

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

**AGENDA**

**City Hall**

**Monday, October 12th, 2015**

**6:30 p.m.**

___ Gordon Strom	___ Mary Hannon Jacobson
___ Dave Thomas	___ Michael Breen
___ Ron Eischen	___ Shawn Hubert
___ Council Liaison - Chuck Long	
___ Staff Sack Thongvanh	
___ Staff Tim Pittman	
___ Staff Tim Sandvik	

1. Call to Order
2. Approval of September 14<sup>th</sup>, 2015 meeting minutes
3. Presentation by University of Minnesota – SUST 4004 students on projects for Sustainability Fair (11/19/15 5:30p – 8:00p, Silverwood Park, St Anthony MN)
4. Discussion on information sought for parks updates
5. Discussion on meeting days/time
6. Other business
7. Adjourn

# MEETING MINUTES

Monday, Sept 14 2015

6:30 p.m.

City Hall, 2077 W. Larpenteur Ave.

City of Falcon Heights  
Parks & Recreation Commission

## 1. Call to Order

Meeting called to order at 6:32pm.

	Attendance	X=present; AB=absent
X	Gordon Strom	Chairperson
X	Tim Sandvik	Staff
X	Tim Pittman	Staff
AB	Chuck Long	Council Liaison
X	Mary Hannon Jacobson	Co-Secretary
X	Ron Eischen	Co-Secretary
AB	Sack Thongvanh	Staff
X	Dave Thomas	
X	Michael Breen	
X	Shawn Hubert	

## 2. Approval of May 11, 2015 meeting minutes

The meeting minutes were reviewed and approved.

## 3. Updating Parks Master Plans Next Steps - Curtiss Field

During the Park and Rec commission meetings this spring, it was decided that the city should solicit an estimate for services from Candace (WSB Associates) to update the current master plan for Curtiss Field – because of the new playground footprint created by the KaBoom! playground project as well as the community feedback about the existing plan. The first estimate’s scope included more services than the Park and Rec commission felt were needed, and a second estimate was requested with limited scope. That estimate has been received by the city.

Tim Sandvik now needs to know what the Park and Rec commission recommends in regards to soliciting community feedback. The commission discussed the various means through which feedback was requested in the past, if Candace (WSB) needs to be in attendance during a community feedback forum, if additional feedback was warranted, and how to increase/improve awareness of these forums.

The commission voted and approved on soliciting more feedback from the community by hosting 1-2 more community meetings/forums in addition to an online survey. Community forums would be targeted for sometime in early November, to allow the city time to plan the meetings, get the word out to the community and determine appropriate survey questions. Because of the new playground and its footprint, and because of the restrictions of what can and cannot be built on top of the underground pond control system installed by the Capital Region Watershed District, the feedback that will be solicited from the community about Curtiss Field will be limited to those park features/amenities that are negotiable and feasible.

Ideas were discussed on how to spread awareness of the upcoming meetings: city website, city electronic newsletter, city postcard mailing, Falcon Heights Elementary PTA (PTA website, Facebook page and newsletter: Birds Word), signs at voting stations (if meetings occur after Election Day), Banners at Community Park and Curtiss Field. A recommendation was also made to tie the communication in with the recently completed KaBoom! playground project. Postcard mailings only to the Northome area (SE Quadrant) was recommended to minimize costs.

Tim also conveyed that the city council needs recommendation on what the Park and Rec commission thinks should be the priority in 2016 and future. Using these recommendations, council will then accept and/or reject the recommendations, and determine funding sources and if/what bonding would be needed. Gordon Strom recommended that the commission discuss the park priorities for 2016 (and beyond) at the October Park and Rec Meeting.

#### **4. Addressing Larpenteur Ave Median**

The medians on Larpenteur Avenue need attention. A previous project (from years ago) to beautify Larpenteur with median landscaping/plantings hasn't worked as expected: medians were not built properly to sustain plantings, and the landscape plants chosen have all died. Roseville has medians with landscaping but they contract the maintenance of those with a landscape firm to maintain. The city of Falcon Heights does not have the budget for this, and all maintenance is done by Public Works.

The ground under Larpenteur Ave consists of 8-10 feet deep of class 5 rock. Medians weren't dug deep enough and rainwater has pooled and killed plants. Tim Pittman conveyed the safety concerns for his crew when they attempt to maintain these poorly designed medians, and reiterated that the city does not have the budget or manpower to maintain them as needed.

Jesse (Roseville City Engineer) is researching alternatives and options regarding the Larpenteur medians, and will present the findings to Sack Thongvanh. After this, the city will need to determine the best solution.

## **5. Updates on Community Park/Curtiss Field**

Tim Pittman: Community park just had sanitary sewer line corrected (70 feet had sag in it).

Current focus: Curtiss Field: Since the playground went in, concrete has been poured in shaded areas and benches. There is also now a control panel and power line over by pond which is waiting for Excel Energy to set the transformer. Setting the transformer will allow for the lights in the parking lot, hockey rink, and automatic control of the underground pond control system. Right now, the Capital Region Watershed District operates the pond control system manually; once the power is turned on, they will be able to remotely control it. This should all be set/functional by end of this week.

Sidewalks will NOT be installed until the Curtiss Field Master Plan is finalized.

This winter there *will* be a hockey rink with boards. There will also be a rink attendant but hours may be limited. The availability of a temporary warming house is also being looked into.

## **6. Programs/Special Events Updates**

**Kaboom! Playground Build:** Curtiss Field has a new playground! Over 250 volunteers on Build Day. Playground and side projects (at park and at Falcon Heights Elementary school) were valued to around \$85,000. Good grant for the city.

**Summer Movie in the Park:** 40-50 people attended. It may be combined w/ice cream social next year. Looking at ways to improve attendance.

**Summer Ice Cream Social:** over 250 people attended. Positive feedback received.

**Summer Picnic Operetta:** Troop that does 3 weeks of events throughout metro adapts a classical opera. Good attendance.

**Falcon Heights/Lauderdale 5K:** 70 runners. City makes money and splits w/Lauderdale. Purpose is to highlight parks and gets people out.

**Summer Programming:** Registration was down. 31 programs this year vs 37 last year. No day camps at Curtiss Field this summer (part of reason for decline). Number of participants was down by 75... though with fall programming, we should still meet our goal this year.

**Fall Programming:** Soccer cancelled: no qualified instructors applied. Tennis program filled up quickly and is on schedule.

**Community Park Rentals:** The city may look at offering only full day rentals next year to minimize overtime cost of staff required for the ½ day rentals. Residential vs Non-Residential rate is also being considered as well (10-15% residential, 85-90% non residential – mostly from St Paul or Roseville.) There are roughly 70 rentals per year, primarily weekends in summer. Public Works cleans up afterwards and determines if the deposit should be held.

A discussion ensued about rentals where garbage is left in the park or sound amplification negatively affects the surrounding community. Currently, the city does update SAPD when Community Park is being rented so that they can patrol accordingly. The commission asked if sound amplification regulations should be included in rental agreements to minimize disruption to the surrounding community.

## **7. Meeting Conclusion**

Meeting adjourned at 8:00pm.

### **a. Summary of Decisions Made**

- i. The city will solicit additional feedback from the community to help finalize the Curtiss Field Master Plan
- ii. The commission will prioritize its recommendations for the city's parks projects at the October Park and Rec Meeting

### **b. Summary of Action Items**

- i. Tim Sandvik will provide dates for the Curtiss Field community meeting(s) that the commission will confirm at next meeting
- ii. Tim Sandvik will review proposed timelines for the Curtiss Field community meetings with Candace (WSB) to confirm her availability and schedule
- iii. Tim Sandvik will create initial draft of online survey for discussion/review/finalization by commission at next meeting

**c. Next meeting date:** Monday, October 12, 2015

**d. Submitted By:** Mary Hannon Jacobson