

**CITY OF FALCON HEIGHTS**  
Regular Meeting  
Parks & Recreation Commission  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**

February 5, 2024 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager\_\_\_ Mike Bradbury\_\_\_ Eric Brenton\_\_\_  
Erin Williams\_\_\_ Tom Faust\_\_\_ Randi Lundell\_\_\_ Bob Haight\_\_\_

STAFF PRESENT:

Kelly Nelson\_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. January 3, 2024 - Parks and Recreation Commission Meeting Minutes -Joint Meeting - City Council  
Workshop

E. AGENDA:

1. 2024 Officer Elections
2. Adopt the Standing Rules
3. Summer Programming Discussion
4. 2024 PARC Goals
5. 2024 PARC Calendar
6. Community Park Renovation Discussion

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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**CITY OF FALCON HEIGHTS**  
Joint Meeting of the Parks & Recreation Commission  
and City Council Workshop  
City Hall  
2077 West Larpentour Avenue

**MINUTES**

January 3, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:35 P.M.

B. ROLL CALL:

Jeff Yager   X   Mike Bradbury   X   Eric Brenton   X    
Paula Mielke   X   Tom Faust   X   Randi Lundell   X  

COUNCIL LIAISON:

James Wassenberg   X  

STAFF PRESENT:

Kelly Nelson   X   Jack Linehan   X  

1. Community Park Renovation

Linehan introduces Bob Slipka from WSB (project manager), and Haley Koesters and Matt Lynse of HCM Architects.

Bob Slipka says he looked at Concept 3 from the layouts initially presented, which was the preferred concept, and then gave three updated variations of that. He explains that the immediate needs expressed were that the building, parking lot, and playground would be addressed. In Concept 1, he points out the play area is small to medium in size and would be relocated closer to the building. The tennis court would not be touched. The baseline cost is \$3 to \$3.5 million. The basketball court would be repaved and restriped in its existing location. The four add-on items listed as Bid Alternates (small shelter, large shelter, splash pad and basketball improvements) make Concept 1 an all-in cost of around 4.4 million dollars.

Concept 2: Most of the main pieces are staying the way that they are. The splash pad and play container are enlarged in this concept so the price increases. The parking lot and building are the same size as in Concept 1.

Concept 3: This concept adds a skating area to the project. Although not refrigerated, the pad would extend the life of the ice.

Lundell says that she likes all of the park layouts but suggests taking into consideration the walking paths near/around the playground for dog walkers so that they do not have to pass through but can walk around.

Haley Koesters of HCM Architects adds that the ice rink currently at Curtiss Field could be something added onto the Flex Lawn space in either Concept 1 or Concept 2.

Leehy asks if it is known where the water source would be in relation to the Community Gardens or for flooding the rink.

Slipka says that water improvements would be done as part of the building construction but it wouldn't be difficult to add a hydrant in.

Bradbury says he loves the multipurpose splash pad and ice rink in Concept 3 but wants to confirm that both can share that space. He adds that we would likely run into the same problem we run into at Curtiss, which is the challenge to keep the ice.

Linehan shares that putting a liner on the tennis court and flooding it to avoid paving additional space was also an earlier consideration.

Slipka says that they have budgeted for rubberizing the entire play area as inclusivity has come up multiple times.

Faust asks Bob if he can speak to the cost of the splash pad / ice rink combo presented in Concept 3.

Slipka says it's budgeted to be a splash pad as well so the slab isn't the same. If you have to figure out cutting costs, we may have to do the splash pad at a later date.

Leehy wonders what a comfortable capacity of play is for the splash pads in Concept 1, 2 and 3.

Slipka says that with 1,000 square feet, that would equate about 15 people. He mentions that he's done systems with interacting ground-level play as well (locks and dams).

Faust says that we keep talking about a splash pad and wonders if we have data from the public that is in favor of having a splash pad.

Mielke says that from the survey data, a splash pad was the most suggested amenity.

Bradbury suggests there may have been a bit of bias since every layout shown to the public included one in the initial drawings.

Mielke says that we have no feedback about an ice rink because that was not shown in any images previously.

Meyer says that from an informal Facebook post he made, a playground was the most popular, followed by a splash pad.

Leehy asks if Meyer's Facebook post came before or after the City's survey, once layouts were shown with possible amenities included in drawings.

Meyer says the Facebook post was approximately a week prior to the City's survey being published.

Bradbury wants to build for future use and not just the now. He wants to ensure that we can afford the upkeep so that amenities don't fall into disarray.

Slipka says that it's important to have foresight. Using Concept 1 as an example, maybe the playground is done now and a splash pad is added later. He goes on to say that there are regulations that mandate the distance a restroom can be from a splash pad. So, that has been taken into consideration when laying the park amenities out.

Wassenberg says it makes sense to prioritize the amenities and determine affordability.

Bradbury says that is how the previous Parks and Recreation meeting ended. The commission wanted the building, playground and parking lot to be a priority. He adds that if you look at Concept 3 and retain the green space now for a future ice rink, you could maybe add a skating loop to connect the tennis court to the playground area, etc.

Linehan asks Bob Slipka to comment on whether anyone in Minnesota has a splash pad within the skating area (multipurpose area). The inspiration photos the City had seen were from areas outside of the state.

Slipka says that Coon Rapids has a rink that has piping in it but they didn't invest in the chiller for it. Faribault is doing a skating loop right now but it's not going to be a fountain or splash pad.

Lundell says she likes a skating loop but it's not conducive to playing games on other than racing.

Bradbury says he wouldn't solely do a loop; he'd retain space to add a loop in to a future expansion.

Wassenberg would like to see the City use a liner to extend ice use.

Koesters suggests trying out the rink that is currently at Curtiss Field over at Community Park in the interim.

Meyer asks what the plan is for the tennis courts.

Slipka said that there are no plans to touch the tennis courts.

Bradbury and Leehy comment that adding lights and a backboard to the tennis courts would be nice.

Leehy asks for confirmation that we used to have separate rinks at Curtiss Field to separate hockey players from pleasure skaters.

Bradbury confirms this.

Mielke comments on the baseball field. The Parks and Recreation Commission had opted just to leave it for now. A future renovation phase could take a look at that space and how best to use it.

Yager feels Concept 3 might be the best bet for phasing in amenities. But, he wonders if there are any savings to doing certain projects at the same time as another.

Slipka says that overall, not really.

Wassenberg says we should consider what we can do now and then think about what we might do if we have or receive additional funding.

Mielke asks if there is a way to price out what it would cost to put a liner on the tennis court and use that as an ice rink.

Lundell wonders what the wear and tear on the tennis court would be.

Meyer says that pickleball is probably twice as popular as tennis. Is there a way to have it?

Lundell mentions how the neighbors in Falcon Woods were concerned about the noise. But, that was also coming from an earlier concept, when that court was positioned near their backyards.

Bradbury says if you were to stripe one part of the tennis court, the noise level wouldn't be the same as having multiple pickleball courts.

Wassenberg says that we can decide that at a later date.

Meyer asks commissioners and the Council to consider the placement of a band at an event like the City's Ice Cream Social. Where would we do that?

Wassenberg would like to touch on how we heat and cool the building.

Matt Lynse of HCM Architects says they have started talking to their engineers. He shares that the State of MN has allowed heat exchangers in the water table and they're way more efficient. He estimates 4 to 6 wells needed and in the \$70,000 to \$100,000 range.

Mielke asks for an update on the size of the building, wondering if the building is not being reduced in size, as it still appears large in the current images.

Lynse says the square footage has been reduced from an earlier plan of 2,900 to approximately 2,500 square feet.

Lynse asks the Council and Parks and Recreation Commissioners if they want the Community Room to face out into the park or onto Roselawn.

The consensus is for it to face out into the park.

Lynse then walks the Council and Commission through two floor plans for the building. The main difference is the roof slope. Lynse explains that one of them is more favorable for solar, although the picnic shelter area would still provide an area for solar panels.

Leehy asks if there would be grills located under the picnic shelter.

Lynse suggests not having them under the shelter. Instead, there would be counters to place Crockpots instead.

Linehan shares that the smaller picnic area will need to be removed and replaced to allow for the parking lot construction. The idea would be to add grills in that area.

Leehy asks about standing snow on the roofline.

Lynse says that the roof has a 4 -12 pitch and it's a proven technology. It would have ice and water shield and 30-year shingles.

Lundell asks if the Flex Room could swap locations with the Storage Room so that the Flex Room has a view of the playground AND the Community Room is south-facing into the park.

Faust asks Matt, of HCM Architects, for his preferences.

Lynse thinks the Community Room should face the park. He likes the first and third rooflines shown.

Slipka says that depending on the size of the splash pad, some park buildings house mechanics in a building and some have an exterior box.

Gustafson asks if the splash pad water could be captured and reused for the Community Garden.

Slipka says that would be a flow through system but you could have a 1,000-gallon underground tank to capture water for the gardens. He adds that with regular maintenance, you can get about 20 years out of a splash pad.

Linehan asks if there's a point where we might get close to triggering the need for stormwater.

Slipka says he doesn't have an answer right now but conversations have been started. He shares that the larger the splash pad, the more likely.

Linehan reminds the group that these are all ideas on paper. If you like a circular splash pad but Concept 3's playground size, that's moveable and changeable.

Linehan goes on to share that the Council has agreed to budget \$3.5 million. \$2 million will be paid in cash with \$1.5 million in rebate bonds. The debt service of 20 years would be manageable and residents would likely feel a minimal tax increase with it.

The two wild cards are that we have requested one million dollars for bonding in 2024, but we likely wouldn't find out until July. The second part of that is that the City will apply for a \$350,000 DNR grant (funds would be 100% matched by the City). We will apply for that again this March. The possibility would be to fund a future phase item from that.

Faust asks for confirmation that the idea would be to ask HCM and WSB to keep placeholder spots in the park for future buildouts as dollars are awarded in the form of bonding and/or grants.

Linehan confirms this.

Wassenberg suggests we confirm what the fixed items are. Then, to determine the size of the variable items and then rank those by preference.

Yager says that the best-case scenario is that you get 10 weeks or so of skating with a concrete pad. He wonders if we want to retain green space and have a more temporary skating area instead.

Linehan says he would like the Council and Parks Commission to get down to two concepts instead of three.

Wassenberg points out that there are two flex lawn areas in Concept 2 from WSB.

The Commission and Council favor Concept 2 of the park layout, with modifications. They would like to reduce the size of the splash pad shown.

Faust says that we had a lot of good discussion on the multi-use plaza. Do we want to get a bid on the multi-use or just the splash pad?

Meyer said he's in favor of pricing out just a splash pad since we have a great ice rink nearby in Roseville.

Leehy asks if we want the large shelter orientated like it's shown in Concept 1 or in Concept 2?

Wassenberg says Concept 2.

Linehan says we are essentially merging Concepts 1 and 2. Looking at Concept 1, if we shrink the shelter's width and reorient it, increase the playground's square footage up to potentially 7,500 square feet, and shrink the distance between the building and the shelter, the result is a merging of Concepts 1 and 2.

Wassenberg adds that in order to keep the functionality of the large picnic structure, it might be helpful to keep the length of the building to create the walkway.



D. ADJOURNMENT: 9:26 PM

Commissioner Lundell motioned to  
adjourn;  
Approved 6-0

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E1
<b>Attachment</b>	Officer Elections
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	Officer Elections
<b>Description</b>	<p>The Commission must nominate and elect officers for 2024. Descriptions of these positions are as follows:</p> <p><b><u>Chairperson</u></b> Main contact between the commission and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.</p> <p><b><u>Vice chairperson</u></b> Fills duties in the Chair’s absence and encouraged to work as a team and communicate needs with staff.</p> <p><b><u>Secretary</u></b> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends nominating and electing officers for 2024.

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E2
<b>Attachment</b>	PARC Standing Rules
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	Adopt the Standing Rules
<b>Description</b>	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Parks and Recreation Commission Standing Rules</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approving the standing rules for 2024.

# FALCON HEIGHTS PARKS AND RECREATION COMMISSION

## STANDING RULES

February 5, 2024

### PURPOSE & DUTIES

The purpose of the commission is to serve in an advisory capacity to the City Council on all policy matters relating to public parks and facilities and recreation programs.

The commission's duties and responsibilities shall include:

1. Develop plans for community recreation by assessing the needs of the community and by considering their wishes.
2. Explore ways of providing as many recreational opportunities as possible. This may include, but shall not be limited to, working with neighboring communities, applying for grants, and organizing fundraisers.
3. May submit an annual recreation budget to City Council. Based on that budget, expenditures of City funds by the commission for recreational purposes shall be permitted with approval by the City Administrator.
4. Monitor recreational programs and the selection of suitable staff for all programs.
5. Promote the use of City recreational facilities. Any such use shall be in accordance with current regulations of the City of Falcon Heights.
6. Study and make recommendations concerning park improvements.

### MEMBERSHIP TERMS & ORGANIZATION

The formal commission membership consists of seven commissioners to be appointed by the Mayor and approved by the Council. The term of office for all commissioners shall be three years. Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term. No member shall serve more than two consecutive three-year terms.

All seven commissioners have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting. The commission shall elect a chairperson from among its appointed members for a term of one year. The commission may create and fill other offices as determined necessary, also, with a term of one year.

Commission members shall be subject to removal for cause, by a four-fifths vote of the City Council. Failure to attend meetings regularly shall be one basis for removal.

## RULES

### Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e., a public hearing.
  - b. Grouping several items to best make use of consultant time.
  - c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

### Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.
9. The commission shall hold scheduled meetings, not less than one per calendar quarter.

#### ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

#### ANNUAL REVIEW

These rules will be reviewed annually in January.

#### INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.



## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - “Restrict Discussion” is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E3
<b>Attachment</b>	<ul style="list-style-type: none"> <li>• Enrollment Analysis</li> <li>• 2023 Summer Programming Guide</li> <li>• CEC Program Guide</li> </ul>
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	2024 Summer Programming Discussion
<b>Description</b>	The COVID-19 Pandemic, deteriorating facilities, and staffing issues have caused the City to cut back on some of its summer programming in the last few years. Program enrollment has also been waning. In summer of 2023, only the soccer programs offered at Community Park had adequate enrollment numbers in order to be held. No programming was held at CTC due to low registration numbers. The 2023 Summer Programming Guide and the CTC program guides are attached merely as a reference so that we may determine what programming to offer this summer. The Commission must also now take future Community Park construction into consideration. Then, City Staff can create a guide to be used online and mailed within the City’s biannual newsletter to advertise the programming offered.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Enrollment Analysis</li> <li>• 2023 Summer Programming Guide</li> <li>• CEC Program Guide</li> </ul>
<b>Action(s) Requested</b>	Determine 2024 Summer Programming so that a 2024 Programming Guide can be created and published in the City’s Spring newsletter to be mailed to residents in March.

2018	Enrollment #	Class Cost	Revenue
Mini Soccer Mondays, 5:00 to 5:45	12	33	396
Blastball Mondays, 5:00 to 5:45	7	36	252
Super Soccer Mondays and Wed., 6:00 to 6:50	6	49	294
Summer Discovery Playgrounds M + W 12:30 to 4:30	12 varies		1630
Messy Art Mondays 11:00 to 11:50	5	45	225
Tennis 7 to 9 years. M+W 6:00 to 6:50	3	55	165
Mini Soccer Wednesdays 10:30-11:15	9	33	297
Super Soccer T and Th., 6:00 to 6:50	10 varies		535
Summer Discovery Playgrounds - Thurs. 9:00 AM to 11:30	9	30	270
Messy Art Mondays 9:00 to 9:50	8	20	160
Messy Art Thursdays 2:00 to 2:50	7	20	140
Classes canceled due to low registration number:			4364
Tennis 10-13 yrs.			
Adult Tennis			
Tennis with family			
Blastball on Tuesdays			
Flag Football			

2019	Enrollment #	Class Cost	Revenue
Mini Soccer Mondays, 5:00 to 5:45	10	33	323
Blastball Mondays, 5:00 to 5:45	4	36	144
Super Soccer Mondays and Wed., 6:00 to 6:50	11	49	539
Summer Discovery Playgrounds M + W 12:30 to 4:30	13 varies		1825
Messy Art Mondays 11:00 to 11:50	9	45	360
Tennis 7 to 9 years. M+W 6:00 to 6:50	3	55	165
Tennis 10-13 yrs.	3	55	165
Mini Soccer Wednesdays 10:30-11:15	8	33	264
Summer Discovery Playgrounds - Thurs. 9:00 AM to 11:30	8	30	240
Messy Art Mondays 9:00 to 9:50	8	20	160
Messy Art 2:30	6 varies		112
Classes canceled due to low registration number:			4297
Tennis Beginner			
Blastball on Tuesdays, 5:00-5:45			
Blastball on Tuesdays, 1:00-1:45			
Flag Football, Mon. 7:00-7:50			
Messy Art Tuesdays 2:00-2:50			
Kickball T+Thurs. 4:00-4:50			
Mini Soccer Tues. 2:00-2:45			

June 10-July 15

June 10-July 17

**2020 Summer classes - (Covid)**

2021	Enrollment #	Class Cost	Revenue
Mini Soccer Mondays, 5:00 to 5:45	7	35	245
Blastball Mondays, 5:00 to 5:45	5	38	190
Super Soccer Mondays and Wed., 6:00 to 6:50	7	53	212
Summer Discovery Playgrounds M + W 12:30 to 4:30	10	55	550
Messy Art Mondays 11:00 to 11:50	2	47	94

June 21-July 26

June 21-July 28

June 21-August 4

We charged half the price and had less people than 2019

Tennis 7 to 9 years. M+W 6:00 to 6:50 5 57 285

June 21-July 28

Classes canceled due to low registration number: 1576  
 Mini Soccer Thursdays 6:00-6:45  
 Rec on the Go -Tues. June 22-27

new day/time from 2019; this proved less popular

**2022 Enrollment # Class Cost Revenue Staff Expense**

Mini Soccer Mondays, 5:00 to 5:45	12	35	420	
Blastball Tues., 5:00 to 5:45	2	38	76	
Blastball Wed., 5:00 to 5:45	4	38	150	
Super Soccer Mondays and Wed., 6:00 to 6:50	8	53	424	
Summer Discovery Playgrounds M + W 12:30 to 4:30	1	55	55	
Tennis 7 to 9 years. M+W 6:00 to 6:50	4	57	228	
			1353	4234

Summer Programming June 20-July 27

We combined 6 participants into one class

In the fall, from 9/17-10/08, we offered baseball, soccer and flag football  
 4 baseball  
 3 soccer  
 4 football

Did not move forward

CTC Classes

Super Soccer Tuesdays, 1:00 PM to 1:50	0	53		
Summer Discovery Playgrounds TU + TH 12:30 to 2:30	11	75		
			825	

Did not move forward

2,203

**2023 Enrollment # Class Cost Revenue Staff Expense**

Mini Soccer Mondays, 5:00 to 5:45	16	35	560	
Super Soccer Mondays and Wed., 6:00 to 6:50	7	53	371	
Summer Discovery Playgrounds M + W 12:30 to 3:30	1	155	0	0
Tennis 5 to 7 years. M+W 5:00 to 5:50	0	57	0	0
Tennis 7 to 9 years. M+W 6:00 to 6:50	0	57	0	0
Tennis 10 to 13 years. M+W 7:00 to 7:50	0	57	0	0

Summer Programming June 19-July 24

Did not move forward

Did not move forward

Did not move forward

Did not move forward

CTC Classes

Super Soccer Tuesdays and Thursdays, 11:00 AM to 11:50	3	53	0	0
Summer Discovery Playgrounds TU + TH 1:00 to 4:00	3	155	0	0
Messy Art Tuesdays 9:30-10:30	1	40	0	0

Did not move forward

Did not move forward

Did not move forward

931



**CITY OF FALCON HEIGHTS**

# **Parks & Recreation**



## **Summer 2023 Programming**

**REGISTRATION OPENS MARCH 20!**

# How to Register

1. **Online** - [www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation
2. **Mail to City Hall:** 2077 W. Larpenteur Ave., Falcon Heights, MN 55113
3. **Fax:** 651-792-7610
4. **Email** the form to [mail@falconheights.org](mailto:mail@falconheights.org), subject "Summer Programs". Printable form can be found at [www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation

If you have any questions, please call City Hall at 651-792-7600

## Registration Information

Pre-registration is required for all recreation programs. Registration can be completed online or by printing and completing a paper application (found online) and returning it to City Hall. The **deadline for registration is May 25, 2023**. All registrations received after that time will be charged a late fee of \$5.00 and are subject to course availability. **Programs are subject to cancellation in the event of insufficient enrollment and/or staff.** If necessary, cancellation notifications will be sent on or before June 9. For any questions, please call City Hall at 651-792-7600.

## Register Online ([www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation)

Online registration begins on Monday, March 20th, 2023 and is open through May 25, 2023. Online payment must be completed through AllPaid. Once programs are selected they will be automatically totaled at the bottom of the page. If the webpage does not lead you to the AllPaid page, your registration information will not be sent to staff. You will receive a confirmation email from staff once your registration has been processed. If you have any questions about the registration process, please call City Hall at 651-792-7600.

## Waiting List

Parks and Recreation staff will accept your child's name and phone number to add to the waiting list for any class that is full. You will be contacted if we can accept your child into a program.

## Scholarships

Scholarships are available to Falcon Heights residents who are in need and who qualify. Scholarships are up to 50% off course costs. Contact the Falcon Heights City Hall directly if you have questions. Scholarships are offered on a first come, first served basis, as available.

## WEATHER HOTLINE: 651.792.7607

Falcon Heights Parks & Recreation programs may be canceled when dangerous weather conditions are reported in the area or in the case of extreme temperatures. Call the Weather Hotline 15 minutes prior to your class time to confirm cancellations via a recorded message.





## Summer Discovery Playground

Come join your friends and our friendly staff twice a week for tons of fun and activities this summer! Participants will engage in games, crafts and various themed activities. Groups will be separated by age for some activities, if appropriate. Participants must be at least four years old before the program starts. This is our most popular class, so sign up early!

Parents please sign in/out each day. Parents may have the option to drop of their child at a later time if given prior approval from the head staff leader.

Please bring a nut-free snack, water bottle and sunscreen. And, send your child in weather-appropriate clothing.

Age	Days	Dates	Time	Cost	Location	Class Min.
4-12 yrs.	M & W	June 19 - July 26	12:30 PM – 3:30 PM	\$155	Community Park	4

No classes will be held the week of July 3

## TENNIS

Our Parks and Recreation Department has joined with the United States Tennis Association to create curriculum designed for all ages. Whether you are a beginner or an intermediate player with experience, our courses are designed to learn skills, play games and understand the fundamentals of the game, all while being age appropriate.

Age	Days	Dates	Time	Cost	Location	Class Min.
5-7 yrs.	M & W	June 19 - July 26	5:00 PM – 5:50 PM	\$57	Community Park	4
7-9 yrs.	M & W	June 19 - July 26	6:00 PM – 6:50 PM	\$57	Community Park	4
10-13 yrs.	M & W	June 19 - July 26	7:00 PM – 7:50 PM	\$57	Community Park	4

No classes will be held the week of July 3



## Soccer

The City of Falcon Heights was granted the Target Soccer grant in 2018. In an effort to promote our city's Parks & Rec soccer program, these funds will be used to offer scholarships for families that register more than one child in soccer programming.

If registering more than one child for a soccer program, please call City Hall to be eligible for no-cost registration for second child participant. Registration will be reflected on lesser or equal-valued program. Scholarship is based on a first come, first served basis.

### Mini Soccer - Adults Involved, Too!

Mini Soccer provides an introduction into the basics of soccer. Kids and will learn basic skills like passing, shooting, and dribbling through fun games and drills. Parents/guardians will have the opportunity to assist their kids with games and drills during classes. Classes are kept small to provide as much individual attention as possible.

Age	Day	Dates	Time	Cost	Location	Class Min.
3-5 yrs.	Monday	June 19 - July 24	5:00 PM – 5:45 PM	\$35	Community Park	6

No classes will be held the week of July 3

### Super Soccer

Super Soccer is designed for participants of all skills/abilities. Kids will learn dribbling, passing and shooting through fun, interactive drills and scrimmages with an emphasis on having fun and teamwork!

Age	Days	Dates	Time	Cost	Location	Class Min.
5-8	M & W	June 19 - July 26	6:00 PM – 6:50 PM	\$53	Community Park	6

No classes will be held the week of July 3



# City of Falcon Heights Parks & Recreation for CTC

## Summer Discovery Playgrounds (SDP)

**Ages: 4 - 12**

Come join your friends and our friendly staff twice a week for tons of fun activities at our parks this summer. Participants will engage in fun games, crafts and other themed activities. Groups will be separated by age for some activities (4 to 6-year-olds and 7 to 12-year-olds if group is large enough). Participants must be four years old before the program starts. Class minimum: 4

**Please bring a nut free snack, water bottle, sunscreen and dress your child according to the weather. Crafts and activities will not be repeated.**

**Tuesdays & Thursdays (No class the week of 7/3)**

**Cost:** \$77.50

**Date:** Tuesdays & Thursdays, June 20 - July 25

**Time:** 1:00pm - 4:00pm

**Location:** Rotating Playgrounds at CTC



## Super Soccer

**Ages: 5 - 8**

Super Soccer is designed for participants of all skills/abilities. Kids will learn dribbling, passing and shooting through fun, interactive drills and scrimmages with an emphasis on having fun and teamwork! . (No class the week of 7/3). Class minimum: 6

**Cost** \$26.50

June 20 – July 25

**Date:** Tues and Thurs

**Time:** 11:00am - 11:50am

**Location:** CTC Soccer Field

## Messy Art

**Ages: 4 - 8**

Come explore the marvelously messy world of art where young artists can squish, shape, blend, bend, mix, move, color and create. Your children will find artistic inspiration in nature while experiencing the art world through their senses. (No class the week of 7/3). Class minimum: 4

**Cost:** \$20

**Date:** Tuesdays, June 20 - July 25

**Time:** 9:30am - 10:30am

**Location:** CTC Community Center (kitchen)



**Registration is open from March 20 through May 25. To register for these courses, you must be a CTC resident. You can register at the CTC Community Center.**

### **Waiting List**

Staff will accept your child's name and phone number to add to the waiting list for any class that is full. You will be contacted if we can accept your child into a program.

### **Cancellations**

Classes are subject to cancellation in the event of insufficient enrollment (class minimums stated above) and/or staffing. If necessary, class cancellations will be sent out on or by June 9.

**Check the Falcon Heights Weather Hotline for cancellations 30 minutes prior to class 651.792.7607**



# Parks and Recreation Rules of Conduct

## Discipline Policy

The City of Falcon Heights reserves the right to have participants leave our facilities or programs if there is a discipline issue. Refunds will not be given for anyone asked to leave our facilities or programs for disciplinary reasons.

Acts of misconduct may be in any form that is disruptive to others, disrespectful of others or causes harm to others. It is of Staff's sole discretion to determine when/if behavior is an act of misconduct, but such examples include disrespect, profanity, destruction of property, and unnecessary roughness or assault.

It is expected that everyone who uses City facilities and/or is enrolled in programming offered through the City of Falcon Heights follow this policy in order to:

- Afford appropriate respect for staff and other participants
- Facilitate success in programming
- Provide an appropriate level of safety

For anyone in violation of conduct, Staff will follow this 3-Strike Discipline Procedure:

- **FIRST STRIKE: Warning!** On any given day, on the first occasion of misconduct, staff will issue a verbal warning to the participant that they are in violation of conduct.
- **SECOND STRIKE: Take a Break!** On the second occasion of misconduct on that same date, staff will ask the participant to take a timeout until the participant is ready to rejoin and do so in a non-disruptive and/or non-offensive way.
- **THIRD STRIKE: You're Out!** If there is a third occasion of misconduct on that same date, and depending on the amount of time left in the activity as well as the nature of the situation, the participant may then be asked to sit out the remainder of the class or leave. The minor's parent would then be contacted and asked to pick up their child.

Staff will document and notify parents/guardians at the end of the day whenever a child has been issued a strike. In the event of repeated issues of misconduct, a participant may then be expelled from the program.

If there are two or more days, whether consecutive or non-consecutive, in which a violator has three strikes on each date, then Staff has the right to terminate participation immediately and no refund will be given.

Additionally, a repeated pattern of misconduct across multiple dates may also be grounds for automatic expulsion without reimbursement.

*This policy applies to all City facilities and programs and your signature below acts as recognition of and adherence to it.*

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**Parent/Guardian's Signature**

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**Date**



## **Parks & Recreation Inclement Weather Policy**

Falcon Heights Parks and Recreation may use the following guidelines and procedures for inclement weather to safeguard participants and staff. Falcon Heights Parks and Recreation retains the right to cancel or modify activities due to weather conditions. Information from the National Weather Service (NOAA) will be used to ensure programs, activities and facilities can be operated in a safe manner.

### **INCLEMENT WEATHER CONDITIONS PROCEDURES:**

Falcon Heights Parks and Recreation Programs may be canceled when dangerous weather conditions are reported in the area. These conditions may include severe weather, lightning, tornado warnings, and extreme temperatures.

### **WEATHER-RELATED UPDATES:**

The safety of our participants is important to us, and we will make every effort to keep you informed of program cancellations due to weather. Weather-related notifications regarding City-sponsored programs, activities or facilities closing will be posted in any of the following ways:

- Recorded Weather Line at 651-792-7607
- City of Falcon Heights Facebook page
- City of Falcon Heights website

### **Light Rain:**

Light rain typically does not interfere with programs. But, because weather and field conditions continually change, staff may wait to make cancellation decisions. Call **(651) 792-7607** ten to fifteen minutes prior to your class time to confirm cancellations via a recorded message.

For program cancellations, decisions will be made no later than 30 minutes prior to the program start.

### **Lightning:**

Upon the first sight of lightning or sound of thunder, all outdoor activity must stop immediately. If able to do so, all in attendance at an outdoor program should immediately go to their cars or enter a building. No one will be allowed to resume play until 10 minutes after the last sighting of lightning.

**Severe Weather Warning / Tornado:**

In the case of severe weather sighting, the issuing of a severe weather warning, or a weather siren sounded, all unsheltered outdoor activities must be stopped. Participants at recreation programs and general park facility users are advised to seek shelter the best shelter available immediately.

**Heat:**

Programs will be moved indoors, if possible, or may be cancelled if the heat index is 100 degrees or above. Parents should use their discretion in regards to heat advisories and participant involvement. Parents should discuss known health conditions and concerns with the program coordinator or recreation supervisor.

**Cold:**

During extreme cold weather, outdoor activities are not recommended. Therefore, rinks and warming houses may be closed when the actual temperature falls below 0 degrees Fahrenheit and/or the windchill is colder than -10. Snow event closings will be determined on a case by case basis. The Parks and Recreation recorded weather line will be updated every Monday morning to reflect normal skating hours for the week. In case of inclement weather, the recording will be updated, as needed, during the hours of 8AM to 5PM, Monday through Thursday.

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E4
<b>Attachment</b>	2023 PARC Goals
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	2024 Goals/Priorities
<b>Description</b>	<p>In 2023, as the Parks Commission started having regular meetings again (previously affected by the COVID-19 pandemic and staff turnover) and established a list of commission goals for 2023.</p> <p>Using the 2023 goals as a starting point, the Parks Commission should now establish their 2024 goals.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	2023 Parks and Recreation Goals
<b>Action(s) Requested</b>	Staff recommends reviewing the goals established in 2023 to then determine their goals and priorities for 2024.

# DRAFT

## 2024 PARC GOALS (Taken from 2023; Not Final for 2024)

- 1). Develop a fall event
- 2). Host an event in the spring at City Hall in place of Snowstravaganza that was not held in the winter. Or, enhance Spring Ahead event.
- 3). Draft and implement a weather and discipline policy for summer/fall programming, which parents acknowledge and agree to.
- 4). Develop marketing strategies to expand the areas and people we currently reach to promote City events and programming to.
- 5). To have regular meetings of the Park and Recreation Commission, having quorum at least every quarter.
- 6). To create an event calendar
- 7). To bring back the 5K or some type of fun run
- 8). To visit/revisit area park buildings to gain knowledge in order to improve our own building at Community Park.
- 9). To do a park audit, looking at the amenities we currently have and to determine areas we can improve upon.
- 10). To study the ice rink's use at Curtiss Field and look for improvements for 2024.
- 11). To develop one goal per each of the categories that PARC advises on (public parks, facilities, and rec programming).

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E5
<b>Attachment</b>	2024 PARC Meeting Calendar
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	2024 Parks and Recreation Commission Calendar
<b>Description</b>	The Commission will use this calendar on an annual basis to be reminded of reoccurring tasks, meetings and events and will update it at the start of a new year.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2023 Parks and Recreation Commission Calendar</li> </ul>
<b>Action(s) Requested</b>	Staff recommends reviewing the calendar used in 2023 and updating it as dates are known in 2024 to include events, tasks, and meetings.

# City of Falcon Heights Parks and Recreation Commission 2024 Annual Meeting Agendas / Tasks / Events

*(1<sup>st</sup> Monday of each month  
at 6:30 PM)*

January 3, 2024	<p>No meeting held on 1/1/24 due to it being a holiday and City Hall being closed. Instead, a joint meeting will be had on January 3, 2024 when the City Council has a Workshop Meeting.</p>
February 5, 2024	<ul style="list-style-type: none"> <li>• Officer Elections</li> <li>• Adopt Standing Rules</li> <li>• Set PARC Goals</li> <li>• Finalize Summer Programming</li> <li>• Community Park Discussion</li> <li>• Share Annual Parks and Rec budget with commission, if not done in December.</li> </ul>
March 4, 2024 - Joint Meeting	<ul style="list-style-type: none"> <li>• Joint Meeting with CEC to set date for and plan Spring Together</li> <li>• Recap the ice-skating season</li> <li>• Ice Cream Social – Set date for event</li> </ul>
April 1, 2024 - Joint Meeting	<ul style="list-style-type: none"> <li>• Joint Meeting with CEC to finalize details of Spring Together; begin planning Ice Cream Social– Set date; hire band; assign tasks</li> </ul>
May 6, 2024 - Joint Meeting	<ul style="list-style-type: none"> <li>• Joint Meeting with CEC to discuss Spring Together, Ice Cream Social and fall events; assign remaining tasks</li> </ul>
June 3, 2024 – Joint Meeting	<ul style="list-style-type: none"> <li>• Continue Ice Cream Social and Fall Event Planning</li> <li>• Discuss Fall Programming - Set Classes</li> <li>• Set date for fall event and begin planning</li> </ul>
July 1, 2024	<p>No meeting on 7/1/24</p> <ul style="list-style-type: none"> <li>• Conduct park audits individually on own time</li> </ul>

August 5, 2024	<ul style="list-style-type: none"> <li>• Recap Summer Programming</li> <li>• Continue planning fall event</li> <li>• Share compiled park audit reports and suggest improvements within the parks</li> </ul>
September 2, 2024 (no meeting on 9/2/24 due to holiday)	<ul style="list-style-type: none"> <li>• No meeting on 9/2; holiday</li> </ul>
October 2, 2024	<ul style="list-style-type: none"> <li>• Fall event planning</li> <li>• Park Audit Update</li> </ul>
November 4, 2024	<ul style="list-style-type: none"> <li>• Recap fall event</li> </ul>
December 2, 2024	<ul style="list-style-type: none"> <li>• Community Garden</li> <li>• Share 2025 Budget</li> <li>• Set PARC goals for 2025</li> <li>• Set agenda calendar for 2025</li> </ul>
January 6, 2025	<ul style="list-style-type: none"> <li>• Officer Elections</li> <li>• Adopt Standing Rules</li> <li>• Discuss Summer Programming</li> <li>• Share Annual Parks and Rec budget with commission, if not done in December.</li> <li>• Finalize 2025PARC goals</li> </ul>

**CITY EVENTS (Previous Year 2023 Dates Below)**

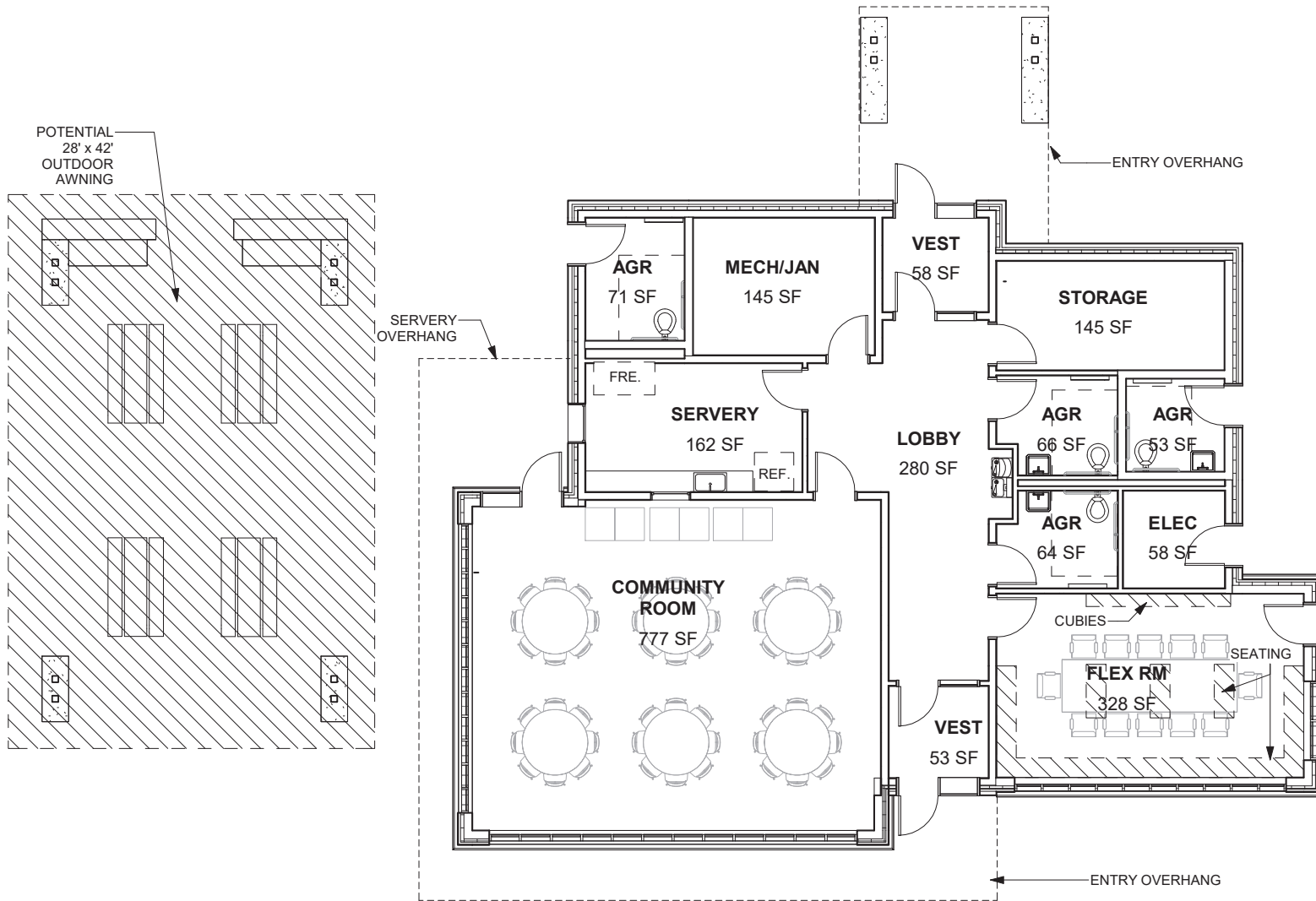
<b>May 20</b>	Spring Together	4:00 to 6:00 PM	Curtiss Field
<b>July 20</b>	Ice Cream Social	5:00 to 7:00 PM	Community Park
<b>August 1</b>	Night to Unite	Time TBD	Neighborhoods
<b>December</b>	Human Rights Day		City Hall

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<b>Meeting Date</b>	February 5, 2024
<b>Agenda Item</b>	E6
<b>Attachment</b>	Park Renderings from WSB and HCM Architects
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	Community Park Renovation Discussion
<b>Description</b>	<p>The Parks and Recreation Commission attended the City Council Workshop on January 3, 2024 to have a joint meeting and discussion regarding the Community Park renovation. At the conclusion of that meeting, the recommendations and requested revisions were sent to WSB and HCM Architects.</p> <p>The Commission should now review the latest revised park renderings that have been sent to the City by WSB and HCM Architects to make any further recommendations to the City Council.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Park Renderings from WSB and HCM Architects</li> </ul>
<b>Action(s) Requested</b>	Staff recommends reviewing the latest park renderings that have been sent to the City by WSB and HCM Architects to make any further recommendations to the City Council.





**NOTES:**

2,708 SF (GROSS)

- ENTRY / LOBBY AREA
- COMMUNITY ROOM  
LOCATED FACING THE GARDEN AND SHELTER  
  
SEATING AT TABLES  
45-50 PERSONS  
SEATING AT AUDITORIUM STYLE  
80 - 90 PERSONS  
APPOX. 16 YOGA MATS
- FLEX ROOM  
LOCATED FACING THE PLAYGROUND AND POTENTIAL SKATING AREA  
  
SEATING AT BENCHES  
20-25 PERSONS  
SEATING AT TABLES  
10 - 14 PERSONS
- SERVERY / CATERING KITCHEN  
FREEZER  
REFRIGERATOR  
SINK  
OUTDOOR PASS-THRU WINDOW  
PASS-THRU TO COMM RM?
- RESTROOMS  
ALL GENDER RESTROOMS  
INDOOR AND OUTDOOR
- MECHANICAL/ELECTRICAL  
REQUIRED SIZE TO BE VERIFIED
- ADDITIONAL OUTDOOR SEATING / PAVILION  
SEATING AT TABLES  
20 - 30 PERSONS  
SEATING AT AUDITORIUM STYLE  
55 - 65 PERSONS

① CONSTRUCTION FLOOR PLAN OPT 3  
1/8" = 1'-0"



Client:



Project:

**FALCON HEIGHT COMMUNITY BUILDING**

Number:

**3.0**

Project Number: 2387

Name:

**CONSTRUCTION FLOOR PLAN OPT 3**



**HABEN, CHRISTENSEN & MOLWAIN ARCHITECTS**

4201 CEDAR AVENUE SD. • MINNEAPOLIS, MN 55407 | TEL: (612) 904-1332







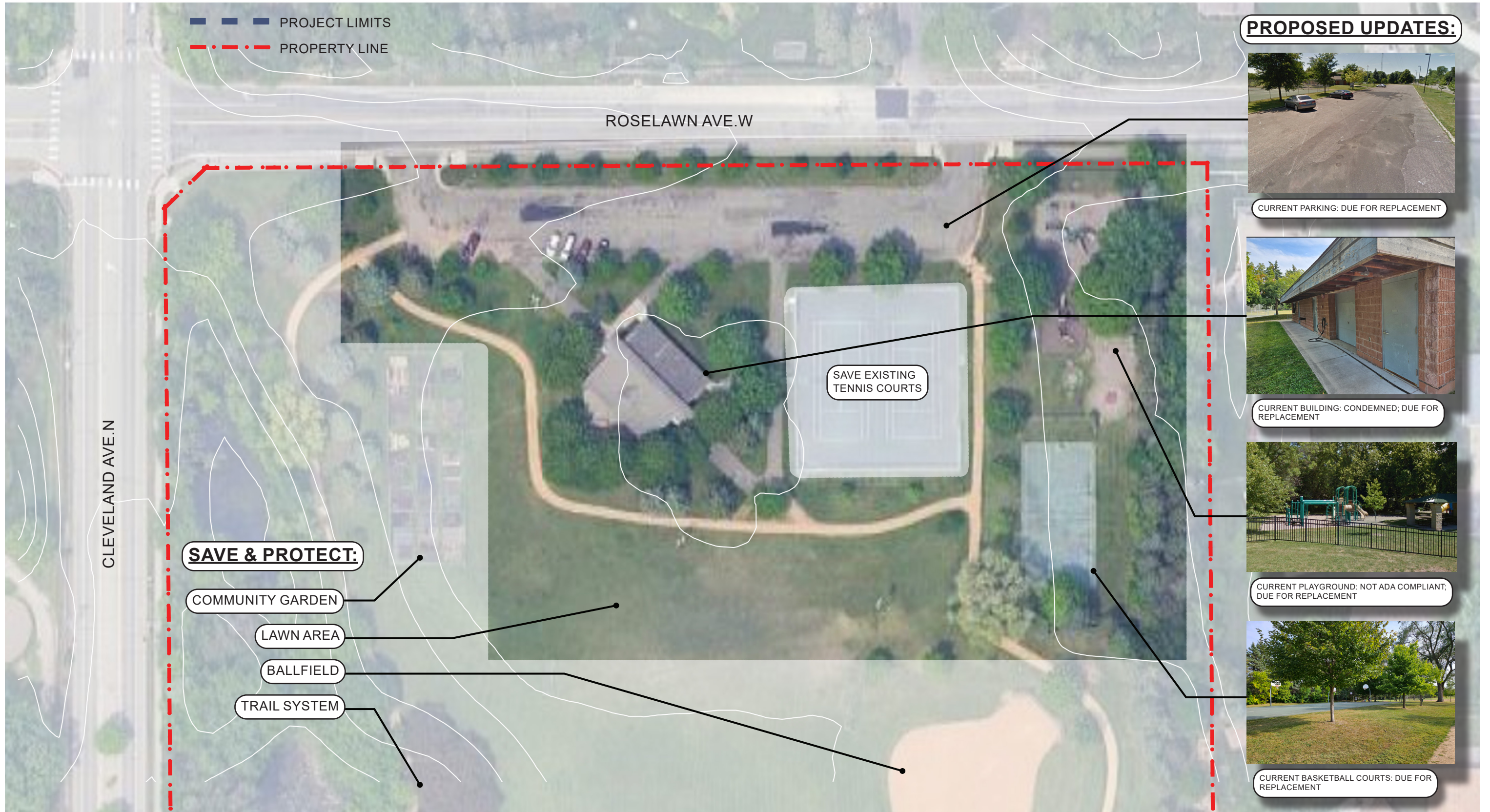






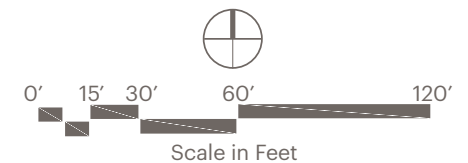






# Falcon Heights Community Park | Precedent Map

Falcon Heights, Minnesota  
 December 21, 2023 | WSB Project number: 023655-000



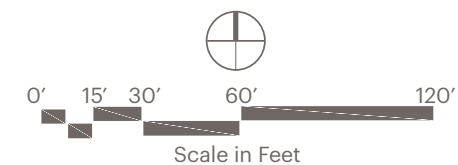


PRECEDENT IMAGERY



Falcon Heights Community Park | Concept 2

Falcon Heights, Minnesota  
 January 23, 2024 | WSB Project number: 023655-000



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