

CITY OF FALCON HEIGHTS

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

AGENDA

April 4, 2022 at 6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

A. CALL TO ORDER:

B. ROLL CALL:

Eischen___ Bradbury___
Yager___ Curtin___ LaCasse___

COUNCIL LIAISON:

Andrews___

STAFF PRESENT:

Pavek___

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. Joint Meeting- January 3, 2022
2. Joint Meeting- February 7, 2022
3. Joint Meeting- March 21, 2022

E. AGENDA:

1. Officer Elections
2. Adopt the Standing Rules
3. Community Park and Programming Update
4. 2022 Goals/Priorities

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.**

CITY OF FALCON HEIGHTS
Joint Meeting- Virtual
Parks & Recreation Commission
Community Engagement Commission

MINUTES

January 3, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:

Eischen_X_ Bradbury_X_ Carlson_
Yager_X_ Curtin__ LaCasse_X_

Cooley-Kistler_X_ LaDouceur_X_
Ebbesen_X_ Locke_X_ Campbell_X_

COUNCIL LIAISON:

Andrews_X_
Mayor Gustafson_X_

STAFF PRESENT:

Thammavongsa_X_
Pavek_X_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. DISCUSSION:

1. Finalize the Winter Event

- All commissioners agreed that the event should be held on Saturday, February 12 from 1-3 pm at the Community Park.
- The commissioners discussed having multiple bonfires to help promote social distancing at the event, and including hay bails for seating.
- Some expressed concerns with the rising number of COVID-19 cases. It could be difficult to social distance in the horse and carriage rides. If the event needs to be cancelled, would the city get its money back? Commissioners asked Pavek to call Roselawn Stables and ask what their cancellation policy is before deciding.
- Some expressed the need to prioritize activities/games for children at the event. Thammavongsa stated that the recreation programming could be used and small prizes could be provided to the winners. Commissioners liked the idea of "Falcon Heights Winter Olympics for Kids".

- If providing horse-drawn carriage rides was not an option, a dog parade and snow sculpture contest could also be coordinated. Commissioners noted it would be fun for residents to bring their dogs to the park in their festive winter gear and vote on “best dressed”.
- Commissioners asked staff to look into whether the following ideas would be feasible:
 - o Yard games
 - o Scavenger hunt/decorated trail
 - o Luminary walk
 - o Ice skate & cross-country ski rental
 - o Food truck (to help promote local restaurants)
- General consensus that snowshoe rental, smores, and hot chocolate should be provided as was done in past winter events

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:35 PM

CITY OF FALCON HEIGHTS
Joint Meeting- Virtual
Parks & Recreation Commission
Community Engagement Commission

MINUTES

February 7, 2022 at 6:32 P.M.

- A. Call to order
- B. ROLL CALL:
 - Eischen_X_ Bradbury_X_ Carlson__
 - Yager_X_ Curtin__ LaCasse_X__

 - Cooley-Kistler_X_ LaDouceur_X__
 - Ebbesen_X_ Locke_X_ Campbell_X_

COUNCIL LIAISON:

Andrews_X_
Mayor Gustafson_X_

STAFF PRESENT:

Thammavongsa_X_
Pavek_X_

- C. Presentation
- D. Approval of Minutes
- E. Agenda
 - a. Snowstravaganza

The commission members confirmed volunteer schedules for the event. Both commissions agreed that water bottles and more pre-packaged smores should be made available at the event.

Cooley-Kistler confirmed a table, chairs, and other miscellaneous materials would be available for the food drive and the photographer. She also asked that some form of photo waiver be provided.

Staff anticipated that NineNorth would be in attendance to cover the event. Locke volunteered to be the spokesperson and represent the CEC on camera.

- F. Information/ Announcement

- G. Adjournment: 7:00 PM.

CITY OF FALCON HEIGHTS
Joint Meeting
Parks & Recreation Commission
Community Engagement Commission
City Hall
2077 West Larpentour Avenue

MINUTES

March 21, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:38 PM

B. ROLL CALL:

Eischen___ Bradbury_X__ Carlson
Yager_X__ Curtin___ LaCasse___

Cooley-Kistler___ LaDouceur_X___
Ebbesen___ Locke_X__ Campbell___

COUNCIL LIAISON:

Andrews_X__
Mayor Gustafson_X__

STAFF PRESENT:

Pavek_X__

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. AGENDA:

1. Spring Event

- Mayor Gustafson shared insight from past events he'd worked on. Both commissions agreed that a small event should be held this year and stated that the event should not be held during Ramadan.
- Vice Chair Bradbury added that the spring event was a good opportunity to promote summer programming one last time before the registration deadline. Both commissions agreed to hold the event on Saturday, June 4th from 4-6 pm at Curtiss Field. Pavek confirmed that there were no conflicting reservations for that date/time.
- One of the main goals of the event is to engage renter/tenants in the nearby Townsquare Apartments.
- The commission members brainstormed the following activity ideas:

- Dog Parade
 - Soccer
 - Basketball
 - Arts & Craft Table
 - BYOYG (Bring Your Own Yard Game)
 - Ice Cream Truck
 - Sign-up Table for Summer Programming
 - Mayor or Council Members & Staff present as an opportunity to solicit community feedback
 - Meet the New City Administrator
- Chair Ebbesen confirmed she has been researching and contacting potential food trucks for the event.
 - All commission members agreed this should be an opportunity for kids to play sports/games while parents mingle and meet their neighbors.

2. Ice Cream Social

- Ebbesen planned to contact Ramsey County for participation in Resource Fair. Julie's daughter participated in a dance group which performed at last year's event and they plan to return. Staff was asked to coordinate a break in the live music for the dance group to perform without distraction.
- LaDouceur suggested offering better games/activities for children at this year's event:
 - Punt Pass Run
 - Whiffle Ball Game (with RCSO?)
 - Bounce House Maze
 - Temporary Tattoos
 - Fishing Game with Stuffed Animals
 - Dunk Tank
- Yager suggested offering the most successful summer program (blastball, soccer, etc).
- Commissions confirmed to hire the same band from last year's event for the same price. They planned to reach out to more small businesses and NYFS to have tables at the event.

3. Other Initiatives

- Commission members will continue to think about this and brainstorm at the next meeting.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:50 PM.



REQUEST FOR ACTION

Meeting Date	April 4, 2022
Agenda Item	E1
Attachment	Officer Elections
Submitted By	Megan Pavek Assistant to the City Administrator

Item	Officer Elections
Description	The Commission must nominate and elect officers for 2022. Descriptions of these positions are as follows: <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. <u>Vice chairperson</u> Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff. <u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and elections officers for 2022.



REQUEST FOR ACTION

Meeting Date	April 4, 2022
Agenda Item	E2
Attachment	
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Adopt the Standing Rules
Description	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year. So far in 2022 the PARC has only had joint meetings with the CEC to plan events. This is the first regular meeting of the year and the PARC is encouraged to review the standing rules attached in this memo.
Budget Impact	N/A
Attachment(s)	• Parks and Recreation Commission Standing Rules
Action(s) Requested	Staff recommends approving the standing rules for 2022.

C. PARKS & RECREATION

1. Purpose. 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.
2. Composition & Qualifications. The commission shall consist of not less than seven nor more than nine members to be appointed by the mayor and approved by the council as follows:
 - a. Members of the commission shall be appointed according to their ability to contribute to and perform the functions, powers and duties imposed upon the commission.
 - b. Members of the commission shall be residents of the city, preferably with representation from each quadrant of the city.
3. Terms, Vacancies, Oaths. The term of office of all commission members 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.

Members shall hold office until their successors are appointed. All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.
4. Removal. 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.
5. Organization, Officers. Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.
6. Meetings, Records, Reports. The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar years.

7. Commission's Duties. In fulfillment of its purpose the commission's duties and responsibilities shall be to:
 - a. Develop plans for community recreation by assessing the needs of the people of the community and by considering their wishes;
 - b. 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 fund raisers.
 - c. Submit to the city council an annual budget for recreation. Based on that budget, expenditures of city funds by the commission for recreational purposes shall be permitted with approval of the city administrator of Falcon Heights.
 - d. Monitor programs at recreational facilities throughout the city. Such monitoring shall include locating and selecting suitable staff for all programs.
 - e. Promote the use of all city recreational facilities. Any such use shall be in accordance with current regulations of the City of Falcon Heights.
 - f. Study and make recommendations concerning park improvements.



REQUEST FOR DISCUSSION

Meeting Date	April 4, 2022
Agenda Item	E3
Attachment	2022 Summer Programming Guide
Submitted By	Megan Pavek Assistant to the City Administrator

Item	Community Park and Programming Update
Description	Due to the COVID-19 Pandemic, deteriorating facilities, and staffing issues, the City has had to cut back on some of its summer programming. The 2022 Summer Programming Guide is attached for your review. The Community Park building needs serious repair; however, the City would like to purchase the land before investing in new facilities. Historically, the land has been leased through the University of Minnesota. The Interim Administrator, Mayor and University of Minnesota have been discussing this sale and are currently in the process of obtaining an appraisal.
Budget Impact	N/A
Attachment(s)	2022 Summer Programming Guide
Action(s) Requested	N/A

City of Falcon Heights Parks & Recreation Summer 2022 Programs and Events



Registration begins April 8th!

How to Register

1. **Online** - 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, subject "Summer Programs".
Printable form can be found at www.falconheights.org -> Residents -> Parks and Recreation

Registration Information

Pre-registration is required for all recreation programs. Registration can be completed online or in-person and the deadline is June 10, 2022. 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. If necessary, cancellation notifications will be sent in the beginning of June. For any questions, please call City Hall at 651-792-7600.

Register Online

Online registration begins on Friday, April 8, 2022. Online payment must be completed through AllPaid. Once programs are selected they will be automatically totaled at the bottom of the page. If the web page 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 half off course costs. Contact the Falcon Heights City Hall directly if you have questions. Scholarships are offered on a first come, first serve basis.

WEATHER HOTLINE: 651.792.7607

Falcon Heights Parks & Recreation programs may be canceled when dangerous weather conditions are reported in the area. Call the Weather Hotline 15 minutes prior to your class time to confirm cancellations via a recorded message. Notifications will also be posted on the City Facebook Page.

Physical Education

The City of Falcon Heights was granted the Target Soccer grant in 2018. In an effort to promote our city's 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 serve basis.

Mini Soccer with Parents

Mini Soccer provides an introduction into the basics of soccer. Kids will learn basic skills like passing, shooting, and dribbling through fun games and drills. Parents 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	Date	Time	Cost	Location
3-5 yrs.	M	June 20- July 25	5:00PM- 5:45PM	\$35	Community Park

Super Soccer

Program is designed for participants regardless of their skills/abilities. Learn dribbling, passing, and shooting through fun, interactive drills and scrimmages with an emphasis on having fun and teamwork!

Age	Day	Date	Time	Cost	Location
5-7 yrs.	M & W	June 20- July 27	6:00PM- 6:50PM	\$53	Community Park

Blast ball

Blast ball is a great introduction to a bat and ball sport. Blast ball concentrates on offensive play by using a larger foam ball and bat with the tee, creating a greater connection with every swing. With a sound-making first base, children won't forget to run to first base after they hit! Blast ball teaches all five basic fundamentals: hitting, throwing, catching, running and fielding.

Age	Day	Date	Time	Cost	Location
3-5	T	June 21-July	5:00PM-	\$38	Community
3-5 yrs.	W	June 22– July27	5:00PM– 5:45PM	\$38	Community Park

Classes must meet minimum of 6 participants to avoid cancellation.

Physical Education

Falcon Heights Parks & Recreation once again teams up with USTA! Our Parks & Rec Department has joined with the United States Tennis Association to create curriculum designed for youth and adults. 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	Day	Date	Time	Cost	Location
5-7 yrs.	M&W	June 20-July 27	5:00PM-5:50PM	\$57	Community Park
7-9 yrs.	M&W	June 20-July 27	6:00PM-6:50PM	\$57	Community Park
10-13 yrs.	M&W	June 20-July 27	7:00PM-7:50PM	\$57	Community Park



Playground

Summer Discovery Playground

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, if appropriate. Participants must be four years old before the program starts. This is our most popular neighborhood camp, so sign-up early!

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

Please bring a nut free snack, water bottle, sunscreen and dress your child according to the weather.

6 WEEK PROGRAM:

Age	Day	Date	Time	Cost	Location
4-12 yrs.	M & W	June 20-July 27	12:30PM-2:30 PM	\$155	Community Park





REQUEST FOR DISCUSSION

Meeting Date	April 4, 2022
Agenda Item	E4
Attachment	City of Falcon Heights Strategic Plan 2019
Submitted By	Megan Pavek Assistant to the City Administrator

Item	2022 Goals/Priorities
Description	The COVID-19 pandemic has put a lot of parks planning, goals, and other initiatives on hold. Staff would like to revisit the following items which were discussed as annual goals/priorities in the past three years: <u>2021</u> • Installing additional ice rinks at Community Park or the Falcon Heights Elementary School • Ideas to utilize the Good Neighbor Grant Funding awarded in 2020 <u>2020</u> • New classes advertised in 2020 including science courses for children, cooking classes provided by Good Acre and adult programming options • Implementing the strategic plan <u>2019</u> • The Park Audit • Three Rivers Park District- Parks on the Go Outreach Van • Marketing Rec on the Go to Falcon Heights Town Square • Grant opportunities for scholarships, signage, activities, etc.
Budget Impact	N/A
Attachment(s)	City of Falcon Heights Strategic Plan 2019
Action(s) Requested	Staff recommends reviewing the strategic plan and the priorities from previous years listed above. The Commission should evaluate the progress that has been made thus far and establish priorities for 2022.

City of Falcon Heights

STRATEGIC PLAN 2019

MINNESOTA STATE FAIR

SUMMARY OF STRATEGIC OBJECTIVES

The City of Falcon Heights has identified eight visionary outcome areas looking ahead to 2025. These visionary outcomes are expanded into five strategic directions, 22 2-year success markers and one-year priorities.



CITY OF FALCON HEIGHTS VISION FOR 2025



**Falcon Heights is a
Multi-model,
accessible city with
aesthetic**



**Falcon Heights' Residents are
informed, engaged and con-
nected through multifaceted,
accessible and interactive
communication**



**Falcon Heights has a
welcoming and
inclusive
environment**



**Falcon Heights has City and
resident led dynamic
community engagement
activities that engender
community participation**



**Falcon Heights has
community led
service initiatives**



**Falcon Heights safety needs
are met in a trustworthy
and transparent
fashion for all**



**Falcon Heights is
engaged with local
business and
organizations**



**Falcon Heights has spaces/
buildings to facilitate gathering of
our community (within and be-
yond borders)**



STRATEGIC DIRECTION ONE

Leveraging Community Involvement

There is strong desire in the City to be in unison with the public as to the direction and community feel of the City and to engage with businesses more.

GOALS

- **INTEGRATE BUSINESS WITHIN OUR COMMUNITY**
- **REASSESS AND REDIRECT OUR COMMISSION ACTIVITIES**
- **EMPOWER RESIDENTS**
- **IMPLEMENT CEC STRATEGIC PLAN AND INTEGRATE WITH LARGER PLAN**



First Year Priorities

1. Initiate Empowerment campaign (Quarter 2)
2. Complete CEC plan (Quarter 1)
3. Develop Strategic Plan for each commission (Quarter 3)
4. Develop business engagement plan (Quarter 4)

2-Year Success

1. Dedicated business ambassadors
2. Each commission plan has integrated into our communication plan
3. Community survey shows and increase in engagement
4. Number of resident initiated projects
5. Increase in the percentage of public participation in activities
6. Increased volunteerism by _____%
7. Empowerment campaign launched



STRATEGIC DIRECTION TWO



Showcasing our City

It is hoped that Falcon Heights will be known as a beautiful city with a unique feel that goes beyond the University and State Fair

Goals

- BEAUTIFY STREET SCAPES
- CREATE “UNIQUE TO FALCON HEIGHTS” FESTIVAL/EVENT
- IMPROVE FACILITIES



First Year Priorities

1. Develop a streetscape plan (Quarter 3)
2. Decide on City logo and implement (Quarter 2)
3. Analyze potential for expanding existing annual events to annual festival (Quarter 4)
4. Decide Lauderdale fire contract (Quarter 2)

2-Year Success

1. Decide on festival idea
2. Implement streetscape plan
3. LOMC (LOC) League of City Membership
4. Strengthen relationship with Roseville



STRATEGIC DIRECTION THREE



Creating Common Spaces

The City desires to have places where the community can gather in large and small numbers to engage, recreate, and have a sense of community. Hanging in the air is the passage of the bonding bill that has the park elements.

Goals

- IDENTIFY SPACES FOR COMMUNITY USE
- FIX COMMUNITY PARK



First Year Priorities

1. Yes/No on state bonding money (Quarter 1)
2. Finalize construction plans for City park (Quarter 4)
 - 2.1. If no bonding then gain consensus on alternative solutions (Quarter 4)
1. Yes/no on alternative locations (Quarter 4)

2-Year Success

1. Ground breaking Spring 2022 on City Park enhancement and new building
2. Ground breaking 2023 on no-bonding/no-building option



STRATEGIC DIRECTION FOUR

Enhancing Public Safety



Keeping the City and public informed on incidents that are occurring in the community as well as tips on how to reduce crime, and engage with the police and neighbors to improve safety and community.

Goals

- **ENHANCE PUBLIC SAFETY THROUGH INTERACTIVE AND PRO-ACTIVE POLICING**

First Year Priorities

1. Reports received on police activity ***every quarter***
2. Risk identification activity in contract (Quarter 1)
3. Plan from Sheriff to conduct risk assessment (Quarter 2)
4. Learning sessions from police (Quarter 3)

2-Year Success

1. Sheriff is conducting risk identification
2. Report from sheriff on policing activities
3. Learning topics are regular police activity



Falcon Heights



Weekly Newsletter

2077 Larpenteur Avenue West, Falcon Heights, Minnesota 55113 | 651-792-6000 | <https://www.falconheights.org/>

Falcon Heights Recognized for Environmental Sustainability Efforts

GreenStep City recognized for work to conserve resources & reduce waste

Monday, July 1, 2019, Falcon Heights, MN – The City of Falcon Heights has been recognized for its commitment to sustainability.



STRATEGIC DIRECTION FIVE

Improving Communication

The City sees the need to have two-way communication with the residents. Often times the efforts to reach people are missing people who have busy lives or using different media types to get their information.

Goals

- IMPROVE DIRECT, INDIRECT AND 2-WAY COMMUNICATION WITH THE CITY



First Year Priorities

1. Launching new website (Quarter 1)
2. First town hall meetings (Quarter 2)
3. Establish communication roadmap/systems (Quarter 3)
4. Create short videos (Sit down with each elected official (Quarter 2))

2-Year Success

1. Interactive website
2. Increased subscriptions to e-news
3. Roadmap to systems established
4. Regular town hall meetings held
5. Clear engagement plan is developed
6. Launched monthly neighborhood newsletter

First Year Priorities 2020

Strategy	Jan-Mar	Apr-Jun	Jul-Sep	Oct- Dec
Leveraging Community Involvement	Complete CEC plan	Initiate Empowerment campaign	Develop Strategic Plan for each commission	Develop business engagement plan
Showcasing our City		Decide on City logo and implement Decide Lauderdale fire contract	Develop a streetscape plan	Analyze potential for expanding existing annual events to annual festival
Creating Common Spaces	Yes/No on state bonding money			Finalize construction plans for City park If no bonding then gain consensus on alternative solutions Yes/no on alternative locations
Enhancing Public Safety	Reports received on police activity Risk identification activity in contract	Reports received on police activity Plan from Sheriff to conduct risk assessment	Reports received on police activity Learning sessions from police	Reports received on police activity
Improving Communication	Launching new website	First town hall meetings	Establish communication roadmap/systems	Create short videos (Sit down with each elected official)

WHAT NEEDS TO HAPPEN IN 5 YEARS FOR FALCON HEIGHTS TO BE CITY THAT SOARS?



