

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

AGENDA
August 5, 2024 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Mike Bradbury_____ Eric Brenton_____
Bob Haight_____ Tom Faust_____ Randi Lundell_____ Erin Williams_____

COUNCIL LIAISON:

James Wassenberg _____

STAFF PRESENT:

Kelly Nelson_____

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. June 3, 2024 – Parks and Recreation Regular Meeting Minutes

E. AGENDA:

1. Park Audit Findings and 2025 Budget Planning
2. Fall Programming
3. Vice Chairperson Election
4. Fall Event Discussion

F. INFORMATION/ANNOUNCEMENT

1. Recap 2024 Ice Cream Social
2. Update on MN DNR Outdoor Recreation Grant Request
3. Update on Summer Programming

G. ADJOURNMENT:

BLANK PAGE

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

MINUTES
June 3, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:36 PM

B. ROLL CALL:

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

COUNCIL LIAISON:

James Wassenberg X

STAFF PRESENT:

Kelly Nelson X

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. May 6, 2023 – Parks and Recreation Meeting Minutes - Joint Meeting - Community Engagement Commission

Faust motions to approve the Park minutes;
approved 6-0
Commissioner Yager arrived just after the vote

E. AGENDA:

1. Ice Cream Social 2024 Event

City Staff, Nelson, gives Commissioners an update that the City is awaiting a response from Blaze Credit Union in regards to whether cars could park in their lot for Ice Cream Social if it is held at City Hall.

Bradbury suggests having Ice Cream Social at The Grove.

The Commissioners discuss the logistics, including where to park cars/walk, etc.

Faust points out that there is an underground tunnel closer to the clubhouse but wonders if people would walk the extra distance in order to use it. And, parking likely won't be possible at the golf course or driving range.

Brenton says that we would need power and restrooms at the Grove.

Williams thinks City Hall would be more turnkey.

The Commissioners decide that City Hall would work and will allow Staff to make the decision based on the Community Park construction timeline and the response from Blaze.

2. Curtiss Field Amenity

Nelson reminds the commission that \$5,000 was added to the budget in 2024 and earmarked for improving Curtiss Field through an added amenity. If the money is not used in 2024, it won't carry over for use next year.

Williams asks if we can solicit attendees at Ice Cream Social.

Brenton says that a few of the suggestions (collected at Spring Together) are already in the works at or best-suited at Community Park.

Williams suggests gathering data from those that submit the ideas so that we have a better understanding of their age and their park usage.

Commissioners consider whether there is water access at Curtiss Field.

Williams asks if the Environment Commission could help with a prairie garden.

Haight is not in favor of re-landscaping the pond area. He adds that the portable bathroom sees a lot of use.

Staff will look into how often the bathroom is serviced and can inquire if it could be done more frequently.

Bradbury recommends adding a timer to the lights. The State Fair Task Force mentioned how dark the park was last year. The timer could automatically turn the lights off at park close.

Wassenberg suggests redirecting the lights that are in the skating area so they are cast into the park more during non-skating months.

Yager reminds commissioners that a skating liner was previously discussed and that it would extend the use of the ice rink.

Bradbury summarizes that the commissions favors the following three amenities in this order: water fountain, timer for lights and a tarp for under the ice rink.

Faust says there is a tree that will need to be replaced at Curtiss at some point.

Williams mentions gravel beds and how you can plant bare root trees in the gravel and then transplant them elsewhere.

Bradbury and Wassenberg mention that there isn't a sidewalk to connect Iowa to Idaho and it would be nice to add that during a Pavement Management Project (PMP) in the Northome area.

3. Fall Programming

Nelson updates the commission that the City hired three staff members for summer programming but the challenge is that the summer staff typically moves on and a different staff must then be hired for fall programming. Last year, the City did not offer fall programming.

Brenton suggests doing the same free rec programming model again in the fall but suggests having it at the Grove.

Yager questions what the current demographics are and if there are many young kids in Falcon Heights.

The commissioners continue discussions and say that printing the fall programming schedule in the biannual newsletter that gets mailed out isn't important since that has to typically be ready by August or September and fall staff may not be hired by then. Instead, they recommend taking a wait-and-see approach to how the free summer rec program does. Then, maybe that is repeated or maybe the City looks to hosting board games at City Hall in the fall, as an example of what programming might look like.

F. INFORMATION/ANNOUNCEMENT

1. Recap 2024 Spring Together

Nelson says that 273 frozen treats were handed out in 2023 and 249 were handed out this year. There was less duplication this year so attendance was likely equal.

Staff and fellow Commissioners thank Brenton for the open mic portion of the event.

Bradbury says that if the Commission opts not to have an open mic next year, the City should hire an acoustic musician.

2. Update on Grant Requests

Nelson shares that the City was not selected to receive grant funds from AARP Community Challenge. The funds would have been used to purchase a wheeled pickleball net for the combination basketball/pickleball court at the Grove. AARP received over 3,300 applicants from communities nationwide.

The City was selected to receive grant money from the University of Minnesota Good Neighbor Fund. Nearly \$7,300 will be awarded to the City and be used to purchase sports and activities equipment for summer programming at Curtiss Field.

3. Update on Summer Programming

Nelson updates the commission that three staff members were hired for summer programming and that a work schedule will be put together next week so that the City can determine if additional nights/days of programming can be offered to residents.

Williams proposes discussing park improvement ideas that could be brought to the Lions Club at the next Parks and Recreation meeting in August. There will be no meeting in July and commissioners will conduct individual park audits instead.

Commissioners also discuss pricing estimates that the City received from Kraus-Anderson and how estimates were higher than anticipated. The City Council will discuss ways to reduce costs at their workshop meeting on Wednesday (June 5).

G. ADJOURNMENT: 8:22 P.M.

Yager motions to adjourn the meeting;
Approved 7-0

BLANK PAGE

Meeting Date	August 5, 2024
Agenda Item	E1
Attachment	Park Audit Findings
Submitted By	Kelly Nelson, Deputy Clerk / Admin. Services Director

Item	2024 Audit of Parks
Description	<p>The PARC did not have a commission meeting on July 1, 2024 and opted to use the time to conduct park audits, individually, throughout the month instead.</p> <p>The purpose of the audits is to compile a list of improvements to be considered in 2025 and to allow Staff to budget appropriately, with such improvements in mind.</p>
Budget Impact	TBD
Attachment(s)	Commissioners' Individual Audit Reports
Action(s) Requested	Staff recommends commission members further discuss audit findings to compile a final list of suggested improvements to be made under 2025 budget consideration.

Park Name: Curtiss
Date of Audit:
Auditor: Erin W.

Landscaping / Grounds

1. Are weeds absent from grass and surrounding grounds (mulch beds, playground, courts, etc.)? Yes _____ No _____ N/A _____

Comments: Small amount of weeds in some areas; expected and not impactful.

2. Is grass in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)? Yes Mostly No _____ N/A _____

Comments: Some notable bare/wear near the social trail at ramp from parking lot to garbage can.

3. Is grass properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)? Yes X No _____ N/A _____

Comments: Grass looks great.

4. Are grounds clean and free of debris (no trash, pine needles, leaves, or other debris)?

Yes X No _____ N/A _____

Comments:

Concrete and Pathways

1. Are concrete pathways and curbs, along with aglime pathways in good condition (no excessive cracking or heaving, no significant damage or wear and tear)? Yes _____ No X N/A _____

Comments: **Larger curb cracks and large pieces missing along parking lot especially near t the handicap spot.**

2. Are trails and pathways properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)? Yes X No _____ N/A _____

Comments:

Playground

1. Is surface material in playground area well maintained, clear of debris and in good condition?

Yes No N/A

Comments:

2. Is playground equipment in good and working condition?

Yes No N/A

Park Facilities

1. Is equipment and are all amenities, as outlined in this packet, accounted for and in good condition? Items to inspect and report on include picnic tables, grills, etc.

Yes No N/A

Comments:

2. Are courts free of debris and in good condition? Look for cracks in the court, paint flaking, and check condition of nets.

Yes No N/A

Comments:

Park Name: The Grove
Date of Audit: July 2024
Auditor: Erin W.

Landscaping / Grounds

1. Are weeds absent from grass and surrounding grounds (mulch beds, playground, courts, etc.)? Yes _____ No X N/A _____

Comments: Some weeds in the playground mulch beds – not a lot.

2. Is grass in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)? Yes Mostly No _____ N/A _____

Comments: Some ruts in front of benches and the free library (and under trees in shadier areas).

3. Is grass properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)? Yes X No _____ N/A _____

Comments:

4. Are grounds clean and free of debris (no trash, pine needles, leaves, or other debris)?

Yes X No _____ N/A _____

Comments: Some leaves have fallen (Sunday) but not impactful or noticeable if I wasn't looking.

Concrete and Pathways

1. Are concrete pathways and curbs, along with aglime pathways in good condition (no excessive cracking or heaving, no significant damage or wear and tear)? Yes X No _____ N/A _____

Comments:

2. Are trails and pathways properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)? Yes X No _____ N/A _____

Comments: Social trail by playground.

Playground

1. Is surface material in playground area well maintained, clear of debris and in good condition?

Yes No N/A

Comments:

2. Is playground equipment in good and working condition?

Yes No N/A

Comments:

Park Facilities

1. Is equipment and are all amenities, as outlined in this packet, accounted for and in good condition? Items to inspect and report on include picnic tables, grills, etc.

Yes No N/A

Comments:

2. Are courts free of debris and in good condition? Look for cracks in the court, paint flaking, and check condition of nets.

Yes No N/A

Comments: Court looks great!

Community Park -

Dig out suckering stumps along fence of basketball court

Hole in one soccer net

Big boulder in woods (inside of path in the woods) would be a great addition to the playground area (would require a bobcat to move)

Station 10 bed - wire is broken

Buckthorn in woods - maybe a project for community members, maybe just ignore it.

Dead trees in woods around perimeter.

Curtis -

Sediment on basketball court due to poor water drainage. Install buried drain pipe with 3 drain openings on south end, cornering and heading north along the west side to tie into the existing drain line. This is a 4 hour project for one guy, cost about \$50 and I'd be happy to explain it if needed.

Grove

Weeds in playground nearest the woods

Bench on vitacourse is shot.

Park Name: Grove Park
Date of Audit: 7/21/24
Auditor: Eric Brenton

Landscaping / Grounds

1. Are weeds absent from grass and surrounding grounds (mulch beds, playground, courts, etc.)? **Yes** x_____ **No** _____ **N/A** _____

Comments: some weed growth on edges of playground

2. Is grass in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)? **Yes** x_____ **No** _____ **N/A** _____

Comments: some wear in normal places like under basketball hoops

3. Is grass properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)? **Yes** x_____ **No** _____
N/A _____

Comments:

4. Are grounds clean and free of debris (no trash, pine needles, leaves, or other debris)?

Yes x_____ **No** _____ **N/A** _____

Comments: no noticeable trash

Concrete and Pathways

1. Are concrete pathways and curbs, along with pathways in good condition (no excessive cracking or heaving, no significant damage or wear and tear)? **Yes** x _____ **No**
_____ **N/A** _____

Comments:

2. Are trails and pathways properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)? **Yes** x _____ **No**
_____ **N/A** _____

Comments:

Playground

1. Is surface material in playground area well maintained, clear of debris and in good condition?

Yes x _____ **No** _____ **N/A** _____

Comments:

2. Is playground equipment in good and working condition?

Yes _____ No _____ N/A _____

Comments: mostly good, plastic edging on playground areas is worn and broken in places
Wooden benches could use a power washer cleaning and trimming away of brush

Park Facilities

1. Is equipment and are all amenities, as outlined in this packet, accounted for and in good condition? Items to inspect and report on include picnic tables, grills, etc.

Yes _____ No _____ N/A _____

Comments:

2. Are courts free of debris and in good condition? Look for cracks in the court, paint flaking, and check condition of nets.

Yes _____ No _____ N/A _____

Comments:

Park Name: Curtiss Field
Date of Audit: 7/20/24
Auditor: Eric Brenton

Landscaping / Grounds

1. Are weeds absent from grass and surrounding grounds (mulch beds, playground, courts, etc.)? **Yes** x_____ **No** _____ **N/A** _____

Comments:

2. Is grass in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)? **Yes** x_____ **No** _____ **N/A** _____

Comments: some wear in normal places like under basketball hoops

3. Is grass properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)? **Yes** x_____ **No** _____
N/A _____

Comments:

4. Are grounds clean and free of debris (no trash, pine needles, leaves, or other debris)?

Yes _____ **No** x_____ **N/A** _____

Comments: some small trash around, paper scraps, but nothing major

Concrete and Pathways

1. Are concrete pathways and curbs, along with pathways in good condition (no excessive cracking or heaving, no significant damage or wear and tear)? **Yes** x _____ **No**
_____ **N/A** _____

Comments:

2. Are trails and pathways properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)? **Yes** x _____ **No**
_____ **N/A** _____

Comments:

Playground

1. Is surface material in playground area well maintained, clear of debris and in good condition?

Yes x _____ **No** _____ **N/A** _____

Comments:

2. Is playground equipment in good and working condition?

Yes _____ No _____ N/A _____

Comments: tetherball came back! Tetherball could use an inflation and a shorter rope

Park Facilities

1. Is equipment and are all amenities, as outlined in this packet, accounted for and in good condition? Items to inspect and report on include picnic tables, grills, etc.

Yes _____ No _____ N/A _____

Comments: soccer nets are a little disheveled and displaced but all here.

2. Are courts free of debris and in good condition? Look for cracks in the court, paint flaking, and check condition of nets.

Yes _____ No _____ N/A _____

Comments:

Park and Facility Audit -2024

Venue	Amenities at Park	Findings/Updates
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Portable bathroom 2 BBQ Grills 4 Outdoor picnic tables Parking lot (50 spots); there's also on street parking	
Comm. Park East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50 spots); there's also on street parking	
Comm. Park Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and on street parking	
Curtiss Field 1551 W. Iowa Ave.	Playground (2 toddler swings, 1 belt swing and teeter totter) Basketball court with one regular hoop and one mini court/hoop Tetherball pole 3 picnic tables Portable ADA bathroom Parking lot (10 spots); there's also on street parking 1 BBQ Grill 4 benches at playground area	4 trash receptacles 2 picnic tables near sitting area (one moved to basketball court) No tetherball 1 homeless guy sleeping on park bench one gazebo with 2 benches one bench on sidewalk adjacent to Snelling Ave 2 large soccer goals 1 Four Square net 1 storage shed
The Grove 1600 Coffman Street	Playground (outdated) Basketball court with two hoops; painted pickleball lines. Mini library 2 picnic tables 1 BBQ grill 3 benches scattered around On street parking NO restroom	

BLANK PAGE

Meeting Date	August 5, 2024
Agenda Item	E2
Attachment	
Submitted By	Kelly Nelson, Deputy Clerk / Admin. Services Director

Item	2024 Fall Programming Discussion
Description	<p>2024 Summer Recreation has ended and Staff would like to recap this season and reflect on what can be improved or changed for next year, as well as use it as a starting point to establish 2024 fall programming.</p> <p>Enrollment numbers have continued to decrease over the years. In 2023, the City initially offered tennis, soccer and Summer Discovery Playground classes but then only had adequate registration numbers for soccer in order to move forward. The City also did not have adequate enrollment numbers to move forward with any programming at Commonwealth Terrace Cooperative (CTC) on the U of M campus.</p> <p>At the conclusion of 2023 summer programming, the Parks and Recreation Commission supported moving away from traditional paid programming, to try offering free recreation from Curtiss Field, and to re-evaluate after.</p> <p>-----</p> <p>Fall Programming: During the June 5, 2023 Parks and Recreation Commission meeting, Commissioners advised Staff to look into different fall programming options. One option was to reach out to the St. Paul Blackhawks to ask if they would offer soccer programming to Falcon Heights youth in some capacity, whether as a series of classes or as a one-day soccer clinic at Community Park. Staff did not hear back from Blackhawks in time for 2023 fall programming. Staff can reach out to the Blackhawks again this year for consideration if the Commission supports this option.</p> <p>Staff also reached out to Roseville’s Parks and Recreation Director to see if they would be able and willing to provide reciprocity to Falcon Heights residents registering for Roseville programming. And, if they needed additional facilities, then the City would be open to discussing use of ours as part of the agreement. Roseville said that they face similar challenges to ours (staff already overextended or having just enough staff for current enrollment numbers) but they said they’d be willing to discuss further with the City at a TBD time and date. Staff asked to discuss further but no further discussion occurred. Staff could try approaching them again if the Commission supports this option.</p>

Budget Impact	N/A
Attachment(s)	
Action(s) Requested	The Commission should discuss how to proceed with fall programming.

BLANK PAGE

Meeting Date	August 5, 2024
Agenda Item	E3
Attachment	Officer Elections
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Officer Election for Vice-Chairperson
Description	<p>The Commission nominated and elected officers for 2024 at their February 5, 2024 meeting. With the resignation of Jeff Yager, acting Vice Chairperson, commissioners should now nominate and elect a new Vice Chairperson. Descriptions of all positions are below. While only the Vice-Chairperson position is vacant, in case the Secretary should be nominated for the Vice-Chairperson position, for example, I'm including descriptions for all.</p> <p><u>Chairperson</u> 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><u>Vice Chairperson</u> Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff.</p> <p><u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing a Vice Chairperson for the remainder of 2024.

BLANK PAGE

Meeting Date	August 5, 2024, 2023
Agenda Item	E4
Attachment	Area Fall Events Calendar
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Discuss Fall Event
Description	<p>The commission had previously discussed how the winter event, Snowstravaganza, has been cancelled multiple years in a row. The weather often plays a role in this. And, attendance is often low as well.</p> <p>The Parks and Recreation Commission then decided they would like to move towards hosting a fall event in its place and to host it sometime in 2024 . PARC may collaborate with and receive additional input from the CEC if they want to at a later date.</p> <p>The City is celebrating 75 years and Staff would like to host an event in October at City Hall, in part, to recognize the anniversary.</p> <p>The Commission should now discuss what this event might look like.</p>
Budget Impact	TBD
Attachment(s)	Area fall events calendar
Action(s) Requested	Staff recommends that commissioners discuss which activities they would like to offer, consider how much the event might cost to put on, etc.

OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1		1	2	3	4 TC Oktoberfest at Fairgrounds 5 PM - 10 PM	5 Como Park Harvest Fest 3-5 PM TC Oktoberfest at Fairgrounds 12 PM - 10 PM
6	7	8	9	10	11	12
13	14	15	16	17 NO SCHOOL	18 NO SCHOOL	19
20	21	22	23	24	25	26 Roseville Halloween Spooktacular 1 PM - 4 PM Gibbs Farm Trick or Treat Trail Noon - 6 PM
27	28	29	30	31		

Gibbs Farm held an Apple Festival on Saturday, September 30 from 10:00 to 2:00. I cannot find dates yet for 2024.

Gibbs Farm holds a Trick or Treat Trail event. 2024 dates are not listed but I'm guessing it will be on the 26th.