

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

PRESENT: Arneson, Beckman, Botzek, Boulton, Donaldson, Harris, Her, Huntley, Kooistra, Matts-Benson, Penny.
ABSENT:
STAFF: Anderson, Johnson, Lowry.

1. ROLL CALL

Roll Call Commissioners: Arneson, Beckman, Botzek, Boulton, Donaldson, Harris, Her, Huntley, Kooistra, Matts-Benson.

Chair Matts-Benson announced that Commissioner Penny would be arriving later in the meeting.

2. APPROVE AGENDA

Commissioner Botzek moved to approve the agenda as presented. Commissioner Her seconded.

Roll Call

Ayes: Arneson, Beckman, Botzek, Boulton, Donaldson, Harris, Her, Huntley, Kooistra, Matts-Benson.

Nays: None.

Abstain: None.

3. RECEIVE PUBLIC COMMENT

Julie Lynch, a longtime Roseville resident of over 20 years, shared her passion for expanding skateboarding opportunities in the community. Julie is married to Justin Lynch, the first professional male skateboarder from Minnesota, and she herself was a trailblazer as one of the first women from Minnesota to compete internationally on skateboard handrails.

She expressed interest in growing Roseville's skateboard infrastructure to include features such as pump tracks and all-wheel-accessible areas, with a special focus on inclusivity for veterans who use wheelchairs. Julie is currently leading a national movement to engage youth in skateboarding and will be traveling around the country teaching and inspiring kids to get involved in the sport.

She noted that she previously skated on the vert ramp that was once located at the Skating Center and has recently been visiting skate parks across Minnesota to explore different designs and

community impacts. Julie shared that returning to skateboarding has helped her overcome personal challenges, and she hopes to share those positive benefits with others, especially youth.

Julie also highlighted an up-and-coming female skateboarder from Roseville who is currently competing and emphasized the importance of encouraging girls to participate in skateboarding and experience the benefits of the sport. She expressed her hope for the Commission's support, engagement, and future collaboration on these efforts.

4. APPROVAL OF MINUTES

Commissioner Donaldson moved to approve the September 2, 2025, minutes. Vice-Chair Beckmann seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Her, Huntley, Kooistra, Matts-Benson.

Nays: None.

Abstain: Arneson, Boulton.

5. BUSINESS ITEMS

a) ADMINISTRATION OF OATH OF OFFICE AND INTRODUCTION OF NEW YOUTH COMMISSION MEMBER

Chair Matts-Benson administered the Oath of Office to new Youth Commission member Mia Huntley. The Commission welcomed the new member to the group.

b) BIKE PLAN OVERVIEW AND UPDATE

Staff introduced Assistant Public Works Director and City Engineer Jennifer Lowry. Lowry shared that work on the City's first standalone Bicycle Plan has been underway for approximately 1.5 years. The project is supported through an Active Transportation Planning Assistance Grant from MnDOT, which provides consulting services to help develop the plan.

Lowry noted that the draft Bicycle Plan will be released for public comment in the coming weeks. She explained that the main body of the plan was intentionally designed as a summary of the data, efforts, resources, and community input that contributed to its development, while the appendices provide additional detailed information.

Lowry explained that the Bicycle Plan builds on Roseville's existing bike routes and is intended to provide a strong foundation for developing a more connected and robust citywide bike network. She shared the plan's defined Purpose, Vision, and Goals, emphasizing the City's commitment to improving safety, accessibility, and multimodal transportation options.

Over the past ten years, there have been 130 reported bicycle crashes in Roseville, resulting in five fatalities and 25 life-altering injuries. Nearly 20% of these incidents occurred on Roseville city streets. The policy framework within the plan builds upon existing local and regional transportation plans and policies to enhance overall coordination and safety.

Lowry also provided an overview of Roseville's current bike network, which includes approximately 37 miles of shared-use pathways, 47 miles of sidewalks, and 18 miles of striped shoulders.

Lowry reviewed the community engagement process and findings that informed the creation of the Bicycle Plan. Through this engagement, Roseville's Priority Bike Network was developed, building upon existing infrastructure and proposing that every half mile include some form of dedicated bicycle facility, referred to as the *Priority Bike Network* or *All-Abilities Bikeways*. In addition, the plan recommends expanding and enhancing traffic-calmed local streets to improve comfort and safety for riders of all ages and abilities.

Next steps include conducting additional community engagement, identifying a network of traffic-calmed local streets, determining priority intersections and barrier crossings for improvement, finalizing the prioritization of projects within the plan, coordinating and advocating for its implementation, putting the plan into action, and periodically reviewing it to ensure continued progress and relevance.

Lowry discussed the pilot bike connection on Hamline Avenue from County Road B to County Road B2. She explained that this pilot location was selected because of its proximity to Roseville Area High School, nearby retail areas, and high-density housing, as well as its connection across Highway 36. The project also serves as a test case for collaborating with Ramsey County and the State of Minnesota on the design and implementation of protected bikeways.

The pilot is intended to remain in place through the winter to help staff evaluate snow removal, clearing operations, and the overall feasibility of maintaining a protected bike lane year-round. In the future, the goal is to construct a more permanent facility with curbs and improved infrastructure. Lowry noted that the pilot has been very well received by the community and has provided valuable insights into how best to plan and manage these types of projects in coordination with multiple agencies. Feedback on the pilot program will be collected as part of the next steps in the Bicycle Plan process.

The Commission asked about the difference between a protected shoulder and a striped shoulder. Lowry explained that a striped shoulder is not considered a designated bike lane and that there are legal distinctions between the two. She added that the delineating cones used in the pilot are a temporary solution, while they are labor intensive to maintain, they provide valuable insight into

how different configurations function in real-world conditions. This approach allows the City to evaluate options and gather data that will help guide decisions when opportunities arise for future reconstruction. In the long term, more permanent solutions such as curb-separation or raised bike lanes may be considered.

The Commission discussed the importance of understanding whether cyclists feel safer using the protected shoulder in the pilot area. Lowry agreed and noted that staff have been collecting traffic, speed, cyclist, and pedestrian data to better analyze the pilot's performance and apply lessons learned to future projects.

Commissioner Boulton noted that community feedback he has received repeatedly emphasizes the importance of improving connections to key destinations such as grocery stores, libraries, schools, and routes between Minneapolis and St. Paul. He shared that residents believe these types of connections would encourage more consistent year-round bicycle use.

Commissioner Kooistra asked about the potential for incorporating mountain biking into the Bicycle Plan. Staff explained that the Bicycle Plan primarily focuses on right-of-way and transportation-related infrastructure. However, any future mountain biking plan could be developed separately and integrated into the overall transportation network to ensure safe and accessible connections to mountain biking areas.

Commissioner Kooistra also inquired about potential integration between the Bicycle Plan and public transit routes. Lowry confirmed that the intent is for the Bicycle Plan to be part of the broader public transportation network, improving multimodal connectivity across the city.

Chair Matts-Benson expressed appreciation for the pilot project and the continued expansion of designated bike lanes in the future, noting that as a resident on a busier street with young children, she values efforts that improve safety for families and cyclists.

The Commission discussed the new wayfinding signs and noted that the 24 installation sites will be a valuable resource for both pedestrians and cyclists. Staff added that collaboration with Ramsey County and MnDOT will be essential to developing a coordinated and effective program.

Commissioner Kooistra shared that he is a strong supporter of the protected shoulder on Hamline Avenue and expressed hope that more protected bike facilities will be added in the future. He also asked why the delineating cones used in the pilot are white, expressing concern that they may blend into the snow during winter months. Staff explained that orange is reserved for centerline markings and that roadway color standards are regulated by the *Manual on Uniform*

Traffic Control Devices (MUTCD). The use of white delineators was agreed upon by all collaborating agencies.

Commissioner Botzek added that collaboration with local colleges and hospitality businesses in Roseville be considered, as they would also benefit from and contribute to the success of the Bicycle Plan.

c) TRANSITION TO DASH RECREATION FOR RECREATION MANAGEMENT SOFTWARE

Carrie Anderson, Roseville’s Assistant Parks and Recreation Director, provided background on the department’s current recreation management software and the Request for Proposals (RFP) process issued in August 2024 for a new system.

Following the evaluation process, Dash by DaySmart was selected as the new recreation management software. Dash received the highest overall score among the vendors and was also the most cost-effective option.

Key benefits of Dash include:

- A simplified and user-friendly platform for customers
- A dedicated mobile app for easier access
- An estimated annual savings of approximately \$50,000
- More efficient staff training and system management
- Modernized technology, including credit card transaction capability at the Harriet Alexander Nature Center and gymnasiums

Date	Milestone
August 25	Open Hockey and Point of Sale launched in Dash
October 20	Customer account setup begins
November 10–16	<i>No transactions</i> — both Dash and ActiveNet will be paused to ensure all data transfers correctly to the new system
November 17	Dash officially goes live
December 9	Winter registration opens in Dash

Communication Plan:

To inform the public and users about the software transition, staff will utilize the following communication methods:

- Announcements in City newsletters and activity brochures
- Email notifications to current ActiveNet customers
- A dedicated webpage with FAQs and tutorial resources
- Social media updates
- Notifications to program participants
- Direct communication with facility users and user groups (including affiliated and community organizations)

Chair Matts-Benson asked whether historical participant information would be transferred to the new system. Staff explained that it will not be moved over and that the transition will serve as a clean slate for all historical data, including participation records, facility rentals, and payments.

Staff noted that approximately 20 years of data exist in the current system, much of which may be outdated or inaccurate. Starting fresh is viewed as an advantage, as it will allow staff to set up accurate information and generate reliable reports and analytics moving forward.

They also advised that customers should log into ActiveNet prior to the transition to download and save any receipts needed for reimbursable daycare expenses, as this data will no longer be accessible after the end of November.

Commissioner Donaldson asked how the new system will handle heavy registration periods. Staff explained that system capacity and performance were key considerations during the RFP evaluation process. However, actual usage under high-demand conditions will not be fully tested until the system is live.

Staff discussed the challenges of configuring the new system to accommodate the wide variety of programs and services offered in Roseville. They emphasized the importance of gathering user feedback throughout the transition, noting that the primary goal is to ensure a smooth and easy experience for residents.

Commissioner Her asked about the potential for Roseville residents to receive priority registration for popular programs. Staff noted that Dash includes functionality to support priority registration. There was discussion about piloting this option for the upcoming winter gymnastics session; however, staff expressed hesitation to introduce it concurrently with the rollout of the new registration system.

Commissioner Her also suggested offering priority registration for Roseville residents for Sunday morning Open Pickleball. Staff responded that they would explore the possibility of implementing pre-registration for this activity.

Commissioner Penny asked how the new system is able to offer such significant cost savings compared to the previous software. Staff explained that the City's former system had experienced steady annual price increases and was designed for large-scale operators with numerous features that Roseville did not utilize, contributing to higher costs.

Dash, by contrast, is a more appropriately scaled system for Roseville's needs. Additionally, the vendor was interested in establishing a stronger presence in Minnesota, which may have been reflected in the pricing.

Staff noted that cost accounted for 40% of the total RFP scoring criteria and emphasized that they are confident in both the price and capabilities of the new system. However, if adjustments are needed in the future, the City retains the flexibility to make changes.

Commissioner Penny asked whether the new software would affect the mailed activity brochures. Staff explained that the brochures will not be impacted by the implementation of Dash. However, staff have updated the brochure layout to make it more user-friendly, modern, and visually clean, aligning with the launch of the new registration system.

d) **ANNUAL DEER MANAGEMENT PROGRAM UPDATE**

Staff introduced the annual Deer Management Program to the Commission. Based on calculations from the Minnesota Department of Natural Resources (DNR), Roseville has suitable habitat for approximately 15 to 19 deer. When the deer population exceeds this range, it can result in an unhealthy herd, malnourished animals, increased vehicle collisions, property damage, and other negative impacts.

Staff provided an overview of the deer population data periodically collected by Ramsey County. The most recent reliable count, conducted in 2021, recorded a minimum population of 41 deer in Roseville. Due to insufficient snow cover, a survey was not conducted in 2025.

Deer Reduction Program

- The USDA Sharpshooters conduct deer removals strictly for population control purposes, not for sport or recreation.
- Removal locations are selected based on deer population density and public safety considerations.
- Removal of predetermined number of deer per year, to get Roseville's deer population closer to a healthy number
- The program is reviewed annually to assess progress and make adjustments as needed.
- Staff emphasized that the City's approach to deer management is multipronged, incorporating data collection, monitoring, and community input.

Staff reviewed historical data on deer removal permits, comparing the number of tags issued with the number of tags used. They highlighted that removal numbers were higher during the early years of the program and have since decreased as the program has shifted into a maintenance phase.

During the 2024–25 management season, a total of 19 deer (all male) were removed, eight from the Owasso Hills area and 11 from Reservoir Woods. The reduced number of removals reflects the program's current "maintenance mode," which focuses on maintaining population stability rather than significant reductions.

Staff noted that the USDA recommends conducting removals every year to ensure a stable and healthy herd. Annual removals help prevent overpopulation and reduce the likelihood of unhealthy herd conditions that can result from population fluctuations.

Staff noted that estimating the current deer population is more challenging without a recent county survey. In the absence of updated data, staff rely on several anecdotal sources to help assess population trends, including:

- Public and staff deer sightings
- USDA field observations
- Vehicle collision reports
- Consumption rates of bait at management sites
- Trail camera footage collected during the management season

Staff emphasized that safety is the top priority when selecting removal sites. Each location is carefully evaluated to ensure safe operating conditions. Key safety measures include:

- Sites selected specifically for safety considerations
- Presence of a natural backstop or angular backing
- Use of night vision equipment to enhance visibility and precision
- Specialized ammunition used
- Close-range shots

The Commission discussed the potential for coyote management. Staff shared that the USDA had inquired whether they were authorized to remove a coyote if one was present within a designated target area, and permission was granted for that circumstance.

Staff noted that managing the coyote population is challenging, as removed animals are often quickly replaced by others moving into the area. While the Police Department has the authority to remove a coyote posing an immediate threat to public safety, broader population control remains difficult to achieve.

The Commission discussed the cost of the Deer Management Program. Staff explained that because the USDA is a government agency, the program is provided at cost rather than for profit. The USDA is also the only vendor authorized and equipped to perform this type of service for the City.

The Commission agreed by consensus that continuing the Deer Management Program in its current maintenance mode remains appropriate. Commissioners expressed support for ongoing annual reviews of population data to ensure consistency and to identify any significant changes or outliers in the program's results.

e) **DEBRIEF FROM JOINT MEETING WITH THE CITY COUNCIL ON SEPTEMBER 15**

The Commission remarked appreciatively on the strong turnout at the meeting, acknowledging the enthusiasm and commitment shown by all involved.

The Commission noted that the following topics were raised by the City Council and may warrant future agenda items and Commission discussion:

- Additional community gardens
- Pickleball facilities and programming

- Bike rack placement and availability

f) **MAINTENANCE AND OPERATIONS CENTER UPDATE (STANDING AGENDA ITEM)**

The City of Roseville has entered into an agreement with LHB Architects to serve as the architect for the License and Passport Center, Dance Studio, and Maintenance Center projects.

LHB Architects has previously partnered with Roseville Parks and Recreation on several successful initiatives, including the Parks and Recreation System Master Plan, the Park Renewal Program, Sunset Park, and the Cedarholm Community Building. The firm has demonstrated strong expertise in public engagement and project collaboration.

The City will utilize a Construction Manager to oversee project deliverables. Proposals for this role have been received, and staff will present a recommendation for a Construction Manager to the City Council on October 13.

6. **COMMISSION DIRECTION ON MEMBER INITIATED AGENDA ITEMS**

- Commissioner Her requested additional discussion regarding the open south parcel at Autumn Grove Park. Staff reported that they plan to hold a community meeting with neighborhood residents in December to gather input. The meeting will focus on the upcoming playground upgrade and community preferences for the overall park, including the south parcel.

Staff indicated that it would be most effective to first engage the neighborhood and then bring the feedback from that meeting back to the Commission for further consideration.

- The Commission noted that they would like a more in-depth future discussion of alternative sports including trends, community suggestions and needs. Staff confirmed that they would research this item and include it at a future meeting.
- The Commission expressed interest in learning more about the recently awarded Community Tree Planting Grant from the Metropolitan Council.
- The Commission also discussed their interest in learning more about the recently formed Climate Change Advisory Committee to stay informed about the committee's work and explore ways the Parks and Recreation Commission can support or complement those efforts.

7. **OTHER BUSINESS**

a) **DEPARTMENTAL UPDATES**

- Staff extended a big thank-you to the volunteers, vendors, and attendees of the FOR Parks *Tapped & Uncorked* fundraising event, who braved the rain to help make it a fun and successful evening. The event was a great fundraiser, drawing more than 200 attendees.
- The Wild Rice Festival took place on September 27 at the Harriet Alexander Nature Center with over 2,000 estimated participants. Activities at the event included indigenous dancers, historical exhibits and apple cider making.
- The Youth Fall Soccer Program concluded with 332 participants and 60 volunteer coaches who helped make the league possible.
- New monument signs have been installed at the Harriet Alexander Nature Center, which also received new siding this year.
- The pathway into Tamarack Park identified in the Master Plan has been completed. The new paved path provides improved neighborhood access and replaces the previously used informal, man-made route.
- Halloween Spook-tacular will be held on October 25 at the Harriet Alexander Nature Center. Pre-registration is required.
- Monthly Open Mic Night events are back at the Cedarholm Community Building on October 16. The series will take place once per month from October through March.
- The *Puzzle Extravaganza*, a competitive team puzzling event, will take place on November 2 at the Cedarholm Community Building from 1:30 to 3:30 p.m.
- The City Council will discuss the Aldine Right-of-Way at its final meeting in October.

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

Chair Matts-Benson noted the success of the Youth Fall Soccer Program and commended how well it serves children who want to enjoy soccer in a fun, non-competitive setting.

8. **ADJOURN**

Meeting adjourned at approximately 8:37 p.m.

Respectfully Submitted,

Danielle Christensen, Parks and Recreation Department Assistant