

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

AGENDA

City Hall

Monday, January 11th, 2016

6:30 p.m.

___ Gordon Strom	___ Mary Hannon Jacobson
___ Dave Thomas	___ Michael Breen
___ Ron Eischen	___ Shawn Hubert
___ Ben Reichelt	
___ Council Liaison - Chuck Long	
___ Council Member-Elect Gustafson	
___ Staff Tim Pittman	
___ Staff Tim Sandvik	

1. Call to Order
2. Approval of Dec 14th, 2015 meeting minutes
3. Assign Chair, Secretary
4. Adopt Standing Rules
5. Discussion on changing Standing Meeting Day
6. Further Discussion on Curtiss Field, Parks Updates
7. Updates to Commission (Tim Sandvik)
 - A. Program Planning
 - B. Special Events – Including Low Waste
 - C. Other Housekeeping Updates
8. Adjourn

MEETING MINUTES
Monday, Dec 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 6:33pm.

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

2. Approval of Nov 9, 2015 meeting minutes

The meeting minutes were reviewed and approved.

3. Discussion of Survey Results/Open House Feedback

Tim Sandvik: We had a 3 week survey, 2 open houses and did a lot of promotion of both the survey and open houses online, via website, Facebook, flyers, etc. The city received some phone calls (questions mostly) and some surveys were printed/dropped off at city hall... but most surveys were done online (about 58 surveys received.)

Goal of the survey/Open Houses: Build on the momentum from the summer playground build (KaBoom!) which changed the footprint of the current plan. Also, due to the Capital Regional Watershed project and because of the amount of feedback received by city council and P&R commissioners, the city decided it needed to revisit the Master Plan for Curtiss Field Park.

The results from the surveys and open houses highlighted a lot of competing ideas and varying opinions regarding what should be incorporated into the Curtiss Field Park Master Plan. The majority of respondents were from the Northome area of Falcon Heights (immediate neighborhoods surrounding the park).

What is the P&R Commission's next steps/process? What do we do with these results? In the January meeting and/or February meeting, the commissioners will need to decide on what changes to make to the Curtiss Field Master Plan, and submit their recommendation to the city council. Tim asked the commissioners to review this data before the next meeting in January. The city council will be making strategic plans for 2016 in March and therefore the P&R recommendations for the city's parks will need to be submitted before then. Tim clarified that it is not known where/how the city parks will

fit into that strategic plan, but the recommendation needs to be submitted to be considered.

Gordon Strom (Chair) asked Tim to locate the document (created in a previous year) that outlined the various issues/concerns at the city parks in regards to safety/liability at the playgrounds. He would like to have a worksheet created/available for the commission to use for this discussion in January where all items in the Parks Master Plan that are potential projects (ie: ADA issues, new building, fixing sidewalk, etc.) are listed so that the commission can prioritize them. Tim Sandvik said he would locate this document but also clarified that Tim Pittman has already resolved all those that were high priority.

4. Welcome/Introduction of Randy Gustafson

Council Member-Elect Randy Gustafson will be the Council Liason for the P&R commission once his term begins, replacing Chuck Long. He was introduced and welcomed by the commissioners.

5. Discussion on ADA Compliance

Tim Sandvik requested the commissioners review the link/data he sent about ADA compliance (for familiarity). All new construction needs to be ADA compliant, so new features incorporated into the park plans will need to meet these guidelines.

6. Brief Discussion on upcoming 2016 Issues (Tim Sandvik)

- a. Tim Sandvik announced that attendants have been hired for the rinks... though with the current weather, rinks haven't been started yet.
- b. Winterfest will be 1/31 1-4pm at Community Park
- c. Special event for the summer: Possibly combine ice cream social w/Movie in the park
- d. Zero waste or low waste event – incorporating more into summer events
- e. Planning for programming has already begun. Mary asked if any programming will be done at Falcon Heights Elementary School? Tim said it could be considered and he would determine the options/availability with Principal Behnke.
- f. Larpenteur medians will need to be addressed by the commission when research is completed by the city engineer (Roseville) and submitted to the city.

7. New Business

a. Re-establishing standing rules

- i. City code asks for the election of a new chair/secretary in first meeting of each year. The commission will need to review these positions at the January meeting.
- ii. Mary Hannon Jacobson's term as a P&R commissioner has finished. She is unable to take on a 2nd term unless the commission meets on a night other than the 2nd Monday of the month (due to another conflict). The commissioners agreed that they could meet on the 1st or 3rd Monday of the month. Tim Sandvik will look into the feasibility/process of changing this and discuss next month.

8. Meeting Conclusion

Meeting adjourned at 7:35pm.

a. Summary of Decisions Made

- i. Decisions need to be made during the Jan and/or Feb P&R meetings to provide city council with a recommendation after the Feb meeting
- ii. Continue putting the Larpenteur Medians topic on upcoming meeting agendas until it is addressed
- iii. The commission will need to prioritize the parks and/or various projects at each park along with deciding on the changes to the Curtiss Field Master Plan for their recommendation to city council

b. Summary of Action Items

- i. Tim Sandvik will locate the document that outlines the various issues/concerns at the city parks in regards to safety/liability at the playgrounds
- ii. All commissioners need to review the survey/open house results and be prepared to discuss decisions in the Jan meeting
- iii. All commissioners should review the ADA compliance links/data sent by Tim last week
- iv. Tim Sandvik will determine if any summer programming could be held at Falcon Heights Elementary School
- v. Tim will investigate procedures to change the P&R meetings from the 2nd Monday of the month to either the 1st or 3rd Monday of the month (Final decision to be made in Jan)

c. Next meeting date: Monday, January 11, 2016

d. Submitted By: Mary Hannon Jacobson