



Parks & Recreation Commission Agenda

Tuesday, February 4, 2025

6:30 PM

City Council Chambers

Commission Members: Lindsay Matts-Benson (Chair), Karen Beckman (Vice-Chair), Audrey Arneson (Youth), Joseph Arneson, Nick Boulton, Daryl Brown, David Dahlstrom, Chad Kooistra, Jamison Penny

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

1. Roll Call

- a. Moment of Remembrance For Jessica Raygor

2. Receive Public Comment

3. Approval of Meeting Minutes

- a. Approval of the January 7, 2025 Meeting Minutes

4. Business Items

- a. 2024 Volunteer Update
- b. Recreation Scholarship and Reach for Resources Report
- c. Maintenance and Operations Center Update (Standing Agenda Item)

5. Other Business

- a. Departmental Updates
- b. Other New or Relevant Communication Items

6. Adjourn

Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

ITEM: 1.a.

ITEM DESCRIPTION: Moment of Remembrance For Jessica Raygor

Background

Over the past month, the City received notification that one of our Parks and Recreation Commissioners, Jessica Raygor, passed away. Jessica not only volunteered as a commissioner, but she also had a regular weekly shift at the Harriet Alexander Nature Center. She has also volunteered at Rosefest, the Wild Rice Festival, Halloween at HANC, and created the display cases for Native American History Month that were very popular and engaging outside the council chambers.

Jessica's voice and unique perspective on the Commission will certainly be missed and her work as a volunteer left a lasting impact. Several commissioners have requested a moment of silence to remember Jessica and recognize her service.

Recommendation

NA

Attachments

None

Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

ITEM: 3.a.

ITEM DESCRIPTION: Approval of the January 7, 2025 Meeting Minutes

Background

Enclosed is a draft of the minutes of January 7, 2025. Please be prepared to approve or amend.

Recommendation

Approve/amend meeting minutes of January 7, 2025.

Attachments

1. 1. Minutes - January 7

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
JANUARY 7, 2025 6:30 p.m.**

PRESENT: A. Arneson, J. Arneson, Beckman, Brown, Kooistra, Matts-Benson,
Penny.
ABSENT: Boulton, Dahlstrom, Raygor.
STAFF: Johnson.

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

Roll Call Commissioners: J. Arneson, Beckman, Boulton, Dahlstrom, Kooistra, Matts-Benson, Penny.

No public in attendance.

3. APPROVAL OF MINUTES – DECEMBER 3, 2024 MEETING

Commissioner Penny moved to approve the minutes. Commissioner Kooistra seconded.

Roll Call

Ayes: A. Arneson, J. Arneson, Beckman, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: Brown.

4. BUSINESS ITEMS

a) PROVIDE PARK DEDICATION RECOMMENDATION FOR 571 ROSELAWN AVE. W.

Staff reviewed the purpose, process, and options to satisfy Park Dedication with the Commission.

The meeting addressed a proposal for 571 Roselawn Ave. W. that would subdivide the parcel currently containing one residential home into two parcels to allow for potential future residential development. The project qualifies for Park Dedication, with the cash contribution for the additional unit set at \$4,250. Alternatively, the required land dedication would be 10% of the total 0.53-acre parcel, equating to 0.053 acres. The proposed development is located within Constellation M of the Parks and Recreation system. No specific plans for parkland development currently exist for this area.

To provide context and guidance for the review, the meeting packet included several supporting documents: the Park Dedication Ordinance, the City Parks and Facilities map, the parcel site map, the preliminary plat map, and guidance from the Parks and Recreation System Master Plan. This guidance encompassed constellation maps, goals, and policies related to parks and open space acquisition. The applicant expressed a preference for fulfilling the Park Dedication requirement through a cash-in-lieu contribution rather than dedicating land.

The Parks and Recreation Commission discussed potential land-use options in close proximity to Reservoir Woods Park.

Commissioner Kooistra suggested installing a sign to indicate nearby parking options for Reservoir Woods Park.

Commissioner A. Arneson moved to recommend cash (\$4,250), in lieu of land, to satisfy Park Dedication for 571 Roselawn Ave. W. to the City Council. Commissioner Brown seconded.

Roll Call

Ayes: A. Arneson, J. Arneson, Beckman, Brown, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

b) ROSEBROOK PARK UPDATE, AND REQUEST FOR COMMISSION FEEDBACK

Two major items at Rosebrook Park (2590 Fry St.) are scheduled for replacement in 2025: the wading pool, installed in the late 1970s, and the playground, installed in 2000. The wading pool has surpassed its useful life and faces several issues, including cracked piping in the recirculation system, cracks on the pool floor, and an outdated filtration system.

The community has engaged in discussions about whether to replace the wading pool or install a splash pad instead. Key considerations for deciding between the two options include:

- Splash pads are one of the most commonly requested amenities.
- Splash pads are more inclusive and accessible than traditional pools.
- Splash pads present a lower drowning risk.
- A splash pad was proposed for Rosebrook Park in the Parks and Recreation System Master Plan.
- Splash pads typically serve a wider age range compared to small wading pools.
- A splash pad costs approximately 50% less than a wading pool.

To gather feedback, staff organized a neighborhood meeting on December 13, 2023, inviting over 500 residents living near the park. The meeting was attended by 17 residents, who expressed excitement about the possibility of adding a splash pad but raised concerns about

increased traffic in the already busy park. Attendees also suggested exploring a combined pool and splash pad option or examining the cost difference between the two. Additional suggestions included installing trail lighting around the park, expanding parking options, and maintain green space.

Following the neighborhood meeting, staff distributed a survey to gather broader feedback. The results revealed an even split between residents who preferred a splash pad and those who favored a wading pool, with strong opinions on both sides. There was, however, consensus on the need for playground upgrades.

Staff provided updated cost estimates for the proposed improvements at Rosebrook Park. A modern wading pool with splash amenities is estimated to cost approximately \$1.5 million, while a simpler version could be constructed for around \$1 million. Installing a recirculating splash pad would cost about \$500,000.

Additional proposed improvements include trail lighting, estimated at \$70,000, and parking lot expansions. Expanding the parking lot near the park building is estimated at \$200,000, while expanding the lot near the soccer fields would cost approximately \$300,000.

The CIP has allocated \$500,000 for the wading pool replacement and \$165,000 for the playground replacement. Other potential funding sources include Park Dedication Funds and grant opportunities.

Based on the information gathered, staff recommended the following scope and funding:

- Replace the playground - \$200,000
- Install splash pad - \$450,000
- Replace the current pool location with 30-35 additional parking spots - \$200,000
- Add trail lighting on the east side of the park - \$70,000
 - Estimated Project Total: \$920,000
 - Funded via:
 - \$670,000 in 2025 CIP
 - Up to \$250,000 in Park Dedication
 - Reduce Park Dedication impact if potential grants are secured

Chair Matts-Benson asked whether the water from the splash pad runs continuously. Staff explained that the water operates on a timer and is activated by a push-button system when in use.

The Commission also discussed parking, liability, and potential amenity options for Rosebrook Park. Commissioner J. Arneson suggested using angled parking to increase the number of available spaces. Staff responded that they would research the feasibility of this option.

Chair Matts-Benson asked about the locations of other splash pads in surrounding communities. Staff responded that they would compile a list of splash pads within the vicinity of Roseville. She also suggested exploring splash pad water features that would accommodate youth of all ages.

The Commission discussed potential options to address the concerns of community members who preferred retaining a wading pool. Staff explained that if the wading pool were to be replaced, it would most likely need to remain in its current location to utilize the existing pool system infrastructure.

Commissioner J. Arneson suggested the possibility of adding overflow gravel parking.

Commissioners Penny, Kooistra, Matts-Benson, Beckmann, and J. Arneson expressed support for the splash pad option, citing its greater equity, safety, cost-effectiveness, and longer lifespan.

Commissioner A. Arneson suggested displaying historical photos and information about the wading pool inside the park building as a tribute to the amenity if it is replaced with a splash pad.

Commissioner J. Arneson suggested the possibility of offering tribute bricks for purchase at the park.

Commissioner Brown recommended that, if the splash pad option is chosen, significant marketing efforts be made to inform the community about the change and the reasons behind it.

Commissioner J. Arneson moved to recommend to the City Council the replacement of the wading pool at Rosebrook Park with a splash pad. Commissioner Penny seconded.

Roll Call

Ayes: A. Arneson, J. Arneson, Beckman, Brown, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

c) REVIEW AND ADOPT PARKS AND RECREATION COMMISSION GOALS

At the November and December 2024 meetings, the Parks and Recreation Commission discussed goals for the next several years, including an updated format for presenting these goals. During

the December meeting, the Commission decided to delay formal action on the draft goals, allowing commissioners additional time to review the document and propose potential updates.

The current draft of the Commission's goals was distributed for further review.

Vice-Chair Beckman moved to adopt the Parks and Recreation Commission Goals as written. Commissioner J. Arneson seconded.

Commissioner Kooistra requested that his name be added to the following goals: the Natural Resources Goals, focusing on green spaces, and the Engagement, Connection, and Access Goals, focusing on volunteerism. Commissioners Penny and A. Arneson also requested to be added to the Engagement, Connection, and Access Goals, focusing on volunteerism. Chair Matts-Benson requested that her name be added to the Visioning and Planning Goal, focusing on receiving updates and providing feedback on Parks and Recreation items as they pertain to the Campus Master Plan Project.

Roll Call

Ayes: A. Arneson, J. Arneson, Beckman, Brown, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

5. OTHER BUSINESS

a) DEPARTMENTAL UPDATES

- The Holiday Craft Fair at Roseville City Hall took place on Saturday, December 7, 2024 (10:00 am – 4:00 pm) and Sunday, December 8, 2024 (12:00 pm – 4:00 pm). Over 2,400 visitors attended the two-day event.
- Cookies and Cocoa with Kris Kringle was held at the Cedarholm Community Building on Saturday, December 7, from 9:00 am – 12:00 pm, with over 240 kids and adults attending.
- The New Year's Eve on Ice event at the Skating Center had 2,300 community members participate.
- Outdoor skating rinks opened but unfortunately had to close due to weather.
- Open Mic Night at Cedarholm Community Building on Thursday, January 16 at 7:00pm.
- The upcoming Candlelight Snowshoe event at Cedarholm Golf Course will be weather-dependent.
- The MLK Day volunteer event on Monday, January 20, will involve seeding at Reservoir Woods and Villa Park, with brunch to follow at the Cedarholm Community Building.
- Interviews for a full-time position supporting 50% Forestry and 50% Natural Resources will soon take place. This position will replace the current 50% Forestry role.
- The City Council will discuss the Campus Master Plan at their meeting on Monday, January 13.
- The proposal for a new recreation management software vendor will be going to the City Council in late January or early February.

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

6. **ADJOURN**

Meeting adjourned at approximately 8:09 p.m.

Respectfully Submitted,

Danielle Christensen, Parks and Recreation Department Assistant

Roseville Parks & Recreation Commission

Agenda Item

DATE: February 4, 2025

ITEM: 4.a.

ITEM DESCRIPTION: 2024 Volunteer Update

Background

In 2014, a full-time Volunteer Coordinator was hired by the City to effectively use volunteers to enhance programming and services, and increase staff capacity to accomplish goals. Since then, the Roseville volunteer program has accomplished significant goals, including becoming a Service Enterprise certified organization. A Service Enterprise is an organization that strategically leverages volunteers to achieve operational efficiency and greater social impact. Service Enterprises are among the top 11% of nonprofits in the country in volunteer engagement and organizational performance. The Parks and Recreation department continues to have the highest number of volunteers and volunteer hours across all departments.

2024 Highlights include:

- 3,559 volunteer hours
- 497 total volunteers (unduplicated)
- 1,253 separate volunteer shifts
- \$123,408 dollar value of volunteer time (3,398.75 X \$36.31 (2023 hourly volunteer value in Minnesota, according to the Independent Sector)
- 88 Green Team volunteers spent over 850 hours keeping the city green and growing
- 18 Harriet Alexander Nature Center volunteers kept the Interpretive Center building open 6 days a week by volunteering over 1,500 hours
- 13 volunteers helped build the new Sunset Park playground (in the rain!)
- 35 volunteers help keep our parks clean with our Adopt-a-Park program

2025 Volunteer Program Goals and Updates

- Volunteer satisfaction surveys after events
- Finalizing Service Enterprise re-certification
- Expansion of volunteer events with the acquisition of new natural resources staff
- Increase accuracy in capturing volunteer hours

Staff will present an overview of how the volunteer program is used for the provision of Parks and Recreation services.

Recommendation

Receive update and provide feedback.

Attachments

1. Roseville Volunteer Process Overview
2. P&R Volunteer Assignments

Roseville Volunteer Process Overview

The following steps are used for the effective use of Roseville volunteers to enhance programming and services, which includes the following seven components:

1. **Program Planning:** This is done in collaboration between the staff requesting volunteers and the Volunteer Manager. The volunteer program needs to be responsive and supportive of staff and volunteer needs.
2. **Job Development & Design:** If volunteers are to be used, this step lays out in writing the specific expectations and job requirements the staff wants from the volunteer. This is done in collaboration with the staff making the request and the Volunteer Manager or other staff.
3. **Recruitment:** Once the volunteer job description is complete, the Volunteer Manager or other staff will recruit to fill the request. Recruitment is an ongoing and multi-level process that includes on-going relationship building with a variety of community organizations such as faith communities, schools, service organizations, businesses and individuals. While the Volunteer Manager will serve as the lead in recruitment and outreach for volunteer needs, all staff play a critical role in volunteer recruitment.
4. **Screen & Interviewing:** Once volunteers are interested, they will typically fill out a volunteer application and have an interview. In the case of one-time and group volunteers, the on-boarding process will be modified to meet the needs of the project, while assuring that steps needed for risk management are taken. In specific cases that are predetermined to require it, volunteers will submit references and complete a background check. The Volunteer Manager or other staff will complete these steps.
5. **Volunteer Placement:** Having completed step 4, the volunteer is ready to get started. The Volunteer Manager or other staff will work with the staff and volunteer to get a schedule of day and time commitment established.
6. **Orientation:** There are two parts to volunteer orientation. The first part is the responsibility of the Volunteer Manager and gives the volunteer information about The City of Roseville as a whole. The second portion is conducted by the staff or lead volunteer who is supervising the volunteer and provides training for the specific volunteer role.
7. **Supervision:** Staff or lead volunteers who are using volunteers are responsible for the following on a day-to-day basis.

Expectations: Be as clear as possible about what you want the volunteer to do. Use the job description as a communication tool. Making a step-by-step list is another example of giving clear expectations

Training: Provide training for volunteers so that they are able to do the job you are requesting.

Communication/Feedback: It is important to let a volunteer know in a timely manner how they are doing, both positive and constructive feedback.

Documentation: Volunteers are asked to record their time served so that we can adequately track their impact, provide appropriate recognition, potentially apply for grants and have an accurate record in the event of a liability situation. The City of Roseville uses the Volgistics volunteer database. It is also important to document any situations that arise with your volunteers that might require future follow-up.

Recognition: Staff should create a welcoming and inclusive culture for volunteers. “Please”, “thank you” and a friendly smile go a long way. Other forms of recognition include social gatherings and meals.

2024 Parks and Recreation Volunteer Assignments

Arboretum	Flower Power
	Green Team
	Orchard
Cedarholm Golf Course	Candlelight Snowshoe
	Cookies and Cocoa
Event - Rosefest	Fireworks
	Parade Committee
	Parade
	Run/Roll for the Roses
Events - HANC	Earth Day
	Holiday Craft Fair
	Open House
	Spooktacular
	Tapping Time
	Wild Rice
Events & Special Projects	Dance Recital
	Kite Day
	Natural Resource Renewal - General
	Natural Resource Renewal - Volunteer Led
	Office Volunteers
	Special Projects - Groups
	Special Projects - Individuals
	Summer Entertainment Hosts
	Sweetheart Dance
	Tree Trust
Harriet Alexander Nature Center	Animal Care
	Front Desk
	Kids' Camps
	Special Projects
Leaders in Training (LIT's)	LIT's
Oval - Skating Center	Arts at the Oval
	Special Projects
Parks - Adopt-a-Park	Adopt a Park
Playground Builds	Sunset Park

Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

ITEM: 4.b.

ITEM DESCRIPTION: Recreation Scholarship and Reach for Resources Report

Background

Each year, staff provide the Parks and Recreation Commission with a summary of the annual usage of two initiatives that are crucial to ensuring Roseville Parks and Recreation programs and services remain available to all members of our community: Reach for Resources and the Fee Assistance Program.

Reach for Resources is an inclusion services provider out of Minnetonka, MN, that the City contracts to provide inclusion services support to recreational activities. In 2024, we provided 175 hours of inclusion support to 10 youth, a decrease from the 240 hours used in 2023. This year, services included assistance with ice skating, gymnastics, summer programming, and summer sports.

The Parks and Recreation **Fee Assistance Program** has been available for many years to residents in need of financial support. 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. In 2024, \$13,146 in scholarship funds were used, an increase from \$10,266 in 2023.

This program is a key tool for ensuring that historically underrepresented populations are able to gain the documented benefits of participation in Parks and Recreation programs.

Staff will provide a summary of how both programs were used in 2024, including more detailed data analysis.

Recommendation

Receive presentation, answer questions, and provide feedback.

Attachments

None

Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

ITEM: 4.c.

ITEM DESCRIPTION: Maintenance and Operations Center Update (Standing Agenda Item)

Background

At each meeting throughout the planning and construction process, staff will provide updates on the progress of the Maintenance and Operations Center.

At this meeting, staff will review the discussion from the January 13, 2025, City Council meeting regarding the next steps for the Maintenance and Operations Center and the License and Passport Center, including an updated Parks and Recreation dance studio.

Recommendation

Receive update, ask questions, and provide feedback.

Attachments

1. RCA Jan 13, 2025: Discuss next steps with the Maintenance Operations Center and License & Passport Center projects

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/13/2025

Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Discuss next steps with the Maintenance Operations Center and License & Passport Center projects.

Background

On November 5, 2024, two referendum questions were on the general election ballot asking Roseville voters whether a local sales tax should be implemented to fund two City projects. One question asked to create a 0.5% local sales tax to fund the construction of a Maintenance Operations Center (MOC). The second question asked to create a 0.5% local sales tax to fund the construction of a new License and Passport Center (LPC). While separate questions, the approval of either one or both questions would create a 0.5% local sales tax in Roseville.

The results from the election were as follows:

City Question 1 -Maintenance Operations Center 0.5% Sales Tax

Yes 11,263

No 9,171

City Question 2 - License and Passport Center 0.5% Sales Tax

Yes 9,465

No 10,831

Based on the results, the City can implement a 0.5% local sales tax to fund the construction of the MOC up to an amount of \$64 million. Conversely, since the referendum question regarding the LPC failed, the City may not fund a new LPC with local sales tax funding. However, given the existing space challenges for the LPC coupled with the fact the new MOC will need to use the space where the existing LPC is located, there still is a need to replace the LPC.

With the split vote on the referendum questions and the complexity of implementing of the MOC project, staff is bringing forward information for a City Council discussion on various facets of the project in order to seek City Council feedback and direction.

Before getting into all of the details and steps of the process to implement a local sales tax, the City Council should first weigh in on moving forward with the overall project. While there are many details that need to be worked out, most significantly, how the needs of a new License and Passport Center will be met, staff would like affirmation whether or not the Maintenance Operations Center (as represented by the pre-design plan and funded by the local sales tax) will proceed. A graphic of the pre-design layout is included as Attachment 1.

Staff recommends that the Maintenance Operations Center project proceed.

36
37 **Question #1 Shall the City proceed with the planning and implementation of the new**
38 **Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design**
39 **Study adopted on October 19, 2022?**
40

41 Assuming that the MOC project is moving forward, staff would like to share information and receive
42 feedback and direction on the following topics:

- 43 1. Implementation of the approved local sales tax for the Maintenance Operations Center
- 44 2. Next steps for the License and Passport Center
- 45 3. Approach of managing final design, bidding, and construction management of the
- 46 Maintenance Operations Center
- 47 4. Community Engagement Plan for the project

48 At the end of this report, staff would also like to share with the City Council additional items that
49 will need to be addressed as the City moves forward with the project.
50

51 **Implementation of Local Sales Tax for the Maintenance Operations Center**

52 The Minnesota Department of Revenue requires local governments to notify them in writing at least
53 90 days before the anticipated begin date of the collection of the local sales tax.

54 The notice must include:

- 55 • Authorizing session law or Minnesota Statute
- 56 • Date the City plans to begin the tax (must begin on the first day of a calendar quarter)
- 57 • Approved tax rate
- 58 • Formal request for the Minnesota Department of Revenue to administer the new tax

59 As part of the notice, the City must provide a copy of the following information:

- 60 • Resolution imposing the local tax
- 61 • Board meeting minutes approving the resolution
- 62 • Our ordinance for sales and use tax regulations
- 63 • The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- 64 • Referendum questions and results
- 65 • Documentation of public informational meetings held prior to the referendum
- 66 • Meeting minutes approving the project plan or capital improvement designated for the use of
- 67 revenues collected

68 Due to the 90-day notice, the soonest that the local sales tax can be implemented will be July 1,
69 2025. Staff is not looking for any formal approval at the January 13 City Council meeting but has
70 attached to this report a sample of a notice and ordinance provided by the City Attorney.
71 (Attachment 2).
72

73 **Question #2 Does the City Council need any additional information about the project before**
74 **notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?**
75

76 **Next Steps for the Roseville License and Passport Center**

77 The fact that the LPC sales tax referendum question did not pass only prevents the use of local sales
78 tax to fund construction of the new LPC. As mentioned previously, there is still a need for a new

facility due to space and operational needs as well as the fact that the new MOC will need to use the land currently occupied by the LPC. In addition, the removal of the Lexington Shoppes to make space for the MOC, will also require the Parks and Recreation Department to relocate the dance studio and summer staff office space. As part of the pre-design, it was intended that the City dance studio and some office space would be located on the second floor of the LPC. If the LPC project does not happen or is significantly reduced, the City will need to find space for the City's dance studio and seasonal office needs.

A new facility for the LPC is important to construct as the continued operation of the LPC provides convenient and efficient motor vehicle licensing and passport services to residents of Roseville and surrounding communities. In addition, its operation helps reduce the tax levy needs for the City. Annually, the LPC provides \$200,000 of property tax relief for the City's residents through a transfer of dollars from the License Center Fund to the General Fund.

As the City Council is aware, the approved pre-design plan for the City Campus was to tear down the existing Lexington Shoppes building where the current LPC is located and relocate the new LPC facility to south of Woodhill Drive in the area currently occupied by the City's Maintenance Facility. As this space will be available for use once the current Maintenance Facility is demolished, staff proposes the LPC and dance studio be located on the City Campus as shown in the Civic Campus Pre-Design Study.

There are some options for the Council to consider regarding replacing the LPC. They include:

1. Closing the License and Passport Center
2. Leasing a new facility in a different part of Roseville
3. Locating the LPC on the former maintenance facility property as shown on the Civic Campus Pre-Design Study
4. Consider relocating the LPC on the City Campus, but in a different place than shown as part of the Pre-Design study, such as utilizing some of the existing maintenance facility structure or keeping the LPC on the north side of Woodhill but in a new building.

Staff does not recommend the closing of the LPC due to the benefit it provides to community residents both in services and property tax relief.

Regarding leasing a new LPC facility elsewhere in Roseville, staff has not done any analysis or review of possibilities. If that is the desired action by the City Council, a third party would be needed to assist staff in locating a site, negotiating terms and conditions, and estimating the build-out costs.

Similarly, the City would need to hire a third party to evaluate the feasibility and costs of using portions of the existing maintenance facility or relocating the LPC on a different part of the City Campus. At this point, staff does not have information on the costs or the timelines to pursue options 2 and 4 and would need to bring back details to a future meeting for City Council consideration.

Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?

If the decision is to construct a new LPC on City property, alternative funding sources must be

considered as the local sales tax cannot be used. Staff, working with Bond Counsel Mary Ippel, have identified three potential options:

1. Port Authority General Obligation Bonds
2. Economic Development Authority Revenue Bonds
3. City Revenue Bonds

In 2011, the City, using its port authority powers, issued \$27 million in bonds to implement the parks improvement plan and construct a new fire station. The final payment of \$2,485,500 for these bonds will be fully paid off in 2028 using 2027 levy funds. As a result, \$2,485,500 of existing levy funds will be available to use towards new debt payments for the LPC as part of the 2028 budget.

Regarding the cost of constructing a new LPC, the current estimate is approximately \$12 million. As this estimate includes about \$6 million for contingencies, soft costs, and inflation, it would be appropriate to have an updated cost estimate for a new LPC prior to issuing debt.

Ms. Ippel has prepared a memo detailing the differences between each financing option (Attachment 3). In brief, here is a summary of each option:

Port Authority General Obligation (G.O.) Bonds

The City of Roseville was granted "port authority" powers as defined under State Statutes under state legislation approved 1987. As a result, the City can utilize their port authority to issue general obligation bonds. These bonds can be issued without the submission of the question of issuing bonds to the electors of the City. There are some procedural steps that need to be taken that are outlined in Ms. Ippel's memo. The bonds are payable through property taxes collected by the City. The City can reduce the amount of taxes needed to pay the bond by an amount equal to the revenues derived from the project (i.e. from the License and Passport Center). So, with this option, the bond could be paid back by a combination of property taxes and LPC revenue.

Economic Development Authority (EDA) Revenue Bonds

The Roseville EDA could issue revenue bonds to construct the LPC. The City would then lease the new facility from the EDA with the annual lease amount equal to the annual debt payment of the EDA revenue bond. Property taxes can be used for the lease payment. Like the Port Authority G.O. Bond, a combination of property taxes and revenue from the LPC can be put towards the lease to pay back the EDA bond. Any revenue bond will have a higher interest rate than a G.O. Bond. Revenue bonds can be issued without holding a local referendum.

City Revenue Bonds

The City can issue revenue bonds payable solely from the net revenues of the LPC project. As the net revenues of the LPC may not be sufficient to pay the annual debt service of the bond, it is most likely not feasible to issue a city revenue bond. Like the EDA Revenue Bond, a city revenue bond will have a higher interest rate, and can be issued without holding a local referendum.

Question #4 At this point, does the City Council have a preferred type of financing to construct the new License and Passport Center?

Based on City Council direction, staff will bring back further discussion regarding the preferred financing of the LPC.

173 **Approach of managing final design, bidding, and construction management of the**
174 **Maintenance Operations Center**

175 There are a couple of planning and design components that will need to be done to move the MOC
176 project forward; final design by an architectural firm and overall project management that includes
177 bidding the project and construction management. It is desirable to have both efforts working in
178 parallel so as to make sure the final design is done with costs, scheduling, and construction
179 feasibility in mind.

180
181 For the final design, the City will need to hire an architectural firm to work with staff and City
182 Council on the components of the final design of the MOC (and the LPC if that moves forward).
183 Having the architect on board early will also allow the City to explore alternatives that staff or City
184 Council would like to have more information about.

185
186 For the overall project management, there are two approaches that the City Council should consider,
187 using a Construction Manager Advisor or a Construction Manager at Risk. (A third, but unfeasible
188 option, would be for staff to serve as the project manager. As current staff do not have capacity or
189 expertise to manage such a large and complex project, staff is not bringing this option forward).

190
191 **Construction Manager Advisor (CMa)**

192 With this approach, a city contracts with a construction manager to coordinate the work of multiple
193 contractors hired by the city. However, the city would hold all of the contracts for the various
194 contractors for the project. While the CMa would advise the city on working with the various
195 subcontractors, it will be the city's responsibility to enforce the contractor's performance. Therefore,
196 the CMa only serves as the city's advisor for the project and does not take on any of the risk
197 associated with the project.

198
199 **Construction Manager at Risk (CMaR)**

200 The use by cities of the Construction Manager at Risk process was approved by the Minnesota
201 Legislature in 2023. This process is commonly used for large private projects and has been used by
202 state agencies since 2005. The CMaR process places a third-party construction manager in charge of
203 overseeing the entire project from creating a schedule for project completion, creating bid packages,
204 managing the bidding process, managing the general contract and its subcontractors, inspecting the
205 on-going construction, dealing with site and construction issues as they arise, and coordinating the
206 change orders. The CMaR holds all of the construction contracts instead of the city and they
207 guarantee construction of the project for a guaranteed maximum price (GMP). The CMaR is exposed
208 to all of the risks of the project.

209
210 With the use of a CMaR, staff is consulted throughout the project, but the CMaR handles all of the
211 details. The CMaR process has recently been used in Oakdale, Rosemount, Apple Valley, Lakeville,
212 and White Bear Lake for recent projects. The costs for using a CMaR are typically higher than using
213 a Construction Manager Advisor, due to the CMaR taking on the risks of the project and
214 guaranteeing the price of the project.

215
216 The City Attorney has provided information about the CMaR process prepared by the her law firm.
217 (Attachment 4).

218
219 Staff recommends that the City Council direct staff to prepare request for proposals for architectural
220 firms to complete the final design of the overall project and look at Council-specified alternatives
221 and for a Construction Manager at Risk to oversee the entire project.

222
223 **Question #5 Does staff have permission to prepare requests for proposals for an architectural**
224 **firm and a Construction Manager at Risk for Civic Campus project that includes the MOC**
225 **and LPC?**
226

227 **Community Engagement Plan**

228 As the MOC project moves forward, it is important that the City is in regular contact with affected
229 stakeholders of the project. Therefore, staff has drafted a community engagement plan for the
230 project. Key components of the plan (see Attachment 5) include:

- 231 • Creation of a Civic Campus Final Design Stakeholder group comprised of residents
232 surrounding the project area, a representative of the VFW, representatives from five city
233 commissions (Finance, Parks and Recreation, Public Works, Environment & Transportation,
234 Planning, and Equity and Inclusion), and one City Council member. The stakeholder group
235 would provide input and feedback on the final design of the project. It is intended that the
236 stakeholder group would be operating at the “Involve” and “Collaborate” level of the IAP2
237 Spectrum of Public Participation. (See Attachment 6).
- 238 • The direct Involvement of City Commissions for specific recommendations throughout the
239 project, such as review of financing details by the Finance Commission, consideration of
240 rezoning of the project parcels by the Planning Commission, or the review of the final design
241 of the MOC by Parks and Recreation and Public Works Commissions.
- 242 • To be transparent, a project webpage on the City website will be created that will have
243 timelines, project documents, contracts, and information about the sales tax collection for the
244 public to access. Staff will use social media and the City newsletter to share the information
245 and drive people to the project webpage, especially at key milestones.
- 246 • Regular updates to the City Council and all City Commissions.

247
248 **Question #6 Is the engagement approach for the MOC project appropriate and what if**
249 **anything should be changed or added?**
250

251 **Additional Items for Discussion**

252 **VFW.** As part of the MOC project, the City will need to purchase the current VFW building and
253 help them relocate. As shown in the Civic Campus Pre-Design Study, it is proposed that a new
254 VFW would be located on the northwest corner of Woodhill and Civic Campus Drive. The purchase
255 and relocation of the existing VFW will be covered by the local sales tax proceeds. The construction
256 of the new facility will need to be funded by the VFW, with the proceeds of the sale to the City most
257 likely going towards the construction costs. There have been a couple of conversations with VFW
258 leadership in 2024 about the project in general and the purchase, relocation, and construction of the
259 new VFW, but there will need to be many more conversations between the City and the VFW to
260 work out the details of the transactions. Staff is expecting these conversations will begin in the next
261 few weeks. Along with the City Attorney, staff is also exploring what the real estate arrangement
262 would be for the new VFW to be located on current City property. Staff will bring forward a
263 discussion about the details and options about the VFW transaction to a future City Council meeting.
264

265 **Zoning/Land Use Items.** The property upon which the MOC will be constructed will need to be re-
266 guided in the City’s Comprehensive Plan and rezoned. The land for Veterans Park will need to be
267 re-guided and rezoned from Parks and Open Space to Institutional. The properties containing the
268 VFW and the Lexington Shoppes buildings will need to be re-guided from Neighborhood Mixed Use

to Institutional and rezoned from Mixed-Use 1 to Institutional. In addition, action by the City Council will be needed to vacate the dedication of Veterans Park that was part of The Lexington plat approved in 1989. Finally, as with any sale or purchase of land by the City, the Planning Commission is required to be notified and allow for comment from them on the purchase and/or sale of land.

Real Estate Transactions. As mentioned above, the City will need to purchase the VFW as part of the MOC project. As part of that transaction, the City will need to have an appraisal completed. The City is also responsible to provide relocation assistance to the tenants of the Lexington Shoppes, which currently include a hair salon, a tutoring center, and a gas station. The City currently has a relocation specialist working with the tenants.

Park Replacement. As the City Council is aware, the Parks and Recreation Department is in the process of needs assessment to determine how to replace the parkland and park amenities with the loss of Veterans Park. Additional information will be provided in future meetings on the progress of that work.

Timeline. Staff has included an estimated timeline of the overall project assuming all the components move forward. We expect to be better able to have a more precise schedule once the City has an architect and construction manager on-board.

Project Costs. For the City Council's information, staff has included a breakdown of the costs of the project as defined in the pre-design process. As with the schedule, the City will have more precise cost estimate once we have the architect and construction manager on-board.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City Dance Studio) will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver license and passport processing are conveniently available to community residents.

Equity Impact Summary

The new maintenance operations center and license center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. It should be noted that adjacent neighborhoods to the maintenance operations center will experience a change in how the land is used, with the parkland being converted to a maintenance operations center. Dedicated conversations between the City and adjacent neighborhoods are crucial to ensure any negative impacts from the new facility are mitigated as much as possible.

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall design and construction of the facilities. The City should commit to ensuring that smaller disadvantaged businesses are part of the final contracts awarded for the design and construction of the facilities.

While the imposition of a sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

Budget Implications

As this is a discussion at this time, there are no direct budget implications with this case.

Staff Recommendations

Staff recommends the City Council review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the [Civic Campus Pre-Design Study](#) adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?
- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Requested Council Action

Review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the [Civic Campus Pre-Design Study](#) adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?

- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. City Campus Project Graphic
2. Draft MDOR Notification Letter and Sales Tax Ordinance
3. Memo re: Financing Options for License and Passport Center
4. Construction Manager at Risk Information
5. Community Engagement Proposal
6. IAP2 Spectrum of Public Participation
7. Project Timeline
8. Project Costs Identified by the Pre-Design Plan
9. Equity and Inclusion Toolkit
10. Presentation
11. Bench Handout - Timeline

Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

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. 2.4.25 P&R Commission Flyers

From: noreply@civicplus.com
To: [*RVParksCommission](#)
Subject: Online Form Submittal: Contact Parks and Recreation Commission
Date: Thursday, January 2, 2025 3:49:27 PM

Some people who received this message don't often get email from noreply@civicplus.com. [Learn why this is important](#)

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

Contact Parks and Recreation Commission

Please complete this online form and submit.

Subject: wading pool

Contact Information

Name: roger hess jr

Address:

City: Roseville

State: MN

Zip: 55113

How would you prefer to be contacted? No need to contact me

Remember to fill in the corresponding contact information in the fields below.

Phone Number:

Email Address:

Please Share Your Comment, Question or Concern

commission member,

since the wading pool is a park feature that draws users from all over roseville, similar to the oval and the golf course, shouldn't all roseville residents be invited to make their opinions known concerning whether a new wading pool or splash pad should be built?

this does not seem to be a topic that should only have input from

neighbors close to the park.

since it is many months before anything could be built, you have plenty of time to have another meeting and advertise it to all roseville residents.

just a suggestion.

have a wonderful day!

roger
roger hess jr

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.](#)

2025 Parks & Recreation Commission Goals

Goal	Action/Initiative	Timeframe	Commissioner Steward	Progress
Equity and Access				
Find ways to be visible in the community utilizing an "equity lens"	Short Term Goal: Continue to ensure that an equity lens and equity analysis is utilized when discussion parks projects and initiatives.	Ongoing	Matts-Benson	
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		
Understand residents' experiences with their local parks. Work to find historically underrepresented voices in the community.	Short Term Goals: Periodically review data and demographics (survey feedback, new recreation management software, etc.)	Ongoing		
	Identify methods for the City to capture better data on participation, and feasibility of implementation.	1 year, Ongoing	Matts-Benson, Beckman	
	Utilize equity lens when providing feedback regarding items that the commission reviews .	Ongoing		
	Commissioners make a conscious effort to formally AND informally engage with diverse individuals and perspective within the community and ensure that that feedback is shared and included. (Discover Your Parks, Conversations with Neighbors, Others...)	Ongoing		
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		
Engagement, Connection, and Access				
Continue to support and advise Parks & Recreation staff on already identified projects and potential opportunities.	Short Term Goal: Complete installation of a more inclusive play structure at Lexington Park	1 year	Matts-Benson	
	Review options for, and make a recommendation to staff and the City Council on planned improvements to Rosebrook Park including wading pool vs splash pad, increased parking, play structure replacement (etc)	1-2 years	Beckman	
	Plan for replacement of Autumn Grove Playground in the coming years including creation of a strategy for the development of AG South parcel, considering moving the playground, addition of irrigation, other ideas.	1-3 years	Beckman	
	Long Term Goal: Bring new ideas, projects or opportunities to the Commission for discussion and education.	Ongoing		
Find and support ways to get residents outdoors and connected to nature.	Short Term Goal: Develop a strategy and plan (including possible funding, and timing) to install adequate bike infrastructure in each park	1 year	Kooistra	
	Review the City's Community Garden Program. Determine if current plan/number of gardens is sufficient	1 year	Penny	
	Long Term Goal: Explore ways to encourage more connection to the Harriet Alexander Nature Center, Reservoir Woods and other natural/outdoor spaces	1-3 years	Raygor, Boulton	
Ensure that Volunteers and others wanting to Give Back are Connected to the Parks and Recreation System.	Short Term Goal: Periodically review how volunteers are used in the Parks and Recreation System (update from volunteer coordinator)	1 year, Ongoing	Kooistra, Penny, A. Arneson	
	Determine ways in which volunteers may be currently underutilized and recommend plans (and required resources) to ensure their inclusion	2 years	Kooistra, Penny, A. Arneson	
Support and grow the Roseville Central Park Foundation, Friends of Roseville Parks and Friends of the OVAL in their work in enhancing the Roseville Parks and Recreation System.				

Natural Resources				
Focus on green spaces. Specifically, native animal habitat and climate change.	Short Term Goal: Ensure that sustainability/climate resilience is explicitly addressed when planning projects and initiatives.	Ongoing	Kooistra	
Support and participate in the Natural Resource initiatives of the Parks and Recreation Department (Natural Resource Stewardship Program, Accelerated EAB Project, etc.)	Short Term Goal: Support the implementation of the 2024 Natural Resources Management Plan through participating and feedback (ongoing)	Ongoing	Kooistra	
	Periodically review progress on Natural Resources Management, including benchmarks and tangible progress	1-2 years		
	Ensure adequate resources exist to continue progress on the 2024 Natural Resources Management Plan	Ongoing		
	Long Term Goal: Ensure long-term success/viability of investment already made in the Natural Resources Management program.			
Visioning and Planning				
Ensure Parks and Recreation is well represented in EnVision Roseville/Strategic Planning	Short Term Goal: Ensure that the Commission is kept up to date on the City's strategic plan.		Beckman, J. Arneson	
	Periodically review progress relevant initiatives within the strategic plan with the PRC to determine whether progress is being made.			
	Long Term Goal: Ensure that feedback that was received in EnVision Roseville is reflected in initiative planning.			
Campus Master Plan Project	Short Term Goal: Work to ensure that Parks and Recreation is factored into the Campus Master Plan and that there is thoughtfulness regarding the loss of Veterans Park.	1 year	J. Arneson, Matts-Benson	
	Receive updates and provide feedback on Parks and Recreation related items in the design process (Dance Studio, Storage Spaces, etc).	1-2 years	Matts-Benson	
	Long Term Goal: Ensure that Parks and Recreation and affiliated group storage needs are considered in long-term facility planning.	5 years plus		
Support Long Term Financial Stability	Short Term Goal: Provide feedback for/on how Friends groups can effectively support the Parks and Recreation Department	Ongoing		
	Develop strategies to effectively connect potential donors to areas of significant impact within the Parks and Recreation System (1-2 years)	1-2 years		
Land acquisition/planning	Provide input on land use related to the city's park system including providing feedback to staff and the City council regarding opportunities for potential acquisition or possible loss of parkland.	Ongoing		
Access/Connectivity	Short Term Goal: Monitor/Review bicycle plan that is currently under way	1 year		
	Identify opportunities for greater connectivity, safe passage into/out of parks, including funding sources	Ongoing	Penny	



SWEETHEART DANCE

*February 21
6:15-8:15pm*

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. Pre-registration is required.

Register here



HARRIET ALEXANDER NATURE CENTER'S

WINTER OPEN HOUSE

**SATURDAY
FEBRUARY 1**

**10:00AM-4:00PM
DROP-IN ANYTIME**

FREE



**SNOWFLAKE HUNT
ANIMAL TRACKING
CRAFTS**

**OBSTACLE COURSE
AMBASSADOR ANIMALS
CAMPFIRE**

AND MORE!



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ROSEVILLE, MN 55113
CITYOFROSEVILLE.COM/HANC**



Roseville Parks & Recreation Commission Agenda Item

DATE: February 4, 2025

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.

On January 27, 2025 the City Council updated their Commission rules and procedures. An update is attached for the Commission's reference.

Recommendation

Receive report and provide feedback.

Attachments

1. 2025 Revised Rules of Procedure Adopted 1.27.25

1 Revised January 6 and January 27, 2025

2
3 **Roseville City Council**
4 **and Advisory Commission**
5 **Rules of Procedure**
6

7 **Rules Pertaining to Both the City Council and Commissions:**
8

9 **Rule 1 Rosenberg's Rules of Order**

10 The City adopts Rosenberg's Rules of Order for all meetings.
11

12 **Rule 2 Electronic and/or Paper Agenda Packets**

13 In an effort to reduce the amount of paper generated, documents will be made available electronically,
14 when feasible.
15

16 **Rule 3 Public Comment**

17 The City will receive public comment at meetings in accordance with the following guidelines:
18

- 19 a. Public Comment at the beginning of a meeting and not pertaining to an agenda item
20 is for the purpose of allowing the public the opportunity to express their viewpoints
21 about policy issues facing their City government. Comments will be limited to 3
22 minutes per speaker or a different amount of time at the discretion of the chair.
23
- 24 b. Public Comment pertaining to agenda items is for the purpose of allowing any
25 member of the public an opportunity to provide input on that item. These public
26 comments will generally be received after the staff presentation on that agenda item
27 and before discussion and deliberation. These public comments are also limited to 3
28 minutes per speaker or a different amount of time at the discretion of the chair.
29
- 30 c. Members of the public are always free, and encouraged, to reduce to writing their
31 comments about city business and to submit written comments before, during, or after
32 a meeting.
33
- 34 d. Signs may be held and displayed during meetings but only at the back of the Council
35 Chambers so that the view of the seated audience is not obstructed.
36
- 37 e. Public comment, like staff and Council or commission member comments, will
38 pertain to the merits of an issue; personal attacks will be ruled out of order.
39
- 40 f. The Mayor or presiding officer may make special time-length arrangements for
41 speakers representing a group.
42
- 43 g. The public speaking time limits above do not apply to pre-arranged presenters or to
44 the subjects of or applicants for council action, or appellants or petitioners to the
45 council. Such speakers are encouraged to limit their remarks to 10 minutes or less.

46
47 **Rule 4 Issue and Meeting Curfew**

48 The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should
49 end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or
50 commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on
51 the agenda, the Council or commission may continue the meeting to a future date or table such items
52 until the next meeting, if needed.
53

54 **Rule 5 Recording of Meetings**

55 Except for closed executive sessions authorized under state law, all meetings of the City Council and
56 commissions shall be shown live when technically possible and recorded in their entirety for replaying
57 on the municipal cable channel and for web streaming except when the City Council directs by motion
58 otherwise.
59

60 **Rule 6 Agenda**

61 The following shall be the order of business of the City Council. Items marked with an asterisk apply
62 to Commissions (with item numbers adjusted accordingly):
63

- 64 1) Roll Call*
- 65 2) Pledge of Allegiance
- 66 3) Approve Agenda*
- 67 4) Public Comment*
- 68 5) Recognitions and Donations
- 69 6) Items Removed from Consent Agenda
- 70 7) Business Items*
- 71 8) Council (or Commission) Direction on Member Initiated Agenda Items*
- 72 9) Approval of Minutes*
- 73 10) Consent Agenda
- 74 11) Future Agenda Review, Reports, and Announcements - Council and City
75 Manager
- 76 12) Adjourn*
77
78

79 Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or
80 other Actions, as appropriate.
81

82 The Council or Commission will schedule a 10-minute break approximately two hours after the start of
83 the meeting.
84

85 Councilmembers and Commissioners are encouraged to introduce new items including background

information and supporting materials for discussion and possible action. Councilmembers and Commissioners have the right to place items on the agenda as follows:

1. A Councilmember or Commissioner may, at a meeting, request that an item be placed on a future agenda, or;
2. A Councilmember or Commissioner may make a request for an agenda item outside of a meeting by submitting an email request to the city manager or staff liaison, no later than noon of the Wednesday preceding the meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next meeting under the heading "Council (or Commission) Direction on Councilmember (or Commissioner) Initiated Agenda Items" at which time the Council, (or Commission) on consideration of any preliminary material provided by the initiating Councilmember (or Commissioner) for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember (or Commissioner) may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers (or Commissioners) present.

Rule 7 Remote Participation

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside of the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

Rule 8 Presiding Officer in Absence of Both Mayor & Acting Mayor (or Chair & Vice Chair)

In the absence of both the presiding officer and the designated alternate, a meeting will be presided over by the most senior member (or in the event of a tie in seniority the most senior member whose last name comes first alphabetically) until the body by affirmative vote on a motion designates any other presiding officer.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

133 **Rules Pertaining to the City Council Only**

134

135 **Rule 11 Timing of Council Packet Formation and Delivery**

136 Every effort will be made to send draft agendas and supporting documents to Councilmembers four
137 days in advance of an item appearing on a Council agenda. This time will give Councilmembers
138 adequate time to study an issue and seek answers to questions.

139

140

141 **Rule 12 City Council Task Force or Subcommittee Formation**

142 The Council may, as issues arise, establish a two-member task force to study the issue. The
143 membership will be agreed upon by the City Council majority. The task force will have a specific topic
144 or issue to address, and the task force will report its findings or recommendations by a specific
145 deadline established by the Council.