

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

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

1. ROLL CALL

Roll Call Commissioners: Arneson, Beckman, Botzek, Boulton, Her, Huntley, Matts-Benson, Penny.

2. APPROVE AGENDA

Vice-Chair Beckman moved to approve the agenda as presented. Commissioner Penny seconded.

Roll Call

Ayes: Arneson, Beckman, Botzek, Boulton, Her, Huntley, Matts-Benson, Penny.

Nays: None.

Abstain: None.

3. RECEIVE PUBLIC COMMENT

No public in attendance.

4. APPROVAL OF MINUTES

Commissioner Botzek moved to approve the October 7, 2025 meeting minutes. Commissioner Arneson seconded.

Roll Call

Ayes: Arneson, Beckman, Botzek, Boulton, Her, Huntley, Matts-Benson, Penny.

Nays: None.

Abstain: None.

5. BUSINESS ITEMS

a) 2026 CAPITAL IMPROVEMENT PLAN OVERVIEW

Staff presented the proposed 2026 Capital Improvement Plan (CIP), which is designed to maintain City assets in a consistent and proactive manner. The fund supporting these improvements is primarily financed through tax levy dollars, with planning conducted over a 20-year horizon to ensure long-term upkeep and sustainability of facilities and infrastructure.

Staff provided an overview of the key components and priorities included in the 2026 Capital Improvement Plan:

- Tennis and Basketball Courts
 - Autumn Grove – 2 Tennis and 1 Basketball
 - Central Park – 2 Tennis (pickleball lines)
 - Howard Johnson – 2 Tennis
 - Rosebrook – 2 Tennis
 - Sandcastle – 2 Tennis
- Shelters and Structures
 - Arboretum Center
 - Park Building Flooring
 - Park Building Exteriors
- Playgrounds
 - Autumn Grove Park
 - Applewood Park
 - Sandcastle Park
 - Owasso Ballfields
 - Because Veteran’s Park will remain in place, staff noted that this playground may be considered for removal from the park system due to the high concentration of playgrounds already located in that area.
- Athletic Fields
 - Acorn: Baseball Fields
 - Upper Villa: Softball Field
 - Concordia: Fencing
 - CP Dale: Multi-purpose
 - CP Victoria: Netting over Ballfields
 - Evergreen: Baseball Fields
- Bridges, Boardwalks, and Pathways
 - CP Waterfall Bridges
 - New Pathway: Oasis Pathway (from transit)
 - Mill and Overlay Pathway

- Central Park South
 - Acorn Park
 - Materion Park
 - Reservoir Woods Lots
- Park Pathway Lighting: General
- PIP
 - Mid-range budget items that can be scheduled and planned for but need to be more closely prioritized than daily maintenance items that are more definite.
- Natural Resources Stewardship Program
 - This is a 3-year project that is getting outside funding. Project includes Enhancing over 170 acres of natural areas across 23 parks for improved fish and wildlife habitat, water quality, biodiversity, and habitat for rare species such as the federally endangered rusty-patched bumble bee, monarch and other pollinators.
- Other Projects in 2026
 - Rosebrook Park Improvements
 - Emerald Ash Borer (EAB) Program – Phase 2
- Fleet
 - #546 – Toro Groundskeeper
 - #535 – Ford Passenger Van
 - #560 – Ford Passenger Van
- Other Facility Projects in 2026
 - Gymnastics Center Air Conditioning
 - Drain Tile on Fairways 1 and 2 at the Cedarholm Golf Course
 - Roseville Skating Center Arena Dasher Boards
 - Roseville Skating Center Elevator Replacement
 - Roseville Skating Center Arena HVAC Units
- Future Major Projects
 - Golf Course Maintenance Shop
 - Skating Center Roofs
 - OVAL Rink Lights
 - Central Park Master Planning/Central Park Lexington Restrooms (planning needed)
 - System Master Plan Update
 - Lexington Woods Park

- Possible Nature Playground
- Owasso Ballfields

The Commission discussed the possibility of reallocating funds to avoid limiting the scope of future projects. Members acknowledged the challenge of balancing all needs within the system, ensuring that ideas can be explored without compromising equitable investment across projects.

Chair Matts-Benson asked whether park buildings would continue to use the same color scheme. Staff confirmed that the existing color theme will remain in place and has now been extended to the amphitheater and the nature center.

The Commission discussed the concept of a nature-themed playground at HANC and suggested exploring a potential partnership with the school to support and enhance the project. They also talked about the community outreach and email communication that occur throughout CIP projects to keep residents informed and engaged.

Chair Matts-Benson expressed her appreciation for the thoughtful and deliberate approach staff takes when assessing projects and determining priorities. She thanked staff for their careful planning and for being strong stewards of the City’s resources.

b) PARKS AND RECREATION 2026 OPERATING BUDGET REQUEST OVERVIEW

At the Joint Meeting with the City Council on September 15, 2025, a Council Member suggested that the Parks and Recreation Commission discuss the department’s budget and its relationship to the City’s overall tax levy.

Staff provided a high-level overview of the proposed 2026 Parks and Recreation budget, including:

- Operating Budget Overview
 - 27.75 Full Time Equivalent Staff (.75 increase since 2018)
 - \$6.60 million expenses, \$2.96 million non-tax revenue, \$3.68 million levy support
 - 11% on the City’s Levy Dollars
 - Expenses vs. Levy Impact
 - 44% cost recovery
 - All post-Covid years have been around 50%
 - Sufficient Reserves
- Drivers of Changed from 2025-2026
 - Recreation Management System (savings)
 - Loss of Americorps Support (cost)
 - Standard Steps and COLA (cost)
 - PT positions also receive COLA

- Supplies Cost (cost)
- Professional Services Cost (cost)
- All program level costs are offset by fee increase, or reductions in service
- Recreation Fee - Recreation Programs and Services that are largely paid by users
 - Recreation Programming
 - Youth Programs
 - Gymnastics/Dance
 - Adult Sports
 - Park Building Rentals
 - Shelter Rentals
 - Paid Special Events
 - Cost Recovery Strategy: Direct Cost (cost minus full-time staff)
 - Budgeted Expenses: \$1,807,868
 - Budgeted Revenue: \$1,435,895
- Recreation Non-Fee
 - Significant Community Impact, Tax Supported
 - Community Based Programming
 - Accessibility Accommodations
 - Portable Restrooms
 - Community Events
 - Rosefest
 - Summer Entertainment
 - Community Bands
 - Budgeted Expenses: \$253,642
 - Budgeted Revenue: \$35,350
- Administration
 - Overall Department Management
 - Administrative Staff
 - Hardware/Software
 - Printing/Marketing
 - Training Development
 - Scholarship Program
 - Budgeted Expenses: \$856,822
 - Tax Levy Funded
- Nature Center Programs
 - Operational Expenses Excluding Maintenance
 - Part-time staff
 - Program costs
 - Exhibit costs
 - Animal food

- Supplies
 - Budgeted Expenses: \$126,958
 - Budgeted Revenue: \$109,500
- Skating Center
 - All Expenses
 - Management/Program and Maintenance Staff
 - Supplies
 - Contractors
 - Part-time Staff
 - Budgeted Expenses: \$1,637,055
 - Budgeted Revenue: \$1,380,700
- Park Maintenance
 - All Park Maintenance Related Expenses
 - Staff
 - Supplies
 - Contractors
 - Part-time Staff
 - Forestry
 - Budgeted Expenses: \$1,827,710
- Cedarholm Golf Course and Community Building
 - Enterprise Fund
 - All Staff (Full-time and Seasonal)
 - Supplies
 - Concessions
 - Building Maintenance
 - Cost Recovery Model
 - Cover all Golf Costs
 - Does not Cover some Recreation Costs
 - Special Events
 - Rentals
 - Budgeted Expenses: \$725,120
 - Budgeted Revenue: \$630,000
- Budget Priorities
 - Fiscal Responsibility Within the Year
 - Regular Cost Recovery Analysis
 - Limited Full-time Staff
 - Additions/Strategic Changes
 - Diverse Funding Sources
 - Fees
 - Grants

- Donations/Third Party Support

Chair Matts-Benson added that she values the department's commitment to keeping programs, events, and facility rentals affordable and accessible to the community, rather than prioritizing maximum profit.

The Commission discussed the reserve minimums and maximums within the operating budget, noting that maintaining healthy reserves is essential given the variable and often unpredictable nature of Parks and Recreation operations. Commissioners also expressed interest in being more involved in providing feedback on future budget development.

c) 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.

The City will utilize Kraus-Anderson as the Construction Manager to oversee project deliverables.

Chair Matts-Benson volunteered to represent the Parks and Recreation Commission on the Maintenance and Operation Center Implementation Community Task Force.

d) 2026 MEETING CALENDAR DRAFT

Commissioner Penny moved to approve the proposed draft 2026 Parks and Recreation Commission meeting calendar. Vice-Chair Beckman seconded.

Roll Call

Ayes: Arneson, Beckman, Botzek, Boulton, Her, Huntley, Matts-Benson, Penny.

Nays: None.

Abstain: None.

6. COMMISSION DIRECTION ON MEMBER INITIATED AGENDA ITEMS

7. OTHER BUSINESS

a) DEPARTMENTAL UPDATES

- Members of the Senate Capital Investment Committee toured the OVAL as part of the City's \$1.6 million bonding request.

- The City Council approved moving forward with a feasibility study for a non-traditional pathway in the Aldine Street right-of-way and expressed strong commitment to making a decision once the study is complete.
- The Halloween Spook-tacular, held on October 25 at the Harriet Alexander Nature Center, welcomed over 230 participating children.
- The Puzzle Extravaganza, a competitive team puzzling event, was held on November 2 at the Cedarholm Community Building and reached full capacity with 12 teams participating.
- • The Rosebrook Park neighborhood recently met to review plans for the splash pad and playground updates. Project bids are expected to be released in the coming weeks.
- The Minnesota Recreation and Park Association conference was held last week, with Assistant Director Carrie Anderson serving as this year’s Chair.
- The John Rose MN OVAL is tentatively scheduled to open on Wednesday, November 12, pending weather conditions.
- FOR Parks will host Designer Handbag Bingo at the Cedarholm Community Building on Saturday, November 8, from 1:00–3:00 p.m.
- Friends of the OVAL are hosting an OVAL Winter Kickoff event on November 21, 2025, from 5:00–7:00 p.m. at the John Rose MN OVAL.
- The Holiday Craft Fair will take place December 6–7, 2025 (Saturday 10:00 a.m.–4:00 p.m. and Sunday 12:00–4:00 p.m.).
- The skating schedule for the Thanksgiving holiday has been published.

b) OTHER NEW OR RELEVANT COMMUNICATION ITEMS

8. ADJOURN

Meeting adjourned at approximately 8:05 p.m.

Respectfully Submitted,

Danielle Christensen, Parks and Recreation Department Assistant