of this Master Plan into a future Roseville Parks and Recreation Master Plan update.

Deliverable

- NRM Master Plan Report

Supplemental Services Cost Estimate

Stantec would be happy to complete supplemental tasks outlined above after written authorization.

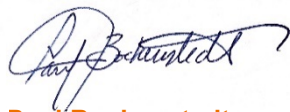
Task	Subtotal
Task 5: Volunteer Stewardship Program Planning	\$ 4,883
Task 6: Parks NRM Master Plan Report	\$ 5,255
TOTAL	\$10,138

Reference: **Proposal for Parks Natural Resources Management Master Plan**

Thank you for the opportunity to provide this proposal to you. We look forward to your feedback and are open to discussing proposal contents.

Best regards,

Stantec Consulting Services Inc.



Paul Bockenstedt
Senior Ecologist/Project Manager
Phone: 651 775 5331
Paul.Bockenstedt@stantec.com

By signing this proposal, City of Roseville authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the 13 day of November, 2023.

Per: City of Roseville

Print Name & Title

Signature

Roseville Parks & Recreation Commission

Agenda Item

DATE: January 2, 2024

ITEM: 4.b.

ITEM DESCRIPTION: Reach for Resources and Parks and Recreation Fee Assistance Year in Review

Background

Staff will provide a year-end summary of two initiatives that the department undertook in 2023 to improve access to historically underrepresented populations; Reach for Resources Inclusion Services and the Parks and Recreation Scholarship Program.

Reach for Resources

Reach for Resources is an inclusion services provider out of Minnetonka MN, with more than 35 years of providing inclusion services support to recreational activities. In an effort to improve access for people with disabilities, in 2023 the Parks and Recreation Department contracted with Reach for Resources to provide inclusion services support for recreational programming.

The first year of the program was tremendously successful but did include more inclusion requests than anticipated, and was consequently, more expensive. Specifically, through October 1, 244 hours of inclusion service support staff had been utilized, compared to the planned amount of 160. These 244 hours have been used by 13 unique children. Although this unexpected demand has been somewhat challenging to navigate financially, it is indicative of a previously unknown demand for additional inclusion support within our programs and is very much in line with our commitment to equity. To date, staff have navigated these additional expenses by reducing program expenses in other areas.

In November, the City Council authorized an agreement to continue to offer Reach for Resources in 2024 (attachment 1).

Parks and Recreation Fee Assistance Program

The Parks and Recreation Scholarship Program has been available to residents who are in need of financial assistance dating back many years. It has historically been funded with donations, but in recent years funds have been allocated in the City operating budget to allow for some greater promotion of the program. The Parks and Recreation Scholarship Program is available to any resident who is in financial need.

Last year, based in part on feedback from the Parks and Recreation Commission, the "per person" funding limit was increased from \$100 to \$150 per person. \$10,266 in scholarship funds were used in 2023, up from \$5,585 in 2022.

Staff will provide a summary of how both programs were used in 2023, including more detailed data analysis.

Recommendation

Receive presentation and provide feedback.

Attachments

1. Request for Council Action - Reach for Resources

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

11/6/2023

Item No.:

10.h.

Department Approval



City Manager Approval



Item Description:

Authorize 2024 Inclusion Services Contract with Reach for Resources

Background

Reach for Resources is an inclusion services provider out of Minnetonka, MN, with more than 35 years of providing inclusion services support for recreational activities. In 2023, the Parks and Recreation Department contracted with Reach for Resources to provide inclusion services support for recreational programming in an effort to improve access for people with disabilities. Specifically, with the agreement, Reach for Resources provided a number of services including:

- Training for City parks and recreation staff on inclusion
- Professional consultation and support on issues related to inclusion, and;
- Best practice guidelines related to providing inclusive services.

Most significantly, Reach for Resources provides trained, on-site staff to support the inclusion needs of program participants during recreational programs.

As a process, when a participant registers for a recreational program, they are asked if there are any special needs that the program participant has that would require additional support. From there, the needs are vetted by City staff, and assuming the need for inclusion services is validated, a participant-program-specific inclusion plan is developed between the participant's parent or guardian and Reach for Resources staff. Inclusion plans typically include the use of a Reach for Resources staff member at the program to support the additional inclusion needs.

The first year of the program (2023) was tremendously successful but did include more inclusion requests than anticipated, and was consequently, more expensive. Specifically, through October 1, 244 hours of inclusion service support staff had been utilized, compared to the planned amount of 160. These 244 hours have been used by 13 unique children. Although this unexpected demand has been somewhat challenging to navigate financially, it is indicative of a previously unknown demand for additional inclusion support within our programs and is very much in line with our commitment to equity. To date, staff have navigated these additional expenses by reducing program expenses in other areas.

Feedback from families who received Reach for Resources services to support their Parks and

Recreation participation has been very positive. Program evaluations (surveys conducted after the program is completed) have shown a very high satisfaction rate with the services provided. Some comments include:

- *"Thank you for being available. It's because of this program that we feel confident our child in a wheelchair will have an inclusive experience at camp."*
- *"Thank you so much for this program! My kiddo wouldn't have been able to attend unless I went, and I've got another kiddo so I don't have time to do that, and we don't have money to pay a private PCA (to say nothing of finding one in the first place), so THANK YOU!!"*
- *"Reach is a HUGE blessing!! We fully support your mission and how it is impacting people!"*
- *"Thanks for a great summer! This was much smoother than gymnastics last year. Looking forward to more to come!"*

In addition to the important benefits for the person with the inclusion needs, the presence of Reach for Resources staff on site has also improved the experience for all participants in the program, as program staff are better-trained to support inclusion and are supported by Reach for Resources staff when more significant intervention is needed.

The enclosed contract is to continue to the inclusion services agreement for 2024.

Policy Objectives

The provision of effective inclusion services is consistent with the Community Aspirations of "Welcoming, inclusive, and respectful," and being "Physically and mentally healthy and active," and is in alignment with the City's commitment to creating a more equitable community.

Racial Equity Impact Summary

According to the US Census Bureau, 3,998 Roseville residents (11.2%) live with a disability, many of which are barriers to participation in Parks and Recreation programming without additional inclusion support. As more becomes known about the essential benefits of parks and recreation program participation, including physical and emotional health benefits, childhood development benefits, a counterweight to the detrimental impacts of screen-time; failure to provide adequate inclusion services exacerbates the inequities between those who can participate and those who cannot.

Additionally, according to the US Census bureau, adverse outcomes due to experiencing a disability are disproportionately higher among historically underrepresented populations, including people of color and low income, compared to other demographics.

Budget Implications

The proposed 2024 Reach for Resources contract anticipates 268 hours of inclusion services at a cost of \$12,139.93. The proposed 2024 budget included \$7,000 for the Reach for Resources agreement in the Recreation Non-Fee budget. The additional funds will be repurposed from the Outreach line in the Recreation Non-Fee budget, which is intended for use for recreational programs and services that benefit historically underrepresented populations. As staff prepare for the 2025 budget with a better understanding of the demand for these services, they will develop a more accurate "inclusions services" line item and analyze different funding and revenue sources to support this important service.

Staff Recommendations

Authorize the Mayor and City Manager to sign the enclosed Contract for Inclusive Services in 2024 with Reach for Resources (attachment 1).

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Requested Council Action

Authorize the Mayor and City Manager to sign the enclosed Contract for Inclusive Services in 2024 with Reach for Resources (attachment 1).

- Prepared by:** Matthew Johnson, Parks and Recreation Director
- Attachments:** 1. 2024 Contract for Inclusion Service with Reach for Resources

Roseville Parks & Recreation Commission Agenda Item

DATE: January 2, 2024

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. Departmental Updates - Flyers

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



CANDLELIGHT SNOWSHOEING



SNOWSHOE ALONG CANDLIT TRAILS THROUGHOUT CEDARHOLM GOLF COURSE. ENJOY WARM BEVERAGES AND CHILI FROM TIO'S AFTERWARD. BRING YOUR OWN SNOWSHOES OR A LIMITED NUMBER OF SNOWSHOES AVAILABLE FOR RENTAL. REGISTRATION DEADLINE IS JANUARY 24.



January 26, 2024

6:00 - 8:00pm

**Cedarholm Community Building
& Golf Course**



Event \$15/ person | Program #9500.322
Snowshoe Rental Add-on

Medium (>160 lbs) Rental \$7/person | Program #9500.323

Large (>235 lbs) Rental \$7/person | Program #9500.324



Winter

OPEN HOUSE

HARRIET ALEXANDER NATURE CENTER



SATURDAY, FEBRUARY 3
10:00 AM - 4:00 PM

- FREE ADMISSION
- DROP-IN EVENT
- INDOOR AND OUTDOOR FUN
- ACTIVITIES FOR KIDS AND ADULTS
- DISCOVER ALL HANC HAS TO OFFER



651-765-HANC (4262)



cityofroseville.com/hanc



2520 Dale St. N,
Roseville MN 55113





SWEETHEART DANCE

The Sweetheart Dance guarantees a very special evening for every participant and the role model in their life. This memorable night will be full of dancing, crafts, and treats to enjoy. Following the dance you can join open skating at the OVAL at a discounted rate!

Date: Friday, February 23

Time: 6:15-8:15pm

Ages: 3-12 + Adult

Price: \$30 couples, additional child \$18

Program Code: 1606.792





Roseville Parks and Recreation
2660 Civic Center Drive
Roseville MN 55113 651-792-7006
cityofroseville.com/parks



Roseville Pickleball

Pickleball, a combination of tennis, badminton, and ping pong, is one of the fastest growing sports in the country. Six Courts are available at Brimhall Community Gym, 1744 West County Road B. Wooden paddle racquets and plastic poly balls will be provided (limited supply). Visit usapa.org for more information on rules and equipment.

All adults welcome, [see details on levels of play](#). No registration taken, just drop in. Discount pass available 10 sessions \$45, available at gym, please bring check to purchase pass.

Open Drop-In Doubles Play, players rotate. Limited to first 48 participants per session.

Call 651-792-7006 for more info or visit our website for updates, www.cityofroseville.com/parks

Winter/Spring Schedule 2024

Saturday Morning 9am to 11:30pm			Sunday Morning 8am to 10:30am		
Session	Dates	Price	Session	Dates	Price
January	No Sessions		January	7, 14, 21, 28	\$5
February	17, 24	\$5	February	11, 18, 25	\$5
March	2, 9, 16, 23, 30	\$5	March	3, 10, 17, 24, 31	\$5
April	6, 13, 20, 27	\$5	April	7, 14, 21, 28	\$5

Saturday Afternoon 2pm to 4:30pm			Sunday Beginner/Novice 11am to 1:30pm		
Session	Dates	Price	Session	Dates	Price
January	6, 13, 20, 27	\$5	January	7, 14, 21, 28	\$5
February	11 (no session on 2/3)	\$5	February	11, 18, 25	\$5
			March	3, 10, 17, 24, 31	\$5
			April	7, 14, 21, 28	\$5

Saturday Afternoon 12pm to 2:30pm		
Session	Dates	Price
February	17, 24	\$5
March	2, 9, 16, 23, 30	\$5
April	6, 13, 20, 27	\$5

**Beginner/Novice sessions are available to
New or Less Skilled players only
(3.0 rating or below).
Please choose the session that best fits
your skill level.
[See IFP rating description form for
details.](#)**

ROSEVILLE GYMNASTICS CENTER

Roseville Parks & Recreation Department
RosevilleGymnastics@cityofroseville.com

WINTER SESSION 2024

January 8 - March 9

PRESCHOOL **ages 3-5**

BEGINNER I **Res / Non Res**

2111.700	Monday	4:45-5:30 pm	\$92 / \$100
2111.701	Monday	6:45-7:30 pm	\$92 / \$100
2111.702	Tuesday *	5:45-6:30 pm	\$92 / \$100
2111.703	Wednesday	4:45-5:30 pm	\$92 / \$100
2111.704	Saturday *	9:00-9:45 am	\$92 / \$100

BEGINNER II **Res / Non Res**

2111.705	Monday	5:45-6:30 pm	\$92 / \$100
2111.706	Tuesday *	4:45-5:30 pm	\$92 / \$100
2111.707	Wednesday	5:45-6:30 pm	\$92 / \$100
2111.708	Saturday *	10:00-10:45 am	\$92 / \$100

INTERMEDIATE **Res / Non Res**

2111.709	Wednesday	6:45-7:45 pm	\$114 / \$124
2111.710	Saturday *	11:00 am-12:00	\$114 / \$124

ADVANCED **Res / Non Res**

2111.711	Tuesday *	6:45-7:45 pm	\$114 / \$124
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INSTRUCTIONAL **ages 6-14**

BEGINNER I **Res / Non Res**

2121.708	Monday	4:30-5:30 pm	\$102 / \$112
2121.709	Tuesday *	4:45-5:45 pm	\$102 / \$112
2121.710	Wednesday	6:00-7:00 pm	\$102 / \$112
2121.711	Saturday *	10:45-11:45 am	\$102 / \$112

BEGINNER II **Res / Non Res**

2121.712	Monday	5:45-7:00 pm	\$118 / \$128
2121.713	Wednesday	4:30-5:45 pm	\$118 / \$128
2121.714	Saturday *	12:00-1:15 pm	\$118 / \$128

INTERMEDIATE **Res / Non Res**

2121.715	Wednesday	6:00-7:30 pm	\$134 / \$144
2121.716	Saturday *	9:00-10:30 am	\$134 / \$144

ADVANCED I **Res / Non Res**

2121.717	Tuesday *	6:00-7:30 pm	\$134 / \$144
2121.718	Saturday *	9:00-10:30 am	\$134 / \$144

ADVANCED II **Res / Non Res**

2121.719	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: NOVEMBER 21.

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

WINTER SESSION 2024 January 8 – March 9

Classes will meet on the following days:

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>SATURDAY</u>
Week 1	Jan 8	Jan 9	Jan 10	Jan 13
Week 2	Jan 15	Jan 16	Jan 17	Jan 20
Week 3	Jan 22	Jan 23	Jan 24	Jan 27
Week 4	Jan 29	Jan 30	Jan 31	Feb 3
Week 5	Feb 5	Feb 13	Feb 7	Feb 10
Week 6	Feb 12	Feb 20	Feb 14	Feb 24
Week 7	Feb 19	Feb 27	Feb 21	March 2
Week 8	Feb 26	<u>*March 5</u>	Feb 28	<u>* March 9</u>

***NO CLASS FEB 6, MAKE UP MAR 5**

*** NO CLASS FEB 17, MAKE UP MAR 9**

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.



Call us to register
(651) 792-7006

Music Together with Ensemble Music



SING-DANCE-PLAY-LEARN! Music and movement classes with Ensemble Music. Ensemble Music research-based curriculum not only develops music skills, it nurtures creativity, self-expression, and confidence while also supporting social, emotional, cognitive, and physical development.

Winter Session: January 11-March 14

Spring Session: April 11-June 13

Time: 9:30-10:15am or 10:30-11:15am

Day: Thursday



Register: <https://www.cityofroseville.com/25/Parks-and-Recreation>



CALL US TO REGISTER
(651) 792-7006



REVSports



COST

\$73, RV RESIDENT \$65

VOLLEYBALL

SESSION 1: JAN 19 - FEB 9
SESSION 2: FEB 23 - MAR 15
DAY: FRIDAY
TIMES VARY ON AGE

BASKETBALL

SESSION 1: JAN 9 - JAN 30
SESSION 2: FEB 20 - MAR 19
DAY: TUESDAY
TIMES VARY ON AGE

REGISTER: [HTTPS://WWW.CITYOFROSEVILLE.COM/25/PARKS-AND-RECREATION](https://www.cityofroseville.com/25/parks-and-recreation)

Roseville Parks & Recreation Commission Agenda Item

DATE: January 2, 2024

ITEM: 5.b.

ITEM DESCRIPTION: Other New or Relevant Communication 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

None

Roseville Parks & Recreation Commission Agenda Item

DATE: January 2, 2024

ITEM: 5.b.i.

ITEM DESCRIPTION: Update March Parks and Recreation Commission Meeting Date to Thursday, March 7, 2024

Background

Due to precinct caucuses, the March Parks and Recreation Commission Meeting will be moved to Thursday, March 7. Please see the attached final 2024 Parks and Recreation Commission Meeting Schedule.

Recommendation

Attachments

1. Commission Calendar 2024 (Final)

ROSEVILLE PARKS AND RECREATION COMMISSION
2024 ANNUAL CALENDAR

<u>Day / Month</u>	<u>Time</u>	<u>Location</u>
Tuesday, January 2	6:30 p.m.	Regular Meeting - City Hall
Tuesday, February 6	6:30 p.m.	Regular Meeting - City Hall
*Thursday, March 7	6:30 p.m.	Regular Meeting - City Hall
*Alternate day/date due to the presidential nomination primary on Tuesday, March 5		
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