

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

**AGENDA**

February 6, 2023 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager\_\_\_\_ Mike Bradbury\_\_\_\_ Eric Brenton\_\_\_\_  
Paule Mielke\_\_\_\_ Tom Faust\_\_\_\_ Randi Lundell\_\_\_\_ Mike Tracy\_\_\_\_

COUNCIL LIAISON: James Wassenberg  
\_\_\_\_\_

STAFF PRESENT:

Kelly Nelson\_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. December 5, 2022 - Parks and Recreation Commission Regular Meeting

E. AGENDA:

1. 2023 Officer Elections
2. Adopt the Standing Rules
3. Summer Programming Guide
4. 2023 Goals
5. Formally Approve Community Garden Selection Policy

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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

**MINUTES**  
December 5, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:36 PM

B. ROLL CALL:

Jeff Yager   x    
Mike Bradbury   x    
Shaun Curtin       
Tom Faust   x    
Randi Lundell   x    
Mike Tracy   

COUNCIL LIAISON:

To be named     

STAFF PRESENT:

Nelson   X  

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. Approval of November 7, 2022 minutes.

Yager 1<sup>st</sup> Motion  
Lundell 2<sup>nd</sup> Motion  
Motion Passed

E. AGENDA:

1. Parks Programming Discussion of Past Course Offerings

- Enrollment numbers have decreased after 2019. The pandemic and the dilapidated building at Community Park are both key factors.
- In 2021, classes were scaled back due to pandemic-related concerns. In 2022, low attendance caused classes to be scaled back once again. It was also very difficult to hire seasonal employees. Therefore, programming and staff have been minimal.
- For the last two years, the City has just offered the same six courses instead of 11 classes pre-pandemic.
- Bradbury said that as we look back on past courses and as we look ahead, what do we want to be? He suggested that perhaps we offer open play, as our revenue is limited without a building to use. Ages three to six are also hard to engage for a 45-minute (or more) class.

- Yager mentioned how Roseville offers introductory T-Ball classes that have great demand / classes nearly fill up. Perhaps we look at their schedule and offer an Introduction to T-Ball class on a different night than theirs.
- Lundell suggested bird-watching or Nordic snowshoe courses (in winter) would be fun programming additions.
- The PARC will think on potential class offerings for the summer before the next meeting on 2/6/23.

2. Discussion of Curtiss Field Ice Rink and Rinks in Surrounding Cities

- During the 2010 to 2011 season, there were 1,022 recorded users. By the 2015 to 2016 season, this number had decreased to 449 at Curtiss Field. PARC discussed possible factors, which included the loss of a permanent warming house, the basketball court reduced the pleasure skating area, and poor ice quality (specifically in 2015) due to weather.
- Challenges and suggested improvements of Curtiss Field's ice rink:
  - the long walk to the warming house with small children is a challenge; inclines / sloping areas/ railings would be helpful in these areas.
  - signage to identify the warming house; many people think it's a storage shed.
  - the goal should always be to have it open by/for winter break.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 8:15PM

Yager 1<sup>st</sup> Motion  
 Faust 2<sup>nd</sup> Motion  
 Motion Passed



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## REQUEST FOR ACTION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Officer Elections
<b>Description</b>	<p>The Commission must nominate and elect officers for 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 recommends nominating and electing officers for 2023.

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## REQUEST FOR ACTION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E2
<b>Attachment</b>	Parks and Recreation Commission Standing Rules / Sikkink's Seven Motion System
<b>Submitted By</b>	Kelly Nelson, Assistant to the City Administrator

<b>Item</b>	Adopt the Standing Rules
<b>Description</b>	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year. In 2022, the PARC only had joint meetings with the CEC to plan events until finally having their first regular meeting with quorum in November 2022. At that point, it was determined the standing rules (attached in this memo) would be reviewed and adopted during the first regular PARC meeting of 2023 on February 6, 2023.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Parks and Recreation Commission Standing Rules - revised 2023</li> <li>• Sikkink's Seven Motion System</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approving the standing rules for 2023.

# FALCON HEIGHTS PARKS AND RECREATION COMMISSION

## STANDING RULES

**February 6 2023**

### PURPOSE & DUTIES

The purpose of the commission is to serve in an advisory capacity to the City Council on all policy matters relating to public parks and facilities and recreation programs.

The commission's duties and responsibilities shall include:

1. Develop plans for community recreation by assessing the needs of the community and by considering their wishes.
2. Explore ways of providing as many recreational opportunities as possible. This may include, but shall not be limited to, working with neighboring communities, applying for grants, and organizing fundraisers.
3. Submit an annual recreation budget to City Council. Based on that budget, expenditures of City funds by the commission for recreational purposes shall be permitted with approval by the City Administrator.
4. Monitor recreational programs and locate and select suitable staff for all programs.
5. Promote the use of City recreational facilities. Any such use shall be in accordance with current regulations of the City of Falcon Heights.
6. Study and make recommendations concerning park improvements.

### MEMBERSHIP TERMS & ORGANIZATION

The formal commission membership consists of seven commissioners to be appointed by the Mayor and approved by the Council. The term of office for all commissioners shall be three years. Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term. No member shall serve more than two consecutive three-year terms.

All seven commissioners have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting. The commission shall elect a chairperson from among its appointed members for a term of one year. The commission may create and fill other offices as determined necessary, also, with a term of one year.

Commission members shall be subject to removal for cause, by a four-fifths vote of the City Council. Failure to attend meetings regularly shall be one basis for removal.

## RULES

### Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e., a public hearing.
  - b. Grouping several items to best make use of consultant time.
  - c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

### Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.
9. The commission shall hold scheduled meetings, not less than one per calendar quarter.

#### ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

#### ANNUAL REVIEW

These rules will be reviewed annually in January.

#### INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.



Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

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## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E3
<b>Attachment</b>	<ul style="list-style-type: none"> <li>• 2023 Summer Programming Guide</li> <li>• Programming ideas (working list)</li> </ul>
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Summer Programming and printed 2023 Programming Guide
<b>Description</b>	Due to the COVID-19 Pandemic, deteriorating facilities, and staffing issues, the City had to cut back on some of its summer programming in 2022. The 2022 Summer Programming Guide is attached merely as a reference so that we may determine programming to be offered this summer and draft a 2023 Summer Programming Guide.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2022 Summer Programming Guide</li> <li>• Programming ideas (working list from previous PARC meetings)</li> </ul>
<b>Action(s) Requested</b>	Determine 2023 Summer Programming so that a 2023 Programming Guide can be created and published in the City's Spring newsletter to be mailed to residents in March.

# City of Falcon Heights Parks & Recreation Summer 2022 Programs and Events



Registration begins April 8th!

# How to Register

1. **Online** - [www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation
2. **Mail to City Hall:** 2077 W. Larpenteur Ave., Falcon Heights, MN 55113
3. **Fax:** 651-792-7610
4. **Email** the form to [mail@falconheights.org](mailto:mail@falconheights.org), subject "Summer Programs".  
Printable form can be found at [www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation

## Registration Information

Pre-registration is required for all recreation programs. Registration can be completed online or in-person and the deadline is June 10, 2022. All registrations received after that time will be charged a late fee of \$5.00 and are subject to course availability. Programs are subject to cancellation in the event of insufficient enrollment. If necessary, cancellation notifications will be sent in the beginning of June. For any questions, please call City Hall at 651-792-7600.

## Register Online

Online registration begins on Friday, April 8, 2022. Online payment must be completed through AllPaid. Once programs are selected they will be automatically totaled at the bottom of the page. If the web page does not lead you to the AllPaid page, your registration information will not be sent to staff. You will receive a confirmation email from staff once your registration has been processed. If you have any questions about the registration process please call City Hall at 651-792-7600.

## Waiting List

Parks and Recreation staff will accept your child's name and phone number to add to the waiting list for any class that is full. You will be contacted if we can accept your child into a program.

## Scholarships

Scholarships are available to Falcon Heights residents who are in need and who qualify. Scholarships are up to half off course costs. Contact the Falcon Heights City Hall directly if you have questions. Scholarships are offered on a first come, first serve basis.

## WEATHER HOTLINE: 651.792.7607

Falcon Heights Parks & Recreation programs may be canceled when dangerous weather conditions are reported in the area. Call the Weather Hotline 15 minutes prior to your class time to confirm cancellations via a recorded message. Notifications will also be posted on the City Facebook Page.

# Physical Education

The City of Falcon Heights was granted the Target Soccer grant in 2018. In an effort to promote our city's soccer program, these funds will be used to offer scholarships for families that register more than one child in soccer programming.

If registering more than one child for a soccer program, please call City Hall to be eligible for no – cost registration for second child participant. Registration will be reflected on lesser or equal valued program. Scholarship is based on a first come, first serve basis.

## Mini Soccer with Parents

Mini Soccer provides an introduction into the basics of soccer. Kids will learn basic skills like passing, shooting, and dribbling through fun games and drills. Parents will have the opportunity to assist their kids with games and drills during classes. Classes are kept small to provide as much individual attention as possible.

Age	Day	Date	Time	Cost	Location
3-5 yrs.	M	June 20- July 25	5:00PM- 5:45PM	\$35	Community Park

## Super Soccer

Program is designed for participants regardless of their skills/abilities. Learn dribbling, passing, and shooting through fun, interactive drills and scrimmages with an emphasis on having fun and teamwork!

Age	Day	Date	Time	Cost	Location
5-7 yrs.	M & W	June 20- July 27	6:00PM- 6:50PM	\$53	Community Park

## Blast ball

Blast ball is a great introduction to a bat and ball sport. Blast ball concentrates on offensive play by using a larger foam ball and bat with the tee, creating a greater connection with every swing. With a sound-making first base, children won't forget to run to first base after they hit! Blast ball teaches all five basic fundamentals: hitting, throwing, catching, running and fielding.

Age	Day	Date	Time	Cost	Location
3-5	T	June 21-July	5:00PM-	\$38	Community
3-5 yrs.	W	June 22- July27	5:00PM- 5:45PM	\$38	Community Park

**Classes must meet minimum of 6 participants to avoid cancellation.**

# Physical Education

Falcon Heights Parks & Recreation once again teams up with USTA! Our Parks & Rec Department has joined with the United States Tennis Association to create curriculum designed for youth and adults. Whether you are a beginner or an intermediate player with experience, our courses are designed to learn skills, play games and understand the fundamentals of the game all while being age appropriate.

Age	Day	Date	Time	Cost	Location
5-7 yrs.	M&W	June 20-July 27	5:00PM-5:50PM	\$57	Community Park
7-9 yrs.	M&W	June 20-July 27	6:00PM-6:50PM	\$57	Community Park
10-13 yrs.	M&W	June 20-July 27	7:00PM-7:50PM	\$57	Community Park





# Playground

## Summer Discovery Playground

Come join your friends and our friendly staff twice a week for tons of fun activities at our parks this summer! Participants will engage in fun games, crafts and other themed activities. Groups will be separated by age for some activities, if appropriate. Participants must be four years old before the program starts. This is our most popular neighborhood camp, so sign-up early!

Parents please sign in/out each day. Parents have the option to drop off your child at a later time if given prior approval from the head staff leader.

**Please bring a nut free snack, water bottle, sunscreen and dress your child according to the weather.**

6 WEEK PROGRAM:

Age	Day	Date	Time	Cost	Location
4-12 yrs.	M & W	June 20- July 27	12:30PM- 2:30 PM	\$155	Community Park





## Classes Offered in 2022

### 1). Mini Soccer with Parents

Mondays, June 20-July 25 from 5:00 to 5:45 PM

\$35.00

(Skyhawks is offering Soccer Tots from 5/7/23-5/28-23, for Pre-K kids in Vadnais Heights. Cost is \$85!)

Ages 3- 5

At Community Park

(We had 12 participants in 2022).

### 2). Super Soccer on Mondays and Wednesdays from 6:00 to 6:50 PM at Community Park

June 20 – July 28

\$53; ages 5 to 7.

We had 8 registered in 2022.

### 3). Blast Ball

Ages 3 to 5

Offered classes on Tuesdays from 5:00-5:45 PM at Community Park; ran June 21-July 26 and cost was \$38. There was not enough interest to do two separate sessions (must have 6+ participants).

The other session offered was on Wednesdays from 5:00-5:45 PM at Community Park for 3-5 years from June 22-July 27; \$38 . Combined groups into one with a total of 6 participants.

(Notes from 2022: most difficult class to teach because of the young age group and their shortened attention spans)

### 4). Summer Discovery Playground

Was for ages 4 to 12, held on Mondays and Wednesdays from June 20 through July 27, from 12:30 to 2:30 PM at Community Park. Cost was \$55.

This was full with 10 participants

(Notes from 2022: do 4 hours per day, 2x per week; do a different theme each day with related activities; it was 2 hours in 2021 and 2022 and it's not enough time to fit everything in using the old, 4-hour curriculum; price should be raised to \$200+, which is about \$8/day for the 4-hour classes). Staff suggested CTC host this class as their play area is nicer.

## 5). TENNIS

Ages 5 to 7 was on Mondays and Wednesdays from 5:00 to 5:50 at Community Park from June 20-July 27

(had 5 enrolled last year) \$57

Ages 7-9 group was on Mondays and Wednesdays from 6:00 to 6:50 at Community Park from June 20-July 27; \$57. 4 participants in 2022.

Ages 10 to 13 group, was on Mondays and Wednesdays from 7:00 to 7:50 at Community Park from June 20-July 27

We could combine Soccer and T-Ball into one program ---Peewee Sports---3 to 5-year-olds??

### Working List of Activity Ideas for Summer 2023

#### **Dungeons and Dragons camp – likely suitable for ages 9 and up; Maple Grove has a 12 to 18 Club**

##### ABOUT THIS CAMP:

A perfect summer camp for kids with wild, inventive imagination, our Dungeons and Dragons camp will introduce your youngsters to the world of this intensely popular role-playing game! We will create our own characters and make our own costumes, before sitting down to an actual Dungeons and Dragons mini-campaign. A perfect introduction to the game, this camp is also fun for more experienced adventurers as well.

##### POWER OF STEAM:

ALL Inspire Lab Camps are “fueled” by STEAM (science, technology, engineering, arts, and math). Each day will have a combination of these all centered around activities and creation. Project based learning engages all forms of learners and it makes for a fun environment in which kids don’t even realize how much they are absorbing...because it is all in the form of FUN!**SCHEDULE: 9am - 12pm each day**

## Dungeons and Dragons

### **Dungeons & Dragons Club**

Maple Grove Community Center

Are you looking for friends to play D&D with? Do you want to learn how to play? Join our D&D club. With your registration fee you will get a set of Die and a Mini figure to start playing with.

Activity #	Age	Day	Date	Time	Cost
408411-01	12-18	W	Sep 28 - Nov 16	4:30-7:30pm	\$20

#### **Badminton**

#### **Board games**

**Chess Club** -*Whether you consider yourself a beginner or intermediate player, join this class to meet and interact with other chess players. You will learn the basic rules and strategies of chess.* Roseville

Community Ed. charges \$139 for 40-minute weekly classes running 1/11-5/10. Falcon Heights Elementary offers a class for K-6 that is 13 weekly 45-minute sessions. Cost is \$115.

--In addition to chess, we could also teach Checkers, Backgammon, etc. and do one week of each. We could potentially do this in the Council Chambers at City Hall.

## **Dance**

## **Bocce**

**Mixed Up Activity Days** to include, for example: tie dye, Stomp Rockets, scavenger hunt, beaded animal keychains craft, slime, etc.). This could be done at picnic tables at Community Park or at CTC (Commonwealth Terrace Co-Op).

**Court Sports:** Learn a trio of sports played on various courts (i.e. pickle ball, tennis, volleyball and basketball; one week per sport). Community Park or CTC. Brimhall will offer Multi-Sports Sampler, which will be for one hour, on Tuesdays in March. The four sessions are for K-6 and will cost \$55. *Are your kids getting their 60 minutes of active play a day? Can't decide which sport you like best? Learn a variety of new sports and games with our Multi-Sports Sampler. Sports may include Lacrosse, Floor Hockey, Basketball, Tennis, Soccer, Baseball and/or other sports over 4 weeks with a focus on the importance of sportsmanship, cooperation and team play. Don't miss this enriching camp that includes instruction, games and a whole lot of fun*

**Nature Sessions:** One course is on bird-watching, one on bugs, one on butterflies with an emphasis on monarchs, etc.

**-Tennis**

**-Mini Soccer**

**-Super Soccer**

**-Blast Ball**

**-Discovery Playground**

**RevSports** (Roseville) offers basketball, soccer and volleyball to youth. Classes are about double what we charge (approx. \$65+ for four, 40-minute classes).

**Anything but a Brush** – “Come join our painting class, Anything but a Brush, where we will paint masterpieces with anything but a paint brush, allowing artists to explore different textures and techniques.” Roseville Comm. Ed offers three sessions of this for free. Sessions are 1.5 hours long and offered to K-6. Falcon Heights Elementary offers one session that lasts 1.5 hours and charges \$19.

## **Wings of Fire Camp**

Grades 2-6 *Calling all dragon lovers! Join us as we explore this series of fantasy novels through themed crafts, games, and snacks. Wings of Fire fans unite!* 4 Sessions | Mon-Thu, 4/17-4/20 | 4:00-5:15pm | \$39

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## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E4
<b>Attachment</b>	-City of Falcon Heights 2019 Strategic Plan -2023 Goals List
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Goals/Priorities
<b>Description</b>	The COVID-19 pandemic put a lot of parks planning, goals, and other initiatives on hold. Staff would like to revisit the City’s 2019 Strategic Plan, looking at it as inspiration to pull from to help finalize the Parks and Recreation Commission’s goals for 2023.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	City of Falcon Heights Strategic Plan 2019 Working List of Parks and Recreation Goals for 2023
<b>Action(s) Requested</b>	Staff recommends reviewing the 2019 Strategic Plan and the goals recorded on the Commission’s working list of 2023 goals, which are both attached. The Commission should establish final goals and priorities for 2023 at the next PARC meeting on 3.6.23.

# City of Falcon Heights STRATEGIC PLAN 2019

MINNESOTA STATE FAIR



## SUMMARY OF STRATEGIC OBJECTIVES

The City of Falcon Heights has identified eight visionary outcome areas looking ahead to 2025. These visionary outcomes are expanded into five strategic directions, 22 2-year success markers and one-year priorities.

# CITY OF FALCON HEIGHTS VISION FOR 2025



**Falcon Heights is a Multi-modal, accessible city with aesthetic**



**Falcon Heights' Residents are informed, engaged and connected through multifaceted, accessible and interactive communication**



**Falcon Heights has a welcoming and inclusive environment**



**Falcon Heights has City and resident led dynamic community engagement activities that engender community participation**



**Falcon Heights has community led service initiatives**



**Falcon Heights safety needs are met in a trustworthy and transparent fashion for all**



**Falcon Heights is engaged with local business and organizations**



**Falcon Heights has spaces/buildings to facilitate gathering of our community (within and beyond borders)**





## STRATEGIC DIRECTION ONE

### Leveraging Community Involvement

There is strong desire in the City to be in unison with the public as to the direction and community feel of the City and to engage with businesses more.

#### GOALS

- INTEGRATE BUSINESS WITHIN OUR COMMUNITY
- REASSESS AND REDIRECT OUR COMMISSION ACTIVITIES
- EMPOWER RESIDENTS
- IMPLEMENT CEC STRATEGIC PLAN AND INTEGRATE WITH LARGER PLAN



#### First Year Priorities

1. Initiate Empowerment campaign (Quarter 2)
2. Complete CEC plan (Quarter 1)
3. Develop Strategic Plan for each commission (Quarter 3)
4. Develop business engagement plan (Quarter 4)

#### 2-Year Success

1. Dedicated business ambassadors
2. Each commission plan has integrated into our communication plan
3. Community survey shows and increase in engagement
4. Number of resident initiated projects
5. Increase in the percentage of public participation in activities
6. Increased volunteerism by \_\_\_\_\_%
7. Empowerment campaign launched





## STRATEGIC DIRECTION TWO



### Showcasing our City

It is hoped that Falcon Heights will be known as a beautiful city with a unique feel that goes beyond the University and State Fair

#### Goals

- BEAUTIFY STREET SCAPES
- CREATE “UNIQUE TO FALCON HEIGHTS” FESTIVAL/EVENT
- IMPROVE FACILITIES



#### First Year Priorities

1. Develop a streetscape plan (Quarter 3)
2. Decide on City logo and implement (Quarter 2)
3. Analyze potential for expanding existing annual events to annual festival (Quarter 4)
4. Decide Lauderdale fire contract (Quarter 2)

#### 2-Year Success

1. Decide on festival idea
2. Implement streetscape plan
3. LOMC (LOC) League of City Membership
4. Strengthen relationship with Roseville





## STRATEGIC DIRECTION THREE



### Creating Common Spaces

The City desires to have places where the community can gather in large and small numbers to engage, recreate, and have a sense of community. Hanging in the air is the passage of the bonding bill that has the park elements.

#### Goals

- IDENTIFY SPACES FOR COMMUNITY USE
- FIX COMMUNITY PARK



<b>First Year Priorities</b>	<b>2-Year Success</b>
------------------------------	-----------------------

1. Yes/No on state bonding money (Quarter 1)
2. Finalize construction plans for City park (Quarter 4)
  - 2.1. If no bonding then gain consensus on alternative solutions (Quarter 4)
1. Yes/no on alternative locations (Quarter 4)

1. Ground breaking Spring 2022 on City Park enhancement and new building
2. Ground breaking 2023 on no-bonding/no-building option





## STRATEGIC DIRECTION FOUR

### Enhancing Public Safety



Keeping the City and public informed on incidents that are occurring in the community as well as tips on how to reduce crime, and engage with the police and neighbors to improve safety and community.

#### Goals

- **ENHANCE PUBLIC SAFETY THROUGH INTERACTIVE AND PRO-ACTIVE POLICING**

#### First Year Priorities

#### 2-Year Success

1. Reports received on police activity *every quarter*
2. Risk identification activity in contract (Quarter 1)
3. Plan from Sheriff to conduct risk assessment (Quarter 2)
4. Learning sessions from police (Quarter 3)

1. Sheriff is conducting risk identification
2. Report from sheriff on policing activities
3. Learning topics are regular police activity



# Falcon Heights



## Weekly Newsletter

2077 Larpentour Avenue West, Falcon Heights, Minnesota 55113 | 651-792-6000 | <https://www.falconheights.org/>

### Falcon Heights Recognized for Environmental Sustainability Efforts

*GreenStep City recognized for work to conserve resources & reduce waste*

Monday, July 1, 2019, Falcon Heights, MN – The City of Falcon Heights received an award for being a GreenStep City.



## STRATEGIC DIRECTION FIVE

### Improving Communication

The City sees the need to have two-way communication with the residents. Often times the efforts to reach people are missing people who have busy lives or using different media types to get their information.

#### Goals

- IMPROVE DIRECT, INDIRECT AND 2-WAY COMMUNICAITON WITH THE CITY



#### First Year Priorities

1. Launching new website (Quarter 1)
2. First town hall meetings (Quarter 2)
3. Establish communication roadmap/systems (Quarter 3)
4. Create short videos (Sit down with each elected official (Quarter 2)

#### 2-Year Success

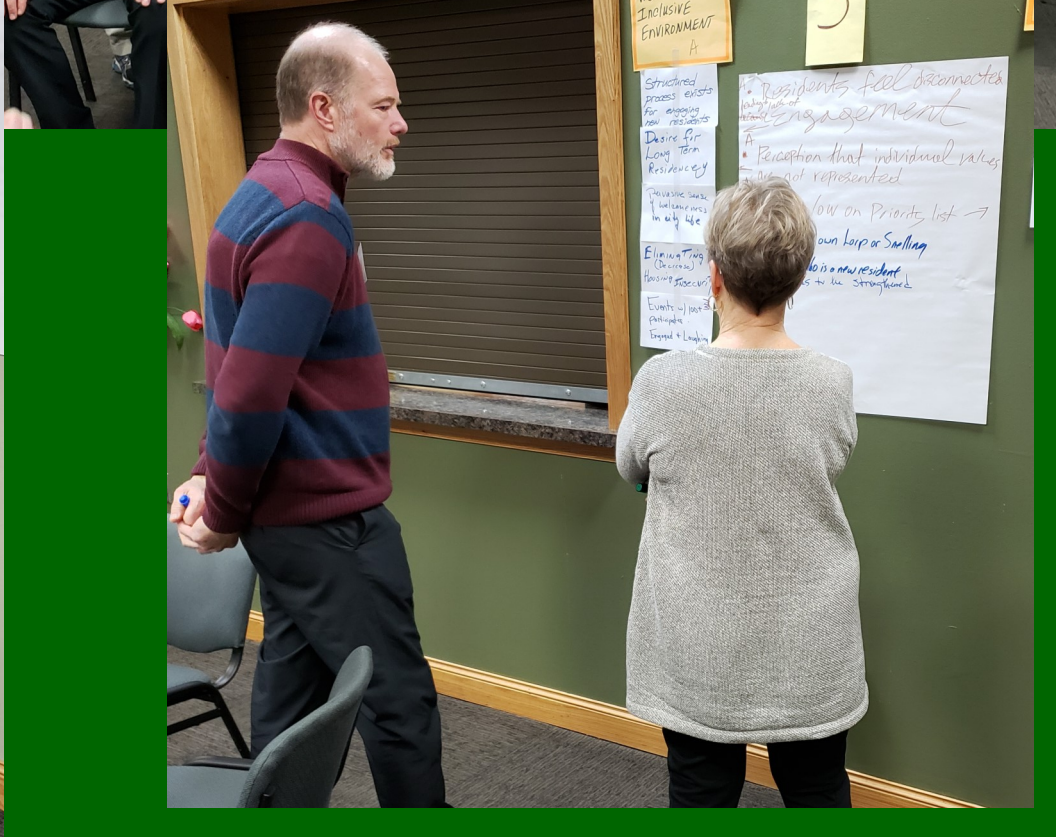
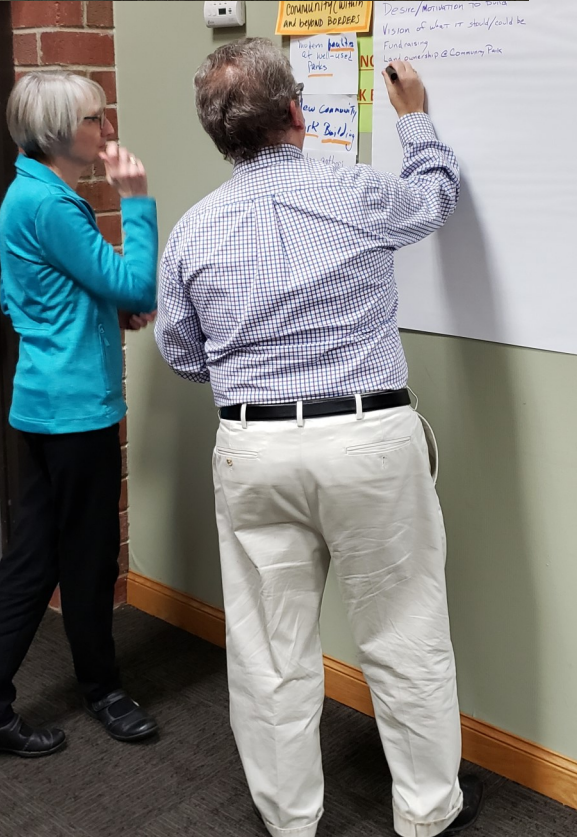
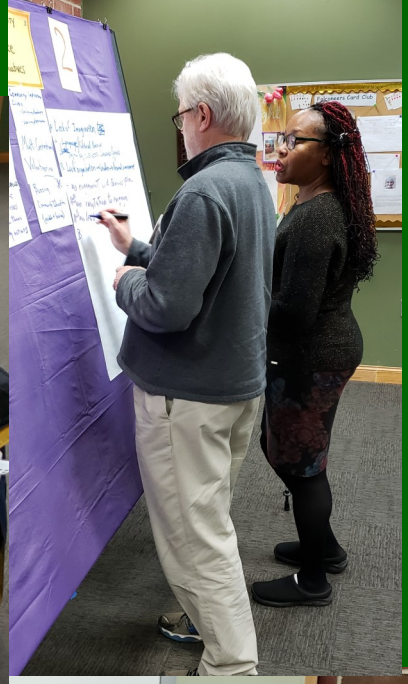
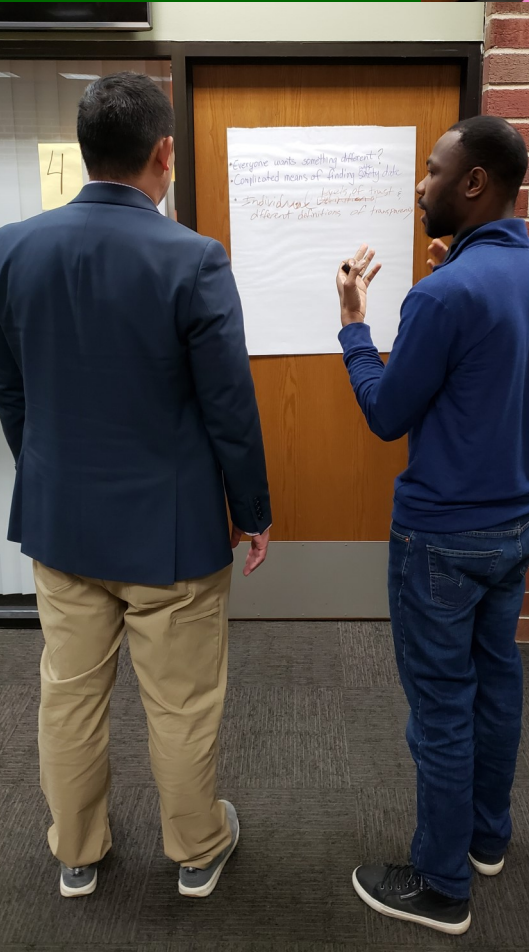
1. Interactive website
2. Increased subscriptions to e-news
3. Roadmap to systems established
4. Regular town hall meetings held
5. Clear engagement plan is developed
6. Launched monthly neighborhood newsletter

# First Year Priorities 2020

Strategy	Jan-Mar	Apr-Jun	Jul-Sep	Oct- Dec
<b>Leveraging Community Involvement</b>	Complete CEC plan	Initiate Empowerment campaign	Develop Strategic Plan for each commission	Develop business engagement plan
<b>Showcasing our City</b>		Decide on City logo and implement  Decide Lauderdale fire contract	Develop a streetscape plan	Analyze potential for expanding existing annual events to annual festival
<b>Creating Common Spaces</b>	Yes/No on state bonding money			Finalize construction plans for City park  If no bonding then gain consensus on alternative solutions  Yes/no on alternative locations
<b>Enhancing Public Safety</b>	Reports received on police activity  Risk identification activity in contract	Reports received on police activity  Plan from Sheriff to conduct risk assessment	Reports received on police activity  Learning sessions from police	Reports received on police activity
<b>Improving Communication</b>	Launching new website	First town hall meetings	Establish communication roadmap/systems	Create short videos (Sit down with each elected official)



# WHAT NEEDS TO HAPPEN IN 5 YEARS FOR FALCON HEIGHTS TO BE CITY THAT SOARS?







Retreat Participants:

Mayor: Randy Gustafson

Council Members: Yakasah Wemyee, Pamela Harris, Mark Miazga

Environmental Commission: James Wassenberg

Community Engagement Commission: Shirley Reider

Planning Commission: John Larkin

Facilitation Team: Dr. Richard Fursman and Irina Fursman CTF

## We want you involved and heard!

*"Please let us know if you would like to get more involved with the City, more informed, or both. We are happy to hear from you and to partner to make Falcon Height the City that Soars!" Come to our meetings, We look forward to hearing from you!"*

*Falcon Heights City Council*

Ways to keep informed:



<https://www.falconheights.org/>

Call: 651-792-7600

Visit: 2077 Larpenteur Avenue West

City of Falcon Heights, Minnesota 55113-5594

## 2023 PARC GOALS (Working List; Not Final)

- 1). Develop a fall event
- 2). Host an event in the spring at City Hall in place of Snowstravaganza that was not held in the winter. Or, enhance Spring Ahead event.
- 3). Draft and implement a weather and discipline policy for summer/fall programming, which parents acknowledge and agree to.
- 4). Develop marketing strategies to expand the areas and people we currently reach to promote City events and programming to.
- 5). To have regular meetings of the Park and Recreation Commission, having quorum at least every quarter.
- 6). To create an event calendar
- 7). To bring back the 5K or some type of fun run
- 8). To visit/revisit area park buildings to gain knowledge in order to improve our own building at Community Park.
- 9). To do a park audit, looking at the amenities we currently have and to determine areas we can improve upon.
- 10). To study the ice rink's use at Curtiss Field and look for improvements for 2024.
- 11). To develop one goal per each of the categories that PARC advises on (public parks, facilities, and rec programming).



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## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Community Garden Selection Policy
<b>Description</b>	<p>Develop a formalized policy to outline how preference is determined for the Community Garden plots.</p> <p>Currently, it is stated as this on the City’s website:  <i>Returning gardeners are given priority. If plots are open, they are assigned on a first come, first served basis with preference given in the following order: 1) Falcon Heights apartment and townhome residents 2) Other Falcon Heights residents 3) Non-Falcon Heights residents.</i></p> <p>Staff has interpreted that to mean that plots are assigned in the following order, but a formal policy would be helpful to publish and adhere to.</p> <ul style="list-style-type: none"> <li>• FH renters/tenants already on the waiting list</li> <li>• FH renters/tenants (not yet on the waiting list; a new request)</li> <li>• FH residents on the waiting list</li> <li>• FH residents (not yet on the waiting list; a new request)</li> <li>• All other individuals on the waiting list</li> <li>• All other individuals interested (not yet on the waiting list; a new request)</li> </ul>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends reviewing the selection process that is posted online and stated above and establishing a formal policy that isn’t left up to staff’s interpretation.

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