

**City of Falcon Heights  
Parks & Recreation Commission**

**MEETING MINUTES**

City Hall

Monday, January 13, 2014

6:30 p.m.

X Christina Erickson	X Gordon Strom	X Mary Hannon Jacobson
X Liz Asmus	X Dave Thomas	X Michael Breen
X Cari Lee		
X Staff Michelle Tesser	AB Staff Tim Pittman	X Council Liaison Chuck Long

1. Call to Order

2. Approval of Dec 9th meeting minutes

Unanimously approved Thomas/Asmus

3. Update on Park Improvement Open House and Survey

Tesser discussed the open house and survey.

- The new dates of the open house are Tuesday, January 21<sup>st</sup> 6-8pm and Wed, January 22<sup>nd</sup> 5-7pm at City Hall. Commissioners are welcomed to attend. Commissioners asked that there be maps at the meeting. Tesser will discuss the visual aids with Candace Amberg. The Commission asked that Candace present the draft of the study at their March 10<sup>th</sup> meeting. Tesser will not be in attendance due to her maternity leave starting March 7<sup>th</sup>. The council will be presented the study at their March 26<sup>th</sup> city council meeting.
- The Survey is on our website and has been advertised in our media outlets.
- A survey will be available at Winterfest, Sunday January 26<sup>th</sup> 1pm-4pm for residents and nonresidents to complete.

4. Update on Winterfest Event- Sunday, Jan 26<sup>th</sup> 1pm-4pm at Community Park. Skating in the Park and President's Day skating

Tesser has confirmed vendors: Roselawn Stables, Fur Wild, City of Roseville (snowshoes) Purchasing of supplies will be done this week. Warm cookies, hot cocoa/apple cider will be sold indoors. The falcon will be hidden and clues written similar to years past. \$50 gift card to Target will be available to the winner. The ice rink will be flooded in time for the event.

Skating in the Park (MLK day/President's Day Skating (No school)

There will be free hot cocoa on these days and 1 extra rink attendant to help teach kids how to skate.

5. Update on Warming House Attendants and Rinks

Tesser updated the commission on the rinks. Due to some unusually cold and warm days so far the rinks have been closed four times for weather conditions. We have had some complaints on the Curtiss Field door opening issues on the south side where the cement has risen too much to open the door completely, Tim knows of this issue. The Grove residents have been excited by the rink and have sent several *thank you* emails.

#### 6. 2014 Recreation Programs

Tesser has been working on several new pilot programs for this Spring/Summer:

- Blastball in August
- Coach/Pitch (Ages 5-7) (coach pitches ball to kid)
- Superhero Theatre Camp (comic strip writing, discover old heros, make superhero food) Star Wars Camp (possibility)
- Cross Country class (Ages 10- 15) (early morning running with high school cross country kids)
- Sustainable Art (Ages 10-16) penny covered vase, reverse string art, magazine wreath,
- Pee Wee Samper (soccer, volleyball, kickball) at Lauderdale Park
- Soccer with Family
- Paparazzi (Ages 10-16) (Photography class, portraits, nature, downloading and editing)
- Spanish Camp
- Adult Tennis (private lessons)
- Jewelry Making Class (Ages 12-16) (paper beads, crochet wire, beaded hair pins, rainbow looms)
- Performance Camp (Age 8-14) (hip hop, theatre, singing, improv/comedy, bring in DJ)
- Parents Night out (offer in June, July and August for kids in programs only)

Tesser will eliminate two programs that have been a financial risk:

Playtime with Parents: loss of -\$300.00 to -\$126.00 this year even though increased fees and Cooking Class: loss of -\$250.00 (cost of supplies, food, amount of time and effort with too little enrollment).

The commission requested Tesser to look into Track and Field camp and Golf camp. The cost of the golf equipment and track and field equipment would be too much for the budget which was set in June 2013 so Tesser will look into contracting with a vendor to provide either the equipment and/or services.

#### 7. Potential Sponsorships

- Tesser is meeting with Spire on Tuesday 1/14/14 to discuss possible sponsorships for more Movie in the Parks and indoor showings and 5k fun run.
- Tesser will also be focusing on increasing sponsorship with new pizza business coming to town.

#### 8. Admin/Parks and Recreation PT Hire during maternity

Tesser will be hiring two PT head activities leaders to join the parks and rec admin dept. Both have been with us for 4-5 years and are very familiar with recreation programming. They will help get the summer programs in order including rec registrations, answer phones, process facility rentals, improve Junior Leader program, purchase supplies and equipment, event planning etc. Tesser will be on maternity leave through the end of May but will have to work part time since there is no one to oversee her department and

delegate duties to the part-time hires. Allie Davitt (Summer Program Coordinator for the last three years) is unable to start until June because of her new job as a teacher.

9. Public Works Report -Tim Pittman

The Public Works Department is working on scrapping roads this week.

10. New Business

I. Mary discussed meeting minutes and other processes.

Mary Hannon Jacobson, a commissioner asked to discuss three areas:

1. Get meeting minutes completed within three days of commission meeting.

Commissioner Thomas recommended that a commissioner volunteer to be the secretary of the commission if having the minutes done in three days is important to the commission. Christina Erickson volunteered to be secretary.

2. When decisions are made for the Chair to summarize the decision and discuss what's next in the process.

Chair Strom agreed to make it a point to summarize agenda items and actions along with pointing out next steps, if any.

3. Improve the city's website searchability

Tesser will look into the searchability of the city's website. Tesser discussed that space on the server is limited so the document management database laserfische is used to archive past agendas and minutes and is linked in several places on the website. She will check on the searchability and get back to the commission.

II. At the February meeting we will discuss the 2013 rec analysis of enrollment, budget and programming. The Commission requested that Andy Hovland, the City's Forester be present to discuss the summer plans for trees at Community Park. Tesser will see if Hovland is available.

**Next meeting dates: Monday, February 10<sup>th</sup> Budget Review and 2013 Rec Analysis  
(Tesser's last meeting until June 9<sup>th</sup>)**