

MEETING MINUTES

Tuesday, July 15, 2014

6:30 p.m.

Grove Park, 1600 Coffman

City of Falcon Heights Parks & Recreation Commission

1. Call to Order

Meeting called to order at 6:34pm.

| | Attendance | X=present; AB=absent |
|----|----------------------|------------------------------|
| X | Candace Amberg | WSB & Associates, Inc. |
| X | Gordon Strom | Chairperson |
| X | Christina Erickson | |
| X | Michelle Tesser | Staff |
| X | Tim Pittman | Staff |
| X | Chuck Long | Council Liaison |
| X | Mary Hannon Jacobson | Substitute Secretary |
| AB | Dave Thomas | |
| AB | Liz Asmus | |
| AB | Michael Breen | |
| X | Cari Lee | |
| X | Emily Metcalf | New Commissioner (potential) |

2. Welcome New Commissioner

Emily Metcalf from the northwest quadrant of Falcon Heights is a potential new commissioner (not official yet). Introductions were made around the table.

3. Recap on Movie in the Park Event

Gordon: Move in the park went well. 40-50 kids and parents. Lots of bugs! Movie started around 9:30pm. Gordon felt the screen was a bit small. Drawings went well. No storm/rain.

4. Volunteers for Ice Cream Social, Thursday, July 24th 6-8pm

Michelle: We need volunteers for Park & Rec commission table. No one was able to commit at this time but Michelle will send emails out again this week.

5. Discussion on Effects of Minimum Wage Increase 2014-2016

Michelle: has made lots of calculations to determine how it affects budget. May cause 2014 to be negative profit. Most likely a 6% increase in program fees for 2015. Minimum wage is incremental but eventually \$10/hour by 2016.

6. Public Works Report – Tim Pittman

No Update was given at this time.

7. New Business

a. Commonwealth Terrace (CTC)

Michelle's contact there was terminated so she is hopeful/anxious we can continue that relationship. She plans to meet w/that person's supervisor to confirm our relationship and that P&R services will continue.

If we don't continue services for them, Michelle is afraid the # of participants in our programs will decline. They might do their own programs instead even though we have a lot to offer them.

CTC programing is only for CTC residents because the services are held at their property and because of liability issues, though FH gets a stipend. The CTC is their own coop.

8. Park Planning

Candace ran the discussion/brainstorming session.

She opened with some quick background: The Park Improvement Study was performed to evaluate the parks and facilities Falcon Heights currently has, including its trails. The Park Improvement Master Plan will take a fresh look at what amenities we keep, change, add and remove. It will offer recommendations on what the parks should look like and give Falcon Heights a document/plan in place to follow. The Master Plan will help keep the parks complementary of each other, avoid duplication and keep a consistent direction for future improvements.

The Discussion/brainstorming session then commenced with Candace asking a series of questions to the commission regarding the various Falcon Heights parks/park system and getting their feedback.

9. Set Future Meeting Dates for Park Planning

Candace will provide an update at the regularly scheduled August meeting, cleaning up the brainstorming done at this meeting and offering concepts for each park (she plans to have 2 concepts per park.) At the September meeting she hopes to be able to review the conceptualized parks and get feedback from the commission. Her plan is to have a preliminary Master Plan ready for the October meeting.

10. Approval of 6/9/2014 Meeting Minutes

The 6/9/2014 Meeting Minutes were approved.

11. Meeting Conclusion

Meeting adjourned at 8:17pm.

a. Summary of Decisions Made

NA

b. Summary of Action Items

- i.** Michelle plans to meet w/the Commonwealth Terrace supervisor to confirm our relationship and that P&R services will continue. She will update the commission with the meeting results and determine next steps if necessary.
- ii.** Candace will develop 2 concepts for each FH Park to review at the August meeting.

c. Documents to Attach/PDF with these Meeting Minutes

NA

d. Next meeting date: Monday, August 11 2014

e. Submitted By: Mary Hannon Jacobson