

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
FEBRUARY 4, 2025 6:30 p.m.**

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

ABSENT:

STAFF: Boggs, Johnson.

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

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

Chair Matts-Benson relayed that Commissioner A. Arneson would be arriving late to the meeting.

No public in attendance.

a) MOMENT OF REMEMBRANCE FOR JESSICA RAYGOR

Staff read the following statement regarding Parks and Recreation Commissioner Jessica

Raygor: 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.

The Commission observed a moment of remembrance for Commissioner Raygor.

3. APPROVAL OF MINUTES – JANUARY 7, 2025 MEETING

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

Roll Call

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

Nays: None.

Abstain: Boulton, Dahlstrom.

4. BUSINESS ITEMS

a) 2024 VOLUNTEER UPDATE

Staff introduced Roseville's Volunteer Manager, Rachel Boggs. Boggs shared with the Commission that in 2014, the City hired a full-time Volunteer Coordinator to effectively utilize volunteers to enhance programming and services while increasing staff capacity to accomplish goals. The Parks and Recreation Department continues to have the highest number of volunteers and volunteer hours across all City departments.

Boggs also shared 2024 volunteer program data, including the various roles that volunteers fill within the city and the total number of 5,446 volunteer hours—equivalent to 2.62 full-time employees.

The Roseville volunteer program has achieved significant milestones, including earning certification as a Service Enterprise organization. A Service Enterprise is an organization that strategically leverages volunteers to achieve operational efficiency and maximize social impact. Organizations with this certification rank among the top 11% of nonprofits nationwide in volunteer engagement and organizational performance.

- Parks and Recreation Volunteer Roles
 - There were 25 unique volunteer categories in 2024, and hundreds of separate volunteer roles
 - Special events
 - Nature Center
 - 18 Harriet Alexander Nature Center volunteers kept the interpretive center building open 6 days a week by volunteering over 1,500 hours
 - Arboretum
 - 88 Green Team volunteers spent over 850 hours keeping the city green and growing
- 2024 Parks and Recreation Volunteer Highlights
 - 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))
- 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
- 2025 Parks and Recreation Volunteer Goals

- Continue to support the positive volunteer experience
- Expand the Natural Resources Volunteer Program
 - Multiple events per month with varying times/dates
 - Ensure events are tied to education/ecological benefits
 - Improve sense of community for stewardship volunteers

The Commission discussed the possibility of tracking volunteers who also participate in Friends Groups and discussed how family- and child-friendly volunteer opportunities are within the city. Additionally, they thanked Boggs for her work with the volunteers and recognized the impact she has on the community.

b) RECREATION SCHOLARSHIP AND REACH FOR RESOURCES REPORT

- Reach for Resources 2024 Review
 - Reach for Resources provides multi-pronged inclusion support for Parks and Recreation Programs
 - 2024 by the numbers
 - 175 hours of inclusion services used
 - 10 different children utilized the service
 - 7 different programs
 - 10% reduction in hours used
 - More inclusion integration in staff training/development
 - Executive surveys are still very strong
- 2024 Fee Assistance
 - Available to Roseville residents with a financial need
 - Pays for 80% of the program cost up to \$150
 - Increased promotion and began to track demographic data of participants
 - 144 grants awarded and 117 used
 - \$13,146 used in 2024 (83% increase)

Chair Matts-Benson noted that she could see the positive impact of staff training,

Staff shared that the online Fee Assistance application can be found at cityofroseville.com/3638/Fee-Assistance.

c) MAINTENANCE AND OPERATIONS CENTER UPDATE

Staff provided background on the proposed referendum for the City Hall Campus Master Plan which included the Maintenance and Operations Center (MOC) and the License and Passport Center. Ultimately, the referendum for the License and Passport Center did not pass, while the referendum for the Maintenance and Operations Center was approved. Staff also reviewed the City Council's discussion of the project at its January 13, 2025, meeting:

- What is next for the License and Passport Center
 - The License and Passport Center will be displaced as part of the MOC project
 - Options to consider:
 - Closing the License and Passport Center
 - Leasing a new facility elsewhere in Roseville
 - Re-locating the License and Passport Center on the former maintenance facility property
 - Relocating the License and Passport Center on the City Campus, but in a different location such as utilizing some of the existing maintenance facility structure of keeping the facility on the north side of Woodhill but in a new building.
 - Accommodations for the Roseville Parks and Recreation Dance Studio must be found if it is not included as part of the License and Passport Center building.

The City Council will authorize a request for proposals for a feasibility study to better understand the options and costs associated with relocating the License and Passport Center.

A Civic Campus Final Design Stakeholder Group will be established to foster community engagement. This group will provide general feedback and input on design elements, review options and design proposals, and make a recommendation to the City Council on the final design.

Ensuring that park amenities and the dance studio are incorporated into the design or replaced within the park system will be a key priority throughout the design process.

The Commission discussed the possibility of repurposing the existing maintenance facility for other Parks and Recreation uses, exploring alternative funding options, and considering the timing of the project.

5. **OTHER BUSINESS**

a) **DEPARTMENTAL UPDATES**

- The new DaySmart Recreation Management Software is planned to launch this fall.
- The Rosebrook Park playground, splash pad, and parking lot recommendations will be presented to the City Council on February 24.
- A new Forestry and Natural Resources Supervisor has been hired. This full-time position will support Forestry (50%) and Natural Resources (50%), replacing the part-time (50%) Forestry role.
- The Parks and Recreation Commission will have four upcoming vacancies. Staff encouraged anyone interested in serving as a Commissioner to apply before the deadline on Friday, February 7.

- Staff provided the Commission with a copy of the 2024 Annual Report and invited members to reach out with any questions.
- The Harriet Alexander Nature Center Open House was held on Saturday, February 1, with over 200 attendees.
- This year's Sweetheart Dance will take place on Friday, February 21, 2025, from 6:15 PM to 8:15 PM at the Roseville Skating Center – Olympic Room.
- The MLK Day volunteer event on Saturday, January 25, focused on snow seeding at Reservoir Woods and Villa Park, with 61 volunteers participating.
- Outdoor skating rinks will remain open through Friday, February 14, weather permitting.
- The OVAL will remain open through the first weekend in March.
- The Parks and Recreation Department will be hiring a seasonal summer intern for a full-time, 40-hour-per-week position. Interested applicants are encouraged to apply through the City of Roseville website.
- The Spring/Summer brochure will be delivered to homes during the final week of February, with registration opening on Tuesday, March 4, at 8:00 AM.

The Commission discussed the possibility of compiling upcoming Parks and Recreation event and program flyers and publishing them electronically for community members.

b) OTHER NEW OR RELEVANT COMMUNICATION ITEMS

Staff noted that the election for the Chair and Vice-Chair of the Parks and Recreation Commission will take place at the March Commission meeting.

6. ADJOURN

Meeting adjourned at approximately 8:09 p.m.

Respectfully Submitted,

Danielle Christensen, Parks and Recreation Department Assistant