

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

**AGENDA**

November 7, 2022 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Yager\_\_\_ Bradbury\_\_\_\_\_

Curtin\_\_\_ Faust\_\_\_ Lundell\_\_\_ Tracy\_\_\_

STAFF PRESENT:

Nelson\_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. Joint Meeting- January 3, 2022

2. Joint Meeting- February 7, 2022

3. Joint Meeting- March 21, 2022 -No quorum

E. AGENDA:

1. Introduce new PARC officers

2. 2023 Goals Discussion

3. 2023 Snowstravaganza Discussion

4. Describe Officer Duties and Announce Upcoming Officer Elections

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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**CITY OF FALCON HEIGHTS**  
Joint Meeting- Virtual  
Parks & Recreation Commission  
Community Engagement Commission

**MINUTES**

January 3, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:

Eischen\_X\_ Bradbury\_X\_ Carlson\_  
Yager\_X\_ Curtin\_\_ LaCasse\_X\_

Cooley-Kistler\_X\_ LaDouceur\_X\_  
Ebbesen\_X\_ Locke\_X\_ Campbell\_X\_

COUNCIL LIAISON:

Andrews\_X\_  
Mayor Gustafson\_X\_

STAFF PRESENT:

Thammavongsa\_X\_  
Pavek\_X\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. DISCUSSION:

1. Finalize the Winter Event

- All commissioners agreed that the event should be held on Saturday, February 12 from 1-3 pm at the Community Park.
- The commissioners discussed having multiple bonfires to help promote social distancing at the event, and including hay bails for seating.
- Some expressed concerns with the rising number of COVID-19 cases. It could be difficult to social distance in the horse and carriage rides. If the event needs to be cancelled, would the city get its money back? Commissioners asked Pavek to call Roselawn Stables and ask what their cancellation policy is before deciding.
- Some expressed the need to prioritize activities/games for children at the event. Thammavongsa stated that the recreation programming could be used and small prizes could be provided to the winners. Commissioners liked the idea of "Falcon Heights Winter Olympics for Kids".

- If providing horse-drawn carriage rides was not an option, a dog parade and snow sculpture contest could also be coordinated. Commissioners noted it would be fun for residents to bring their dogs to the park in their festive winter gear and vote on “best dressed”.
- Commissioners asked staff to look into whether the following ideas would be feasible:
  - o Yard games
  - o Scavenger hunt/decorated trail
  - o Luminary walk
  - o Ice skate & cross-country ski rental
  - o Food truck (to help promote local restaurants)
- General consensus that snowshoe rental, smores, and hot chocolate should be provided as was done in past winter events

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT: 7:35 PM

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**CITY OF FALCON HEIGHTS**  
Joint Meeting- Virtual  
Parks & Recreation Commission  
Community Engagement Commission

**MINUTES**

February 7, 2022 at 6:32 P.M.

- A. Call to order
- B. ROLL CALL:
  - Eischen\_X\_ Bradbury\_\_X\_ Carlson\_\_
  - Yager\_\_X\_ Curtin\_\_ LaCasse\_X\_\_
  
  - Cooley-Kistler\_X\_\_ LaDouceur\_X\_\_
  - Ebbesen\_\_X\_ Locke\_\_X\_ Campbell\_\_X\_\_
  
  - COUNCIL LIAISON:
  - Andrews\_X\_
  - Mayor Gustafson\_X\_
  
  - STAFF PRESENT:
  - Thammavongsa\_\_X\_
  - Pavek\_X\_
- C. Presentation
- D. Approval of Minutes
- E. Agenda
  - a. Snowstravaganza

The commission members confirmed volunteer schedules for the event. Both commissions agreed that water bottles and more pre-packaged smores should be made available at the event.

Cooley-Kistler confirmed a table, chairs, and other miscellaneous materials would be available for the food drive and the photographer. She also asked that some form of photo waiver be provided.

Staff anticipated that NineNorth would be in attendance to cover the event. Locke volunteered to be the spokesperson and represent the CEC on camera.

- F. Information/ Announcement
- G. Adjournment: 7:00 PM.

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**CITY OF FALCON HEIGHTS**  
Joint Meeting  
Parks & Recreation Commission  
Community Engagement Commission  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**

March 21, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:38 PM

B. ROLL CALL:

Eischen\_\_ Bradbury\_X\_\_ Carlson  
Yager\_X\_\_ Curtin\_\_ LaCasse\_\_

Cooley-Kistler\_\_ LaDouceur\_X\_\_  
Ebbesen\_\_ Locke\_X\_\_ Campbell\_\_

COUNCIL LIAISON:

Andrews\_X\_\_  
Mayor Gustafson\_X\_\_

STAFF PRESENT:

Pavek\_X\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. AGENDA:

1. Spring Event

- Mayor Gustafson shared insight from past events he'd worked on. Both commissions agreed that a small event should be held this year and stated that the event should not be held during Ramadan.
- Vice Chair Bradbury added that the spring event was a good opportunity to promote summer programming one last time before the registration deadline. Both commissions agreed to hold the event on Saturday, June 4<sup>th</sup> from 4-6 pm at Curtiss Field. Pavek confirmed that there were no conflicting reservations for that date/time.
- One of the main goals of the event is to engage renter/tenants in the nearby Townsquare Apartments.
- The commission members brainstormed the following activity ideas:



- Dog Parade
  - Soccer
  - Basketball
  - Arts & Craft Table
  - BYOYG (Bring Your Own Yard Game)
  - Ice Cream Truck
  - Sign-up Table for Summer Programming
  - Mayor or Council Members & Staff present as an opportunity to solicit community feedback
  - Meet the New City Administrator
- Chair Ebbesen confirmed she has been researching and contacting potential food trucks for the event.
  - All commission members agreed this should be an opportunity for kids to play sports/games while parents mingle and meet their neighbors.

## 2. Ice Cream Social

- Ebbesen planned to contact Ramsey County for participation in Resource Fair. Julie's daughter participated in a dance group which performed at last year's event and they plan to return. Staff was asked to coordinate a break in the live music for the dance group to perform without distraction.
- LaDouceur suggested offering better games/activities for children at this year's event:
  - Punt Pass Run
  - Whiffle Ball Game (with RCSO?)
  - Bounce House Maze
  - Temporary Tattoos
  - Fishing Game with Stuffed Animals
  - Dunk Tank
- Yager suggested offering the most successful summer program (blastball, soccer, etc).
- Commissions confirmed to hire the same band from last year's event for the same price. They planned to reach out to more small businesses and NYFS to have tables at the event.

## 3. Other Initiatives

- Commission members will continue to think about this and brainstorm at the next meeting.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:50 PM.

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## REQUEST FOR ACTION

<b>Meeting Date</b>	November 7, 2022
<b>Agenda Item</b>	E1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	New Officer Introductions
<b>Description</b>	The Commission wishes to introduce and recognize new Officers, Tom Faust, Randi Lundell and Michael Tracy.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recognizes the new Officers and appreciates them joining the Parks and Rec Commission.

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## REQUEST FOR ACTION

<b>Meeting Date</b>	November 7, 2022
<b>Agenda Item</b>	E2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Goals of the Parks and Rec Commission (PARC)
<b>Description</b>	The Commission will discuss various goals they have for 2023 to help set future agendas and tasks to complete.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends making a list of goals for 2023 to work towards achieving throughout the year.

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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	November 7, 2022
<b>Agenda Item</b>	E3
<b>Attachment</b>	List of 2022 Activities/Costs
<b>Submitted By</b>	Kelly Nelson, Administrative & Communications Coordinator

<b>Item</b>	Disuss the proposed 2022 Winter Event, Snowstravaganza, in order to make recommendation for 2023
<b>Description</b>	<p>The winter event, Snowstravaganza, was set to take place on Saturday, February 12, 2022 before cold temperatures cancelled the event.</p> <p>The Parks and Recreation Commission would like to discuss the details of the 2022 event and whether the event should take place in 2023. PARC would like to collaborate with and receive additional input from the CEC moving forward.</p> <p>The City has not held a winter event since 2016. Historically there would be a scavenger hunt, smores and a bonfire, sledding, ice skating, snowshoeing, and horse-drawn sleigh rides.</p>
<b>Budget Impact</b>	Estimated as \$1,500 in 2022.
<b>Attachment(s)</b>	Itemized list of potential activities/cost
<b>Action(s) Requested</b>	Staff recommends commission members discuss if the event should happen in 2023, which activities they would like to offer, and consider how COVID-19 safety measures can be implemented.

Activities	Cost
Horse Rides- Roselawn Stables	\$1,350 for 2-3 hours, trolley (25 people) or parade wagon (8 people)
Horse Rides- The Hitching Company	<ul style="list-style-type: none"> <li>• Carriage (4 people) \$800 for the 1<sup>st</sup> hour, \$50 for each additional half hour</li> <li>• Wagon (12 people) \$950 for the 1<sup>st</sup> hour, \$75 for each additional half hour</li> <li>• Trolley (20 people) \$1,100 for the 1<sup>st</sup> hour, \$75 for each additional half hour</li> </ul> **A \$200 non-refundable deposit is required
Snowshoe Rental- City of Roseville	Weekend rental (Friday pm- Monday am) \$5.00 per pair <ul style="list-style-type: none"> <li>• \$5.00 x 20 = \$100.00</li> </ul>
Smores Materials	\$29.95 for disposable biodegradable skewers (110 pack) \$35.00 (\$7.00 x 5) for firewood
Canned Food Drive	N/A



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## REQUEST FOR ACTION

<b>Meeting Date</b>	November 7, 2022
<b>Agenda Item</b>	E4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Officer Elections Overview (Voting to be done at a later date)
<b>Description</b>	<p>The Commission will discuss having a future election to nominate and elect officers for 2022 throughout 2023. Descriptions of these positions are as follows:</p> <p><b><u>Chairperson</u></b> Main contact between the commission and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.</p> <p><b><u>Vice chairperson</u></b> Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff.</p> <p><b><u>Secretary</u></b> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff will discuss what the positions consist of and recommends nominating and electing officers for the year at the January 2023 meeting.

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