

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

AGENDA
May 3, 2021 at 6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER:
- B. ROLL CALL:
Eischen___ Bradbury___ Carlson___
Yager___ Curtin___ LaCasse___

COUNCIL LIAISON:
Andrews___

STAFF PRESENT:
Thammavongsa___
- C. PRESENTATION:
- D. APPROVAL OF MINUTES:
 - 1. Approval of April 5, 2020 Meeting Minutes
- E. AGENDA:
 - 1. Parks and Facilities Rental
 - 2. Community Garden updates
 - 3. Programming Updates
 - 4. Roseville's Facilities Tour
- F. INFORMATION/ ANNOUNCEMENT
- G. ADJOURNMENT:

*** To join the Webinar, go to <https://us02web.zoom.us/j/84313035290>, or dial +1 312-626-6799 or 1-877-853-5247 (Toll Free) and enter the Webinar ID: 843 1303 5290.**

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Regular Meeting of the Parks & Recreation Commission
City Hall
2077 West Larpentour Avenue

MINUTES
April 5, 2021 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Eischen__AB_ Bradbury__X_ Carlson_AB__
Yager_X_ Curtin__X_ LaCasse__AB_

COUNCIL LIAISON:

Andrews__X_

STAFF LIAISON:

Thongvahn__X_
Thammavongsa__X_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. Approval of March 1, 2021 minutes.

Yager 1st Motion
Curtin 2nd Motion
Motion Passed

E. AGENDA:

1. 2021 City's Programing

- The commission discussed the results of the Safe City Programming Survey that indicated residents are more comfortable participating in programs that are outdoor and have a limited number of participants.
- The commission was updated on the summer programming guide and staffing needs. Registration launch date was March 29th.

2. Updates on Community Park Garden

- The commission discussed the introductory Vegetable Gardening class hosted by the City of Falcon Heights on April 1st, 7-8:30pm. The class was virtual and led by the University of Minnesota Master Gardener volunteers. It had about 20 attendees.
- Updated on the plan for the Hansen Bros. Company to put up the new fencing around the community garden at the Community Park followed by the Public Works department beginning to prepare the 9 new plots, depending on the weather.

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT: 7:15PM

Yager 1st Motion
Curtin 2nd Motion
Motion Passed

Mike Bradbury, Co-Chair

Dated this 5th day of April, 2021

Mike Bradbury, Co-Chair

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ITEM FOR DISCUSSION

Meeting Date	May 3, 2021
Agenda Item	E1
Attachment	See Below
Submitted By	Vandara Thammavongsa, Staff

Item	1. Discussion on Park/Facilities Rentals a. Residents are calling in to get information on renting our parks and city hall. We are allowing groups or individuals to rent out our picnic area shelter but not the community park building. Our rentals prices are very affordable compared to other surrounding cities. b. We had drawn up a COVID-19 Liability Release Waiver form for everyone to sign when renting our parks and facilities. Residents can upload the form online.
Description	N/A
Budget Impact	N/A
Attachment(s)	COVID-19 Liability Release Waiver Form
Action(s) Requested	N/A



COVID-19 Liability Release Waiver

Due to the outbreak of the novel Coronavirus (COVID-19), the City of Falcon Heights is taking extra precautions in the care of every individual to include health history review and enhanced sanitation/disinfecting procedures in compliance with CDC and Minnesota Department of Health guidance.

Symptoms of COVID-19 include, but are not limited to:

- Fever
- Fatigue
- Dry Cough
- Difficulty Breathing
- Loss of taste or smell

I agree to the following:

- I understand the above symptoms and affirm that I, as well as all household members and dependents do not currently have, nor have experienced the symptoms listed above within the last 14 days, nor any COVID-19 symptoms established by the CDC.
- I affirm that I, as well as all household members and dependents, have not been diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members and dependents, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.
- I understand that even with safety guidelines in place, participating in events outside my household is inherently risky and may expose me to COVID-19.
- I agree to follow all safety guidelines- posted, written, and verbal- to help minimize the risk of COVID-19 transmission through my participation in activities or use of City of Falcon Heights facilities.

Safety Guidelines include the following:

- Mandatory wearing of face masks over both nose and mouth at all times indoors, and outdoors when a minimum 6 feet of physical distance cannot be maintained.
- No eating or drinking in indoor facilities.
- No eating or drinking outdoors when a minimum 6 feet of physical distance cannot be maintained.

By signing below, I agree to each statement above and release City of Falcon Heights from any and all liability for unintentional exposure or harm due to COVID-19.

[] Completing this form on behalf of myself (age 18+)

[] Completing this form on behalf of one or more of my children or dependents (please list names below)

Signature: _____ Date: _____

*if applicable, list the names of children or dependents:

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ITEM FOR DISCUSSION

Meeting Date	May 3, 2021
Agenda Item	E2
Attachment	See Below
Submitted By	Vandara Thammavongsa, Staff

Item	1. Community Garden Updates a. Public Works has finished preparing and completed the 9 new garden plots. We will be sending out letters to all gardeners on Rules and Regulations reminding them their responsibilities as a gardeners and rules for staying safe.
Description	N/A
Budget Impact	N/A
Attachment(s)	Pictures of Public Works
Action(s) Requested	N/A





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ITEM FOR DISCUSSION

Meeting Date	May 3, 2021
Agenda Item	E3
Attachment	See Below
Submitted By	Vandara Thammavongsa, Staff

Item	1. Summer Programming updates a. One of the most popular programming that parents are registering their kids are the Discovery Playground. 10 is the maximum for participates. Once we have 10 participates we will have a waiting list sign-up sheet in case someone cancel. The second most popular one is Tennis. The class is also full at this time. b. We are in the process of switching from Paypal to AllPaid for our new electronic payment system. We are currently in training so it should be up and running soon in May. In the meantime, we are still accepting summer programing registrations online.
Description	N/A
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	N/A

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ITEM FOR DISCUSSION

Meeting Date	May 3, 2021
Agenda Item	E4
Attachment	See Below
Submitted By	Vandara Thammavongsa, Staff

Item	1. Roseville's Facilities Tour a. Couple weeks ago, some of the Parks and Recreation commissions and the city staff toured the Roseville's facilities. We looked at three different park buildings. The Autumn Grove, Lexington, and the Cedarholm Community Golf Course. We are hoping to building our community building with 3-4 rooms similar to the Autumn Grove building.
Description	N/A
Budget Impact	N/A
Attachment(s)	Pictures of the Roseville's buildings
Action(s) Requested	N/A

Community Facilities



Lexington Park Building



Rosebrook Park Building

Roseville has a variety of community facilities available to host meetings, small gatherings, weddings, picnics or gym activities. For more information visit cityofroseville.com/rentalspaces or contact the *facility staff listed below*.

Park Building Rentals

Park Buildings are located at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle & Villa Parks. These buildings are available for community use and public rentals. We offer discounted rates for Roseville residents and Roseville businesses. While each facility is similar in many ways, each neighborhood park may have unique features.

Autumn Grove & Lexington Parks:

- Gathering Room with kitchenette, fireplace & video monitor, with easy access to outdoor patio; table seating for 48 & theater seating for 60.
- Multi-purpose Room, available March-mid December, can accommodate table seating for 6-12.

Rosebrook Park:

- Gathering Room with kitchenette, fireplace & video monitor, table seating for 40, theater seating for 50.

Oasis, Sandcastle & Villa Parks:

- Gathering Room with kitchenette, fireplace & video monitor, table seating for 32 & theater seating for 40.

Facility rentals are popular, we recommend reserving well in advance.

Park Building Rental Facilities November 1, 2020—October 31, 2021	Rental Rate: Mon-Thurs	Roseville Resident Rate: Mon-Thurs	Rental Rate: Fri-Sun	Roseville Resident Rate: Fri-Sun	Additional Hours
Autumn Grove & Lexington Parks	\$125/ 3 hrs \$195/ 5 hrs	\$95/ 3 hrs \$160/ 5 hrs	\$155/ 3 hrs \$225/ 5 hrs	\$125/ 3 hrs \$190/ 5 hrs	\$40
Rosebrook Park	\$115/ 3 hrs \$175/ 5 hrs	\$90/ 3 hrs \$150/ 5 hrs	\$145/ 3 hrs \$205/ 5 hrs	\$120/ 3 hrs \$180/ 5 hrs	\$40
Oasis, Sandcastle & Villa Parks	\$100/ 3 hrs \$155/ 5 hrs	\$80/ 3 hrs \$130/ 5 hrs	\$130/ 3 hrs \$185/ 5 hrs	\$110/ 3 hrs \$160/ 5 hrs	\$40
Acorn Park Shelter <i>Available April-October; no kitchenette</i>	\$50/ 3 hrs \$75/ 5 hrs	\$40/ 3 hrs \$65/ 5 hrs	\$75/ 3 hrs \$115/ 5 hrs	\$65/ 3 hrs \$105/ 5 hrs	\$20

*Rental rates subject to Minnesota Sales Tax

City-Wide Facility Staff

Brimhall & Central Park Community Gyms:	Steve @ 651-792-7154
Cedarholm Golf Course & Community Room:	Steve @ 651-792-7154
Central Park Picnic Shelters:	Staff @ 651-792-7006
Civic Center Campus Meeting Rooms:	Christian @ 651-792-7118
Harriet Alexander Nature Center:	Christian @ 651-792-7118
Muriel Sahlin Arboretum	Christian @ 651-792-7118
Park Buildings	Christian @ 651-792-7118
Roseville Skating Center Ice Rentals	Kevin @ 651-792-7122
Skating Center Banquet & Meeting Rooms:	Lake @ 651-792-7121



Lexington Park Building

For more info on Roseville facilities or to make a Park Building reservation request, visit: cityofroseville.com/rentalspaces



Autumn Grove Tour 4/15/2021



Autumn Grove reception area



Autumn Grove warming room



Autumn Grove main room



Autumn Grove kitchen area



Cedarholm Community Building

2323 Hamline Ave. | Roseville, MN 55113



Roseville's newest Community Building is located at Cedarholm Golf Course.

The Community Building at Cedarholm Golf Course offers the perfect location for your next meeting, reception, family gathering or community event. Rental spaces are open & bright with panoramic views of the golf course. The **Cedarholm Community Room** accommodates table seating for 120 guests & theater seating for up to 150. The **Golf View** & the **Green View Rooms** each accommodate table seating for 48 & theater seating for up to 75.

2019 Rental Fees	Monday-Thursday			Friday-Sunday		
	Cedarholm Community Room	Golf View Room w/fireplace	Green View Room	Cedarholm Community Room	Golf View Room w/fireplace	Green View Room
Rental Fee	\$255/5hrs	\$205/5hrs	\$205/5hrs	\$305/5hrs	\$245/5hrs	\$245/5hrs
RV Resident Rental Fee	\$215 /5hrs	\$165/5hrs	\$165/5hrs	\$265/5hrs	\$205/5hrs	\$205/5hrs
Full day Rental Fee	Contact Building Manager			\$625	\$475	\$475
RV Resident Full Day Fee	Contact Building Manager			\$585	\$435	\$435

- ◇ Rentals Deposits: Full day rentals = \$400, all other rentals = \$200
- ◇ Full day times are 12pm-12am. Additional time is subject to the hourly fee.
- ◇ Additional Hour(s) = \$40 each
- ◇ All fees subject to Minnesota Sales Tax

Other Services	Fee
Catering Kitchen	\$150
Alcohol Catering	\$150
Police Officer (required if alcohol is served)	\$60/Hr (4 hr minimum)
Dance Floor (15'x15')	\$100
Partial Food/Kitchen	\$75

For additional rental information or to make a reservation request visit www.cityofroseville.com/golf or contact Steve at 651-792-7154, steve.anderson@cityofroseville.com

Cedarholm facility use policies & guidelines found on reverse side.





Roseville Cedarholm Golf Course



Cedarholm golf course kitchen



Cedarholm gift shop