

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the Parks & Recreation Commission  
City Hall  
2077 West Larpenteur Avenue

**AGENDA**  
January 7, 2019 at 6:30 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL:
  - \_\_\_ Walt Dunlap
  - \_\_\_ Ron Eischen
  - \_\_\_ Olivia Demerath
  - \_\_\_ Alyssa Schmeling
  - \_\_\_ Ryan Carlson
  
  - \_\_\_ Council Member Leehy
  - \_\_\_ Staff Tim Pittman, Public Works Director
  - \_\_\_ Staff Sack Thongvanh, City Administrator
  
- C. PRESENTATION
  
- D. APPROVAL OF MINUTES:
  - 1. N/A
  
- F. AGENDA:
  - 1. Grant Updates
    - a. Piano in the Park
    - b. Curtiss Signage
    - c. Target
    - d. Rec on the Go
  
  - 2. Special Events
    - a. Spring Together
    - b. Ice Cream Social/Hot Dog with a Deputy
  
  - 3. Updates
    - a. Park Programming Budget
    - b. Staffing and Summer Programs
    - c. Position Replacement for Tim Sandvik
    - d. Community Park Building
    - e. Curtiss Field - Half Basketball Court
  
  - 4. Appointment of Officers
  
- H. INFORMATION/ANNOUNCEMENT
  
- I. ADJOURNMENT:



**The City That Soars!**

## REQUEST FOR COMMISSION ACTION

<b>Meeting Date</b>	January 7, 2019
<b>Agenda Item</b>	Agenda F1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Grant Updates
<b>Description</b>	<p><b>a. Piano in the Park</b></p> <p>The City of Falcon Heights regularly explores grant funding opportunities to enhance Parks and Recreation throughout the city. As an ongoing effort to connect visitors with the parks, the Parks and Recreation Commission discovered an opportunity to do so by hosting a “Piano in the Park” for public use at Community Park. In the Fall of 2017, the city was awarded the grant and the first payment of \$833.33 (one third of the cost) was received in September of 2017.</p> <p>The Good Neighbor Fund was established in 2008 by the University of Minnesota. Funds are available from the annual proceeds of an endowment established at the time of the development of TCF Bank Stadium.</p> <p>Groups eligible to apply must be member organizations of the University of Minnesota Stadium Advisory Group.</p> <p>Having completed the project in July of 2018, staff submitted final reporting and has now received the final payment totaling \$1667.67.</p> <p><b>b. Curtiss Field Signage</b></p> <p>The Minnesota Historical Society announces 50 recipients of 56 Minnesota Historical and Cultural Heritage Small Grants (up to \$10,000 each), totaling \$415,269 in 29 counties.</p> <p>Small grants are awarded quarterly to help nonprofit and educational organizations, government units and tribal organizations preserve and share Minnesota history. This cycle of awards was approved by the MNHS Executive Council on June 1, 2017.</p> <p>Minnesota Historical and Cultural Heritage Grants are made possible by the Legacy Amendment's Arts and Cultural Heritage Fund through the vote of Minnesotans on Nov. 4, 2008. The Legacy Amendment supports efforts to preserve Minnesota land, water and legacy, including Minnesota history and cultural heritage.</p>

	<p><b>c. Target</b></p> <p>The City of Falcon Heights regularly explores grant funding opportunities to enhance Parks and Recreation throughout the city. An opportunity to enhance our soccer programming through a Target Corporate grant application was presented to staff by a local resident in May at the Spring Together event.</p> <p>The effort of the grant is to primarily enhance our scholarship program. This program provides Parks and Recreation programming to low-income families who are residents of the City of Falcon Heights.</p> <p>Over the years, the scholarship program has received donations from various sources including individuals, local businesses and other grant opportunities.</p> <p>At the June 4<sup>th</sup>, 2018 Parks and Recreation Commission meeting, the commission voted unanimously to submit this application.</p> <p>At the June 27<sup>th</sup>, 2018 City Council meeting, the Council voted unanimously to submit this application as recommended by the Park and Recreation Commission.</p> <p>At the December 12, 2018 City Council meeting, the Council accepted the grant funding.</p> <p><b>d. Rec on the Go</b></p> <p>In 2017, staff submitted an application to Como Park Lutheran Church Trust Fund to increase communication for cities events and participation in programs organized by the City. The purpose of the request was to start implementing the “Statement of Community Values” produced by the Falcon Heights Task Force on Policing and Inclusion.</p> <p>The City is also looking at test piloting the idea of “Rec-on-the-Go”. The purpose is to provide a few “free” programs to the unengaged residents to showcase programs that the City provides.</p>
<b>Budget Impact</b>	<p>Award Amount:</p> <ol style="list-style-type: none"> <li>1. U of MN Good Neighbor Fund - Piano in the Park (\$2,500)</li> <li>2. The Minnesota Historical Society - Curtiss Field Signage (\$2,136)</li> <li>3. Target - Enhance the Scholarship Program (\$1,000)</li> <li>4. Como Park Lutheran Church Trust Fund - Rec on the Go (\$500)</li> </ol>
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Pictures</li> </ul>

<b>Action(s) Requested</b>	N/A
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# #PlayYourPart

**DURING THE MONTH OF JUNE, 2018, THE CITY OF FALCON HEIGHTS WILL HOST A PIANO DESIGNED BY LOCAL STUDENTS FROM FALCON HEIGHTS ELEMENTARY!**

**THE PIANO, LOCATED AT COMMUNITY PARK, WAS PAID FOR BY GRANT FUNDING THROUGH THE UNIVERSITY OF MINNESOTA'S 'GOOD NEIGHBOR FUND'.**



**IF YOU USE THE PIANO AND POST TO SOCIAL MEDIA, PLEASE TAG US WITH: #PLAYYOURPART**

**THE FALCON HEIGHTS PARKS AND REC COMMISSION CHOSE THIS THEME ALONG WITH THE F.H.E. STUDENTS TO HIGHLIGHT THE IMPORTANCE OF INCLUSION BY SHOWING THE MANY PEOPLE WHO REPRESENT THE CITY ALONG WITH SOME OF THEIR FAVORITE FALCON HEIGHTS - THINGS!**

**FOR MORE INFORMATION AFTER YOU TICKLE THE IVORIES, CONTACT FALCON HEIGHTS CITY HALL -**

**651.792.7600 OR MAIL@FALCONHEIGHTS.ORG**

# Curtiss Field - Signage

## Curtiss Northwest Airport and its Fliers



Curtiss Northwest Airport

**Curtiss Northwest Airport** – In 1919, Snelling and Larpenteur Avenues were two-lane, unpaved roads in what was then Rose Township. The southeast corner of the intersection had most recently been a farm field. But now it became home to the first major airport in Minnesota and, for a brief time, the center of aviation in the state. You could buy a plane here, learn to fly it, and have it serviced and repaired. Hundreds, sometimes thousands, of people would come here on summer Sundays to watch air shows.



Phoebe Fairgrave and Vernon Omale

**Phoebe Fairgrave and Vernon Omale** – This duo first teamed up at Curtiss Northwest Airport in 1921 when Fairgrave set a world's record 15,200-foot parachute jump with Omale at the plane's controls. Fairgrave and Omale left St. Paul to barnstorm and eventually married. She became the first woman to achieve a Transport Pilot's License and went on to win several national air races. Together, they established the first airport in the mid-South.



Phoebe Fairgrave wing working

**Bill Kidder** – A former real estate salesman with a flair for promotion, Kidder learned to fly at a Curtiss Company flight school in Newport News, Virginia. Following World War I, he got his start in the aviation business by acquiring a trainload of second-hand Curtiss Jenny airplanes for pennies on the dollar. Kidder's contract with Curtiss gave him exclusive rights to represent the company in Minnesota, Montana, North Dakota and South Dakota. He was a pivotal figure in the early days of transition between the barnstorming era and commercial aviation.



Curtiss Northwest Airplane Company instructors

### Glenn Curtiss

**Glenn Curtiss** – An aviation pioneer and rival of the Wright Brothers, Curtiss was the first to fly an airplane in Minnesota. On June 23, 1910, 12,000 people watched as he took off from the Minnesota State Fairgrounds and flew to Lake Johanna and back, airborne for an impressive 10 minutes. By 1916, Curtiss headed the world's largest aviation company, establishing dealerships to sell planes across the United States, one of the first being right here.



**Charles "Speed" Holman** – The legendary barnstormer and Northwest Airway's first pilot was an enthusiastic promoter of aviation across the region. In 1924, Curtiss Northwest mechanics helped him prepare his Thomas-Morse Scout biplane to compete in the Nation Air Race at Dayton, Ohio. Holman finished second, adding to his growing reputation. St. Paul's downtown airport is named for him.

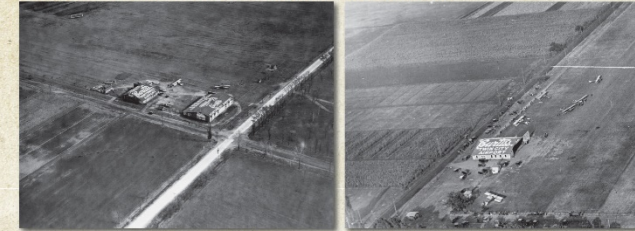
*This interpretive signage was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts & Cultural Heritage Fund. Any views, findings, opinions, conclusions or recommendations expressed in this signage are those of the authors and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historical Resources Advisory Committee.*



CITY OF FALCON HEIGHTS

## Curtiss Northwest Airport - Serving the Area

**Curtiss Northwest Airport** – In 1919, Snelling and Larpenteur avenues were two-lane, unpaved roads in then – Rose Township. Into the 1920's, enthusiasm for aviation grew at Curtiss Northwest Airport. The airfield served many purposes including full-service hangars, aviation-related sales, and many promotional endeavors. Curtiss Northwest Airport's history includes many aviation firsts to Minnesota and the upper-Midwest.



Aerial photo of Curtiss Northwest Airport and the Larpenteur - Snelling intersection. Image taken from the northwest. Aerial photo of Curtiss Northwest Airport taken from the west. Larpenteur Avenue is visible on the left of the hangar.

**Aerial Photography and Mapping** – In the early days of commercial aviation, people were fascinated with the perspective aerial photos provided. Relying on the skill of his ace photographer, Paul Hamilton, Kidder kept Curtiss Northwest Airport in the news by supplying local papers with aerial views of the city and countryside. He also contracted with Northern States Power Company to provide aerial mapping during the utility's rapid expansion.



Curtiss Northwest Airport hangar

### How did Curtiss Northwest Airport Serve the Area?

**Crop Spraying**  
The state entomologist contracted with Curtiss Northwest to fight a grasshopper infestation in northern Minnesota. Kidder's mechanics rigged two planes with hopper bottoms to drop a mixture of bran, molasses and arsenic in sloughs. The application was considered successful, whatever the environmental impact.

**Transporting Patients, Political Candidates**  
In order to transport an ailing man from an isolated Wisconsin farm to a St. Paul hospital, Kidder's mechanics retrofitted a plane to accommodate a hospital cot. The same plane went on to ferry patients from St. Paul to the Mayo Clinic in Rochester, Minnesota. In 1922, Curtiss Northwest Airport was associated with the first extensive use of a plane in a political campaign. In an upset, Henrik Shipstead was elected over Frank B. Kellogg to the United States Senate. Kidder claimed that Shipstead made it to all of his campaign appearances, while Kellogg's car was "often stuck in the mud."

**Freight Hauling**  
During a railroad strike in 1920, two Curtiss Northwest pilots flew to New York on behalf of the Dayton's Department Store in downtown Minneapolis and returned with a load of luxury goods. It was the longest cargo flight up to that time. After unloading, the planes were placed on display outside the store.

### Curtiss Northwest Airport and The Minnesota Air National Guard

**Helping Establish the Minnesota Air National Guard** – In 1920, a Curtiss Northwest pilot flew two state officials on a bold journey all the way to Washington D.C. There, federal authorities impressed by the Minnesotan's initiative, authorized the formation of the nation's first Air National Guard unit.



*This interpretive signage was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts & Cultural Heritage Fund. Any views, findings, opinions, conclusions or recommendations expressed in this signage are those of the authors and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historical Resources Advisory Committee.*



CITY OF FALCON HEIGHTS



# Falcon Heights Parks and Rec



Bryan Soto, Justin Tacheny, & Joe Butze

## Purpose

- Increase awareness for each program and find new ways to reach a diverse population.
- Increase participation for the free program Rec on the Go!
  - Main focus

## Review of Past Research

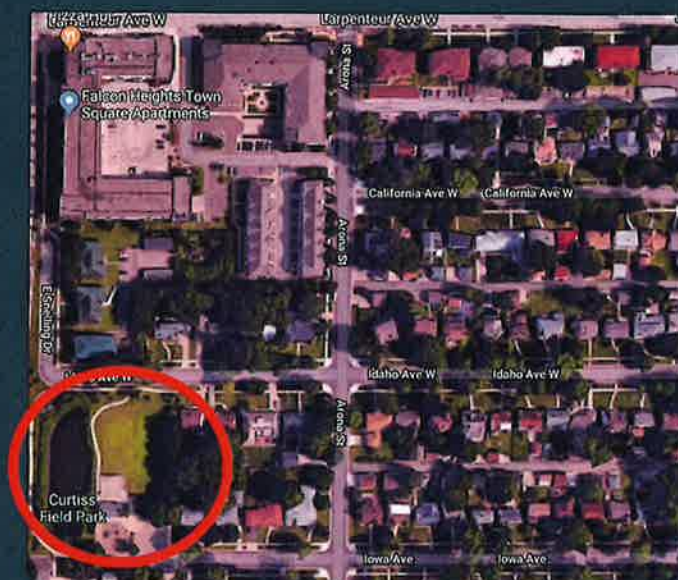
- Market your programs specifically to different focus areas
- Less about the activities, more about the environment
- Key to success: Knowledge

## Summer 2018 Data

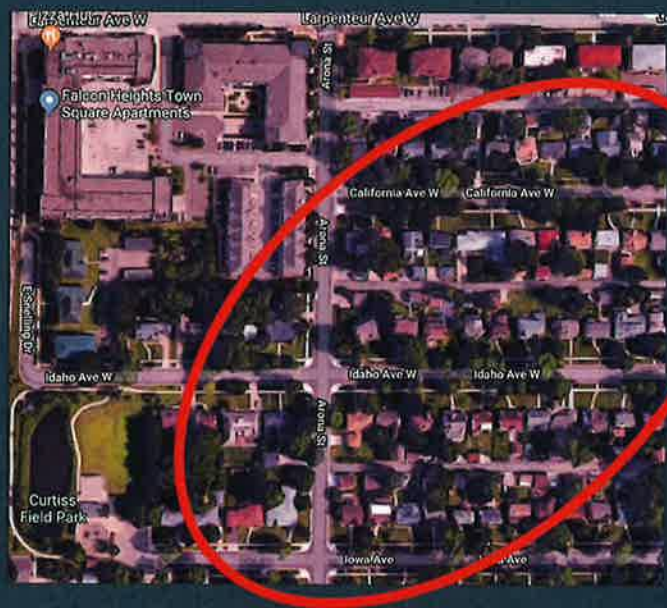
- Rec on the Go: Session 1
  - 1 participant
- Rec on the Go: Session 2
  - 17 participants
  - 5 of diverse populations
- Rec on the Go: Session 3
  - 8 participants
  - 2 of diverse populations
- Town population
  - Roughly 5,592
- Facebook Followers
  - 595
- Flyer Distribution
  - 3 apartment buildings



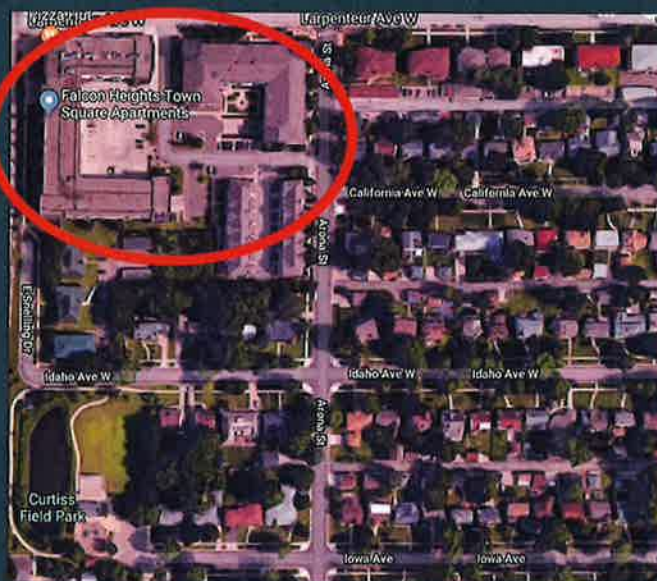
# Curtiss Field



# Current Participation



## Target Participation



## Study Design

- ◆ We constructed a survey that consists of two yes/no questions and four open-ended questions
- ◆ Open-ended questions allowed for optimal feedback
- ◆ Questions were geared to reveal the factors that would motivate or prevent an individual from attending



Are you familiar with the Falcon Heights Park and Rec program "Rec on the Go"?

Yes

No

Have you ever attended "Rec on the Go"?

Yes

No

If you have never attended, please list reasons why not?

Long answer field

If you have attended, what did you like?

Long answer field

What about the program would motivate you to come back next summer?

Long answer field

What form of marketing do you prefer?

Long answer field

## Research Process

- Collected data the afternoon of October 31st at Town Square Apartments
  - We thought conducting the survey on Halloween would increase the number of participants
- Stationed in the lobby and outside the building
- We wanted to collect as much data as we could and finished with 46 complete surveys after two hours of data collection
- Purposive sampling to reach our target market

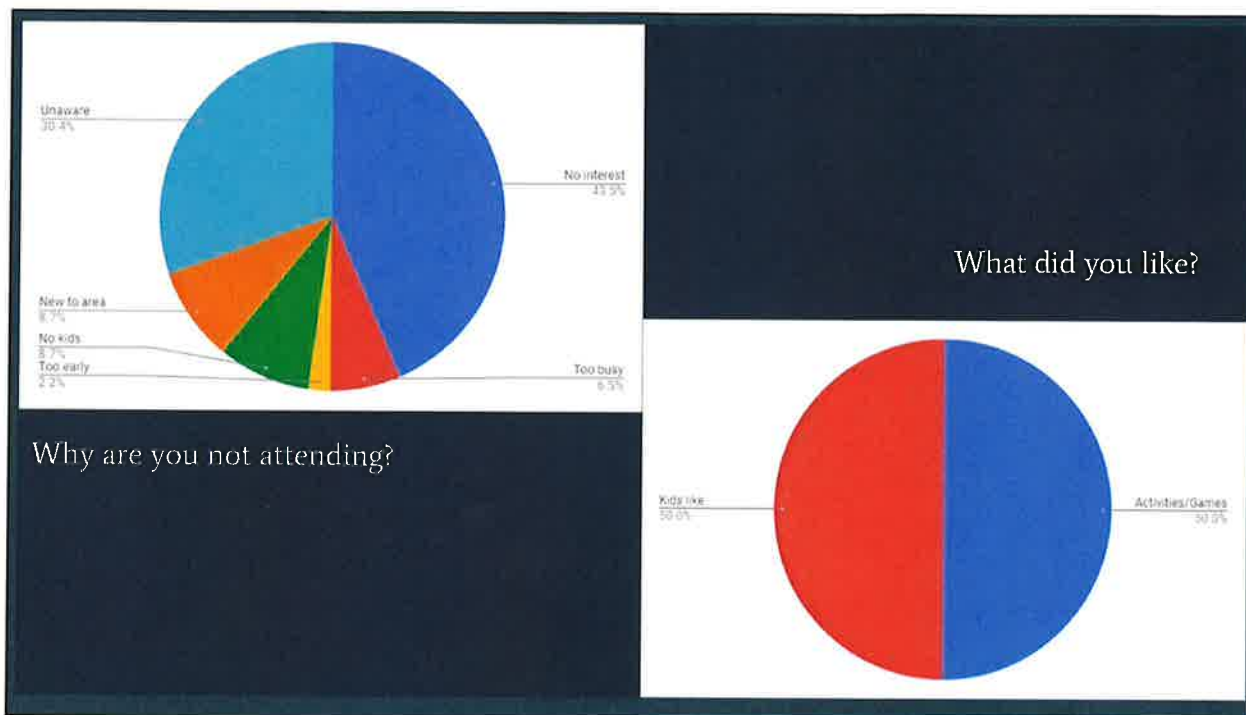
## Survey Results

- Are you familiar with the free Falcon Heights Park and Rec program "Rec on the Go"?
  - 9/46 said yes
- Have you ever attended "Rec on the Go"?
  - 2/46 said yes

Overall lack of awareness

## Survey Results - Open ended

- If you have never attended, please list reasons why not?
  - Unaware, Not interested, New to the area, Too early, No kids, No time.
- What about the program would motivate you to come back next summer?
  - Free/fun
- What form of marketing do you prefer?
  - Mail: 12 | Electronic/Facebook: 15 | None: 15 | Instagram ads: 1 | Radio: 1 | Twitter: 1 | Free stuff: 1



## What you are doing right

- Programs that are offered
- Staff is welcoming
- Correct marketing style

## Recommended practice

- Falcon Heights Town Square Apartment
  - In house marketing the Friday before each Rec on the Go!
  - Give the flyers to the manager to put in the mailboxes
  - Have an information table run by summer staff the week before
  
- Overall Marketing
  - Find a way to increase the reach on Facebook.
    - Encourage people to share posts to spread the word
  - Flyer distribution should either be amplified or eliminated.
  - Send flyers and letters to the school before summer comes
    - Summer program coordinator in schools

## Projected Results

- Year 1
    - An increase of roughly 10% - 15% per program
  - Year 2
    - An increase of roughly 15% - 30%
- ★ Does not seem huge but with the current participation number it will be noticable and will continue to grow

Questions?

# Falcon Heights Parks and Re



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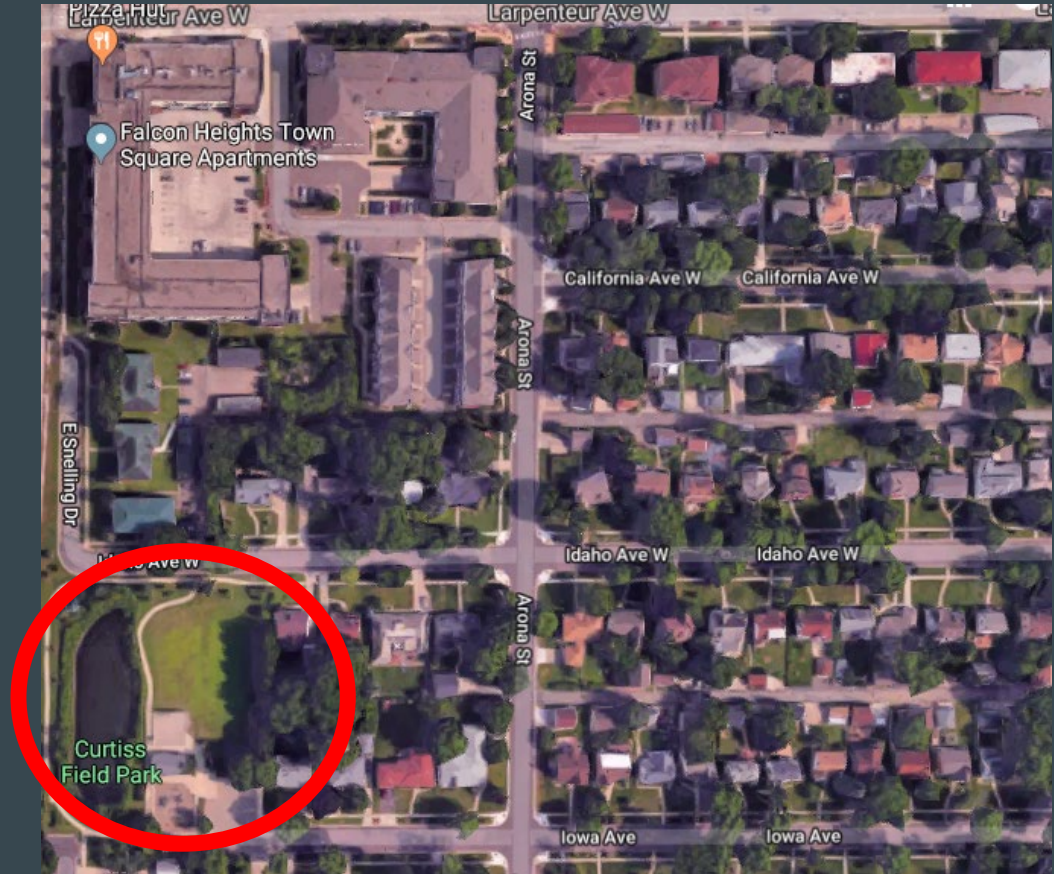
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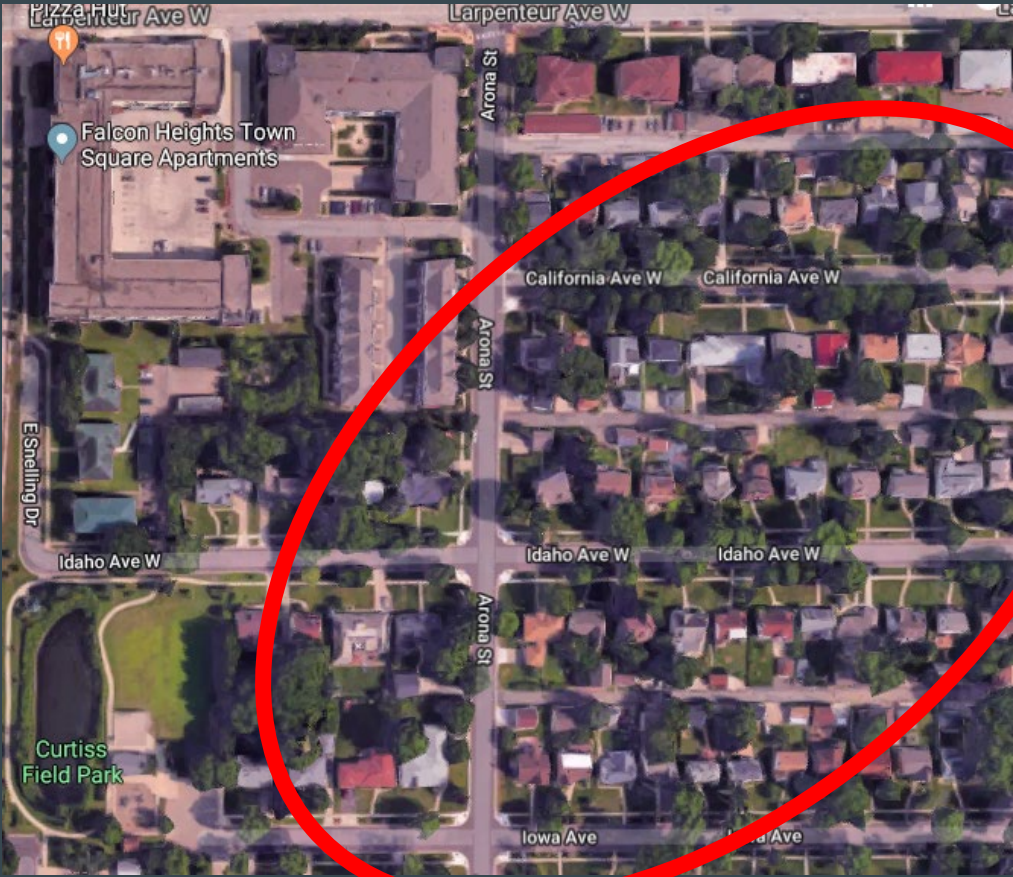
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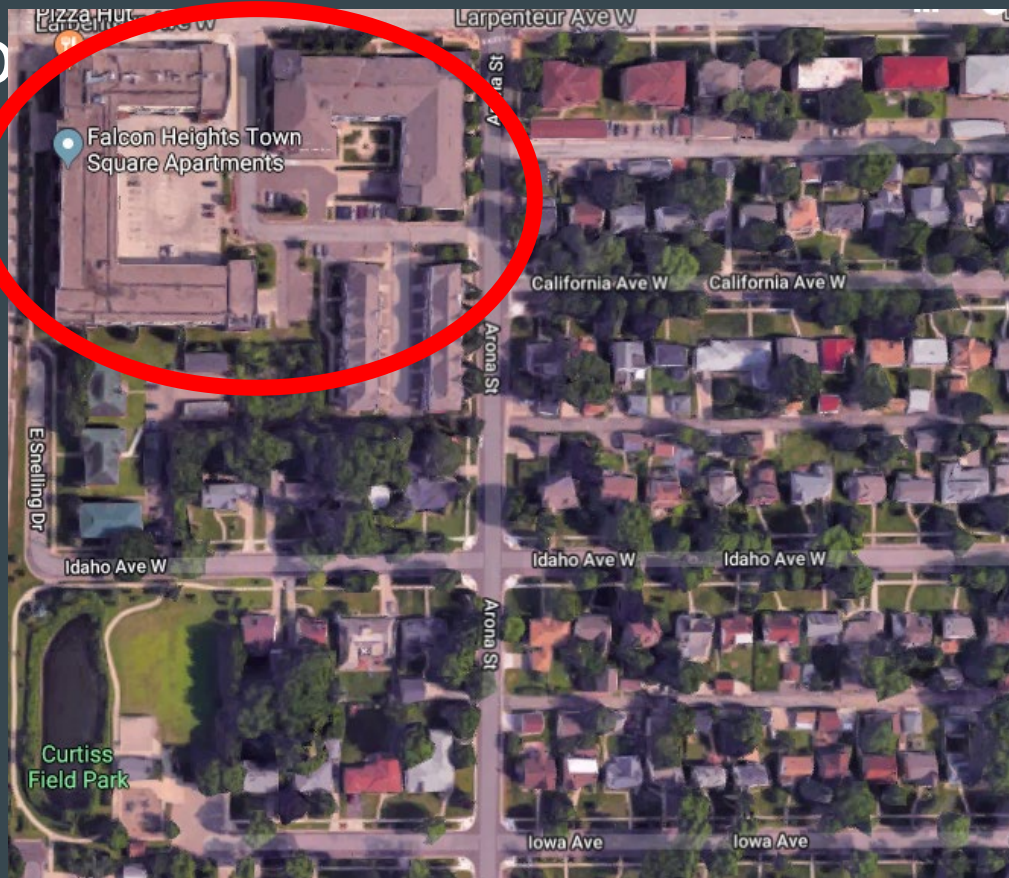
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Long answer text

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If you have attended, what did you like?

Long answer text

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What about the program would motivate you to come back next summer?

Long answer text

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What form of marketing do you prefer?

Long answer text

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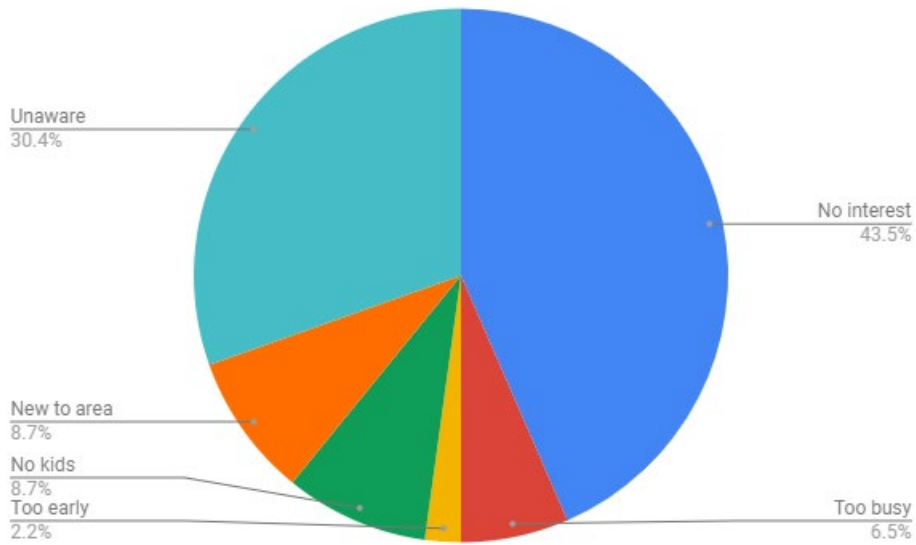
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Why are you not attending?

What did you like?



# What you are doing right

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Questions?





**The City That Soars!**

## REQUEST FOR COMMISSION ACTION

<b>Meeting Date</b>	January 7, 2019
<b>Agenda Item</b>	Agenda F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Special Events
<b>Description</b>	<p><b>a. Spring Together 2018</b> There were between 30 to 40 attendees.</p> <p><b>b. Ice Cream Social/Hotdog with a Deputy 2018</b> The Ice Cream Social/Hotdog with a Deputy was the first combined collaboration since Ramsey County Sheriff's Office took over for the City of Saint Anthony for police services. We had an attendance of 300+ and the County estimated that they handed out around 400-500 hotdogs.</p>
<b>Budget Impact</b>	Fund budget in 2018 and 2019.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Pictures</li> </ul>
<b>Action(s) Requested</b>	N/A

# Spring Together 2018



# Ice Cream Social / Hotdog with a Deputy 2018





*The City That Soars!*

## REQUEST FOR COMMISSION ACTION

<b>Meeting Date</b>	January 7, 2019
<b>Agenda Item</b>	Agenda F3
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Updates
<b>Description</b>	<p><b><u>Park Program Budget</u></b>          A more detailed budget analysis will be available later this year once the staff replacement is hired. The City Council levied and transferred \$26,000 for the 2019 Budget. The same amount that was transferred in 2018. The Park Program Fund (201) has a positive balance of \$2,400 based on the 2018 revenue and expense report.</p> <p><b><u>Staffing an Summer Programs</u></b>          The total hours dedicated to Park Programming that included Rec on the Go was over 600 hours.</p> <p><b><u>Position Replacement for Tim Sandvik</u></b>          The position title has been changed from Deputy Clerk/Recreation Supervisor to Assistant to the City Administrator. The City has received over 30+ applications for the position. Applicants are currently being reviewed.</p> <p><b><u>Community Park Building</u></b>          The City Council has discussed the Community Parking Building for the last two due to the deterioration of the interior and exterior of the building. I have included pictures presented to the City Council at the last two Council Retreat. Staff was been directed by Council to look at various options that include, but not limited to a total teardown/rebuild and renovate the building.</p> <p><b><u>Curtiss Field - Half Basketball Court</u></b>          Due to wet conditions at the end of 2018, City Staff was not able to complete the project. This will be first priority going into 2019.</p>
<b>Budget Impact</b>	All the listed items in the Updates have been funded in the 2019 City Budget except for the Community Park Building.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Community Park Building</li> </ul>

<b>Action(s) Requested</b>	N/A
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# Community Park Building Issues



# Community Park Building Issues



# Community Park Building Issues





# Community Park Building Issues



# Community Park Building Issues





*The City That Soars!*

## REQUEST FOR COMMISSION ACTION

<b>Meeting Date</b>	January 7, 2019
<b>Agenda Item</b>	Agenda F4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Officers
<b>Description</b>	Walt Dunlap was the Chair in 2018 and Mary Hannon Jacobs and Ron Eischen were Co-Chair Secretary.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	
<b>Action(s) Requested</b>	The Park Commission will have to appoint the Chair, Vice-Chair and the Secretary.