

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

**AGENDA - AMENDED**  
March 6, 2023 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

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

Cooley-Kistler\_\_\_\_\_ LaDouceur\_\_\_\_\_  
Ebbesen\_\_\_\_\_ Locke\_\_\_\_\_ Lindstrom\_\_\_\_\_  
Stockford\_\_\_\_\_

COUNCIL LIAISON:

James Wassenberg \_\_\_\_\_  
Mayor Gustafson \_\_\_\_\_

STAFF PRESENT:

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

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. February 6, 2023 - Parks and Recreation Commission Regular Meeting
2. February 15, 2023 – Community Engagement Commission Regular Meeting

E. AGENDA:

1. 2023 Parks and Recreation Budget Overview
2. Spring Together 2023 Event
3. The 2023 Goals of the Parks and Recreation Commission
4. An update on 2023 Summer Programming and marketing it
5. Parks and Recreation Weather Cancellation Policy and Discipline Policy
6. 2023 Ice Rinks and Warming House Usage

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

BLANK PAGE

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

**MINUTES**

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

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL:

Jeff Yager   X   Mike Bradbury   X   Eric Brenton   X    
Paula Mielke   X   Tom Faust   X   Randi Lundell   X   Mike Tracy   X  

COUNCIL LIAISON:

James Wassenberg   X  

STAFF PRESENT:

Kelly Nelson   X  

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. Approval of December 5, 2022 -Parks and Recreation Commission Regular Meeting  
Yager motions to approve  
the minutes; motion carried 7-0

E. AGENDA:

**1. 2023 Officer Elections**

Mike Tracy motioned to approve Mike Bradbury to be elected as Chairperson. Motion carried 7-0 to elect Mike Bradbury as Chairperson.

Randi Lundell motioned Jeff Yager to be elected as Vice Chairperson. Motion carried 7-0 to elect Jeff Yager as Vice Chairperson.

Randi Lundell motioned Paula Mielke to be elected as Secretary. Motion carried 7-0 to elect Paula Mielke as Secretary.

**2. Adopt the Standing Rules**

Bradbury asked for clarification in regards to point number three under the Purpose & Duties section that states that a duty of the Parks and Recreation Commission is to “*Submit an annual recreation budget to City Council.*” Bradbury states that we haven’t advised on or established a budget previously. The budget has been submitted by the staff liaison to the Commission. The PARC’s role is to ensure the budget is submitted. Wassenberg stated that it may have been included as a duty so that the Commission may have the option to do so. The Commission asked that point number three be amended to read:

“*May submit an annual recreation budget to City Council.*” Commissioners asked that the budget be an added agenda item to October of each year when Staff is working on it to submit it for the upcoming year. Commissioner Mielke asked that the 2023 budget be shared at the upcoming March 2023 PARC meeting.

Bradbury also asked about point number four under the Purpose & Duties section, as it states, “Monitor recreational programs and locate and select suitable staff for all programs.”

Bradbury said that City Staff have solely been responsible for hiring the program staff.

Bradbury suggested point four be revised to read, “*Monitor recreational programs and the selection of suitable staff for all programs.*”

Under Agenda, Rule 1, Commissioners discussed how to add items to meeting agendas. The staff liaison prepares the agendas. It was decided to discuss items for the next month’s agenda at the conclusion of a meeting and to email staff liaison with agenda items in advance of meetings. No edits to Rule 1.

Under Meeting Process, Rule 4, standard motion procedure was discussed and clarified. With Sikkink’s Seven Motion System, only one motion is required and then a vote is taken (all in favor).

Commissioners also discussed Rule 8 – no meeting will extend beyond 10 p.m. Chair Bradbury said he will work hard to move meetings along. No change to Rule 8.

Commission Faust motioned to approve the Falcon Heights Parks and Recreation Commission Standing Rules for 2023 as addended. Motion carried 7-0.

### **3. Summer Programming Guide**

Summer programming information must be submitted at end of February to be included in the quarterly newsletter that is mailed to residents. Bradbury asked if Falcon Heights could serve as an overflow option to Roseville if their programs are full. The City could rent the field(s) to surrounding Cities rather than host their own programming. Lundell stated she would like to provide some form of City programming to our residents. Mielke asked if Urban Tennis might be a resource to help instruct a tennis program. Lundell proposed that perhaps we offer similar programming to 2022 so that the Commission has more time to study enrollment numbers and to determine future programming in 2024. It was discussed that the most popular courses last year (and previously) were Mini Soccer, Super Soccer and Summer Discovery Playground. Program staff did advise at the conclusion of the 2022 season that the current Summer Discovery Playground curriculum works best as a four-hour class rather than as two; a two-hour class was offered in 2022. Staff stated that they are meeting with Commonwealth Terrace Cooperative on 2/9/23 to determine what facilities and instructors they might be able to provide to host some programming there. Bradbury asked Staff if they felt comfortable in making a final decision about programming after that meeting or if they needed more input from the Commission. Staff said they felt comfortable to move forward with programming selection, using 2022 as a guideline for developing 2023 programming. Staff will likely offer Mini Soccer, Super Soccer, Summer Discovery Playground and determine if additional programming makes sense after the CTC meeting on 2/9/23.

### **4. 2023 Goals**

The Commission had previously started a working list of goals but Commissioner Brenton motioned to table establishing our final list of Parks and Recreation Commission 2023 Goals until the next meeting on March 6, 2023 so more time could be spent discussing those. All voted in favor to table discussion of 2023 Goals. Motion carried 7-0.

### **5. Formally Approve Community Garden Selection Policy**

Although the City added gardening plots in the last year or so, there are still not enough to meet the demand. Staff said there is already a waiting list that exceeds the number of open plots that will be available. There are also returning gardeners that would like a second plot but must wait until all newcomers on the waiting list are offered a plot first. Additionally, Staff said that our selection policy needed to offer a bit more clarity. Whereas the policy on

the City’s website states that “*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*. Staff previously had to determine if that meant the order should be:

- FH renters/tenants already on the waiting list
- FH renters/tenant not yet on the waiting list; a new request
- FH residents on the waiting list
- FH residents not yet on the waiting list; a new request
- All other individuals on the waiting list
- All other individuals interested not yet on the waiting list; a new request

Commissioner Tracy does not think you should have garden plots for perpetuity. Currently, returning gardeners are automatically given their same plot. In the future, the Commission would like to discuss how to handle that. Additionally, Tracy said that the type of dwelling, whether apartments or homes, and whether owned or rented does not matter as much as whether the person has access to land to garden; land access should be the real determining factor. Commissioner Faust suggested that the first priority criteria (*Falcon Heights apartment and townhome residents*) be revised to read: 1). Falcon Heights residents without access to land to garden. The goal is to broaden to include condo, townhome owners and apartment and house renters who aren’t allowed to have a garden

Bradbury motioned to revise our stated criteria as such:

- 1). Falcon Heights residents without access to land to garden
- 2). Falcon Heights residents with land access
- 3). Non-Falcon Heights residents

Commissioner Mielke motioned to approve the changes as described above. All voted in favor of changing the wording on the website to be reflected this way. Motion carried 7-0.

F. INFORMATION/ANNOUNCEMENT

Proposed March Agenda Items:

- The 2023 Goals of the Parks and Recreation Commission
- An update on 2023 Summer Programming and Marketing the 2023 Summer Programs
- Program Cancellation Policy Due to Weather
- Discipline Policy for Summer/Fall Programs
- 2023 Budget Overview
- 2023 Spring Ahead Event
- 2023 Ice Rinks and Warming House Usage

G. ADJOURNMENT: 8:53 P.M.

Yager 1<sup>st</sup> Motion  
Motion Carried 7-0

BLANK PAGE

**CITY OF FALCON HEIGHTS**  
Community Engagement Commission  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**

February 15, 2023 at 6:30 P.M.

A. CALL TO ORDER: 6:30 pm

B. ROLL CALL:

Cooley-Kistler\_\_X\_\_ LaDouceur\_\_X\_\_  
Ebbesen\_\_\_\_ Locke\_\_\_\_ Lindstrom\_\_\_\_  
Stockford\_\_X\_\_

COUNCIL LIAISON:

Mayor Gustafson\_\_X\_\_

STAFF PRESENT:

Sorensen\_\_X\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. January 18, 2023 Community Engagement Commission Regular Meeting Minutes

Commission Member Cooley-  
Kistler motions to approve the  
minutes; approved 3-0

E. AGENDA:

1. Officer Elections

The Commission elected Commission Member Ebbesen as the Chair, Commission Member Stockford as Vice Chair, and Commission Member Locke as Secretary. The Commission voted unanimously for all of the candidates.

2. Spring Together

The Commission recapped having the Spring Together Event on Saturday, May 20th, from 4 p.m. to 6 p.m. The Commission Members approved the design of the flyers for Spring Together. In addition, Commissioner Stockford will reach out to the Falcon Heights Lions Club to see if they would be interested in participating in the event by grilling hot dogs, brats, and burgers. The Commission also discussed having free ice cream again and having games again.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:41 pm

Commission Member LaDouceur  
motions to adjourn the meeting;  
approved 3-0



BLANK PAGE



## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	March 6, 2023
<b>Agenda Item</b>	E1
<b>Attachment</b>	2023 Parks and Recreation Budget
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Parks and Recreation Budget
<b>Description</b>	The Parks and Recreation Commission asked to see the 2023 budget so that they can better plan City events, etc.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	2023 Parks and Recreation Budget
<b>Action(s) Requested</b>	N/A

## COMMUNICATIONS EXPENDITURES (116)

BUDGETARY OBJECTIVE:

The communications department is responsible for informing city residents of municipal affairs. This includes public notices, city newsletters, and cable television broadcasts.

ACCOUNT HIGHLIGHTS:

*EXPENDITURES & OTHER FINANCING USES*

- ⇒ Regular Salaries (60100) These expenditures include the city's cable technician and some salary support for the city's Assistant to the City Administrator. See Appendix 1 for the personnel compensation distribution.
- ⇒ Part-time Employees (60520) These expenditures include part-time salary support for special events.
- ⇒ Newsletters (70420) The city publishes a newsletter for city residents three times a year and sends out several miscellaneous communications during the year.
- ⇒ Postage (70500) This expenditure is for the bulk-rate mailing of newsletters.
- ⇒ Cable TV (85050) This is the city's portion of contributions to the North Suburban Cable Commission.
- ⇒ Website (85060) Funds to upgrade and maintain the website.
- ⇒ Insurance & Bonds (88000) Premiums for cable equipment and communication workers' compensation are included here.
- ⇒ Special Events (89010) Community events with the exception of a staff event are included in the communications budget. City special events include:

Recognizing volunteers, Ice Cream Social, Winter Fest, informal park gatherings, Spring Ahead, community initiatives, Human Rights Day, Touch-a-Truck, and miscellaneous others.

The estimated costs for the above do not include full-time and part-time staff time allocated for special events.

Indicator	2020 Actual	2021 Actual	2022 Estimate
Website page views per month	85,400	86,200	95,000
Unique website visitors per month	20,000	29,854	35,000
Number of registered emails for alerts	956	1,259	1,300

**COMMUNICATIONS EXPENDITURES (116)**

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	ESTIMATED 2022	PROPOSED 2023
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	13,967	13,130	18,540	50,000	31,000	46,500
60520	PART-TIME EMPLOYEES (Special Events)	542	0	84	900	0	900
64011	PERA CONTRIBUTIONS	1,048	912	1,327	3,750	2,400	3,500
64012	FICA CONTRIBUTIONS	1,155	986	1,425	4,100	2,600	3,800
64031	HOSPITALIZATION	862	3,854	31	2,400	400	1,650
64032	DENTAL	36	160	0	640	200	600
64033	LONG-TERM DISABILITY	20	37	25	30	30	35
64034	LIFE INSURANCE	37	71	43	40	42	45
	<b>TOTAL COMPENSATION</b>	<b>17,666</b>	<b>19,150</b>	<b>21,473</b>	<b>61,860</b>	<b>36,672</b>	<b>57,030</b>
<i>MATERIALS &amp; SUPPLIES</i>							
70100	SUPPLIES	776	2,736	3,487	1,000	500	1,000
70420	NEWSLETTERS/INFORMATION	2,828	316	6,384	5,000	6,500	5,000
70500	POSTAGE	728	5,231	1,953	0	3,600	1,000
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>4,332</b>	<b>8,283</b>	<b>11,824</b>	<b>6,000</b>	<b>10,600</b>	<b>7,000</b>
85010	TELEPHONE	4,358	309	221	500	300	300
85040	VIRTUAL COMMUNICATION	0	847	2,596	2,000	3,500	3,000
85050	CABLE TV	10,622	16,378	28,518	20,300	19,000	20,000
85060	WEBSITE	3,096	11,500	1,600	4,120	4,120	4,120
85070	NETWORK/TECHNICAL SUPPORT(I-NET)	25,269	16,541	45,703	45,000	44,800	42,330
85080	LASER/FICHE/FIBER CABLE MAINTENANCE	4,020	0	0	0	0	0
86010	MILEAGE	61	0	0	0	0	0
86100	COMMISSIONS/MEMBERSHIPS/TRAINING	0	0	0	0	0	0
87090	REPAIR EQUIPMENT	0	0	0	0	0	0
88000	INSURANCE & BONDS	0	0	0	0	0	0
89010	SPECIAL EVENTS	884	1,119	1,372	2,000	3,000	7,000
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>48,311</b>	<b>46,694</b>	<b>80,010</b>	<b>73,920</b>	<b>74,720</b>	<b>76,750</b>
116	<b>TOTAL EXPENDITURES</b>	<b>70,308</b>	<b>74,127</b>	<b>113,307</b>	<b>141,780</b>	<b>121,992</b>	<b>140,780</b>

Special Events 89010  
 funds events like Ice Cream  
 Social, Spring Ahead, etc.

## SPECIAL REVENUE FUNDS

### PURPOSE:

Special revenue funds (a type of governmental fund) are used to account for the proceeds of specific revenue sources (other than debt service or major capital projects) that are restricted to expenditures for specified purposes. The city presently has eight special revenue funds with budgets for 2023:

1. Park Programs (201)
2. Charitable Gambling (202)
3. Community Garden (203)
4. Water (204)
5. Recycling (206)
6. Community/Economic Development (208)
7. Street Lighting (209)
8. Community Inclusion (210)

Annual appropriated budgets are adopted during the year for the city's special revenue funds.

### BASIS OF ACCOUNTING & BUDGETING:

The measurement focus for special revenue funds is on a spending or "financial flow" basis, which means only current assets and current liabilities are generally included on their balance sheets. The fund balance (or net current assets) is considered a measure of available spendable resources.

Special revenue funds use the modified accrual basis of accounting, under which revenues are recognized when they become measurable and available as net current assets, and expenditures are recognized when the related fund liabilities are incurred.

Budgets for special revenue funds are adopted on a basis consistent with generally accepted accounting principles in the United States of America.

## PARK PROGRAMS (201)

### BUDGETARY OBJECTIVE:

This fund is responsible for providing leisure time programs and activities in Falcon Heights, while deriving revenue from recreation fees.

### ACCOUNT HIGHLIGHTS:

#### *REVENUES & OTHER FINANCING SOURCES*

- ⇒ Recreation Fees (34310) The city collects revenue from fees charged for recreation programs.
- ⇒ Transfers (39200) A transfer from the general fund park and recreation administration department (141) is used to support city recreational activities. See Appendix 2 for the schedule of transfers.

#### *EXPENDITURES & OTHER FINANCING USES*

- ⇒ Seasonal Employees (60530) Part-time help is obtained to lead and/or assist with programs in the parks and recreation department. See Appendix 1 for the personnel compensation distribution.
- ⇒ Recreation Supplies & Equipment (70100, 73000) Non-capital items used to assist with the park programs and activities.
- ⇒ Insurance & Bonds (88000) Premiums for park program workers' compensation are included here.

PARK PROGRAMS (201)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	ESTIMATED 2022	BUDGET 2023
<b>REVENUES:</b>						
INTERGOVERNMENTAL						
33610	GRANTS	466	0	0	0	0
	TOTAL INTERGOVERNMENTAL	466	0	0	0	0
CHARGES FOR SERVICES						
34310	RECREATION FEES	776	5,449	3,000	8,700	9,000
34340	NON-RESIDENT FEES <i>no longer used</i>	0	0	0	0	0
	TOTAL CHARGES FOR SERVICES	776	5,449	3,000	8,700	9,000
MISCELLANEOUS						
36211	INTEREST ON INVESTMENTS	410	412	300	120	150
36213	CHANGE IN FAIR VALUE OF INVESTMENTS	186	(217)	0	0	0
36232	CONTRIBUTIONS - SCHOLARSHIP	0	19	0	0	0
36233	CONTRIBUTIONS - FRIENDS OF REC SPORT PROG	0	5	0	0	0
36235	CONTRIBUTIONS LUTHERAN CHURCH REC ON CO	0	0	0	0	0
36236	CONTRIBUTION - PROGRAM SUPPORT	0	0	0	0	0
34350	CONTRIBUTION - 5 K RUN	0	0	0	0	0
36400	MISCELLANEOUS	33	0	0	0	0
	TOTAL MISCELLANEOUS	629	199	300	120	150
201	TOTAL REVENUES	1,871	5,648	3,300	8,820	9,150
OTHER FINANCING SOURCES						
39200	TRANSFERS	26,000	26,000	26,000	26,000	26,000
	TOTAL OTHER FINANCING SOURCES	26,000	26,000	26,000	26,000	26,000
	TOTAL REVENUES & OTHER FINANCING SOURCES	27,871	31,648	29,300	34,820	35,150
<b>EXPENDITURES:</b>						
COMPENSATION						
60100	REGULAR SALARIES	13,179	11,935	14,200	16,000	16,500
60520	PART-TIME EMPLOYEES	0	0	0	0	0
60530	SEASONAL EMPLOYEES <i>warming house attendants are on a separate line item; this is summer/fall staff</i>	376	3,393	8,000	4,500	8,100
64011	PERA CONTRIBUTIONS	861	845	1,060	1,350	1,230
64012	FICA CONTRIBUTIONS	1,037	1,173	2,180	1,380	1,750
64031	HOSPITALIZATION	25	0	5,000	3,390	900
64032	DENTAL	0	0	340	120	120
64033	LONG-TERM DISABILITY	21	22	30	30	30
64034	LIFE INSURANCE	38	20	30	30	30
	TOTAL COMPENSATION	15,537	17,388	30,840	26,800	28,660
MATERIALS & SUPPLIES						
70100	SUPPLIES	0	356	600	400	600
70300	RECREATION SUPPLIES	0	0	400	200	550
70440	PRINT & PUBLISHING & ADVERTISING	0	0	650	0	500
73000	RECREATION EQUIPMENT	0	0	0	0	1,000
	TOTAL MATERIALS & SUPPLIES	0	356	1,650	600	2,650
OTHER SERVICES & CHARGES						
80310	AUDIT	747	722	800	758	800
86010	MILEAGE	0	17	100	0	100
86100	CONFERENCES/ EDUCATION/BACKGROUND CKS	0	75	400	100	400
87500	RENTAL OF EQUIP/FACILITIES OPEN GYM	0	0	0	0	0
87700	INSTRUCTOR - SPECIALTY	100	3,021	5,000	5,500	5,500
88000	INSURANCE & BONDS	0	0	0	0	0
88500	PAYPAL EXPENSES	19	0	200	0	0
88600	RECREATION - SCHOLARSHIP	0	0	0	0	0
88700	TARGET GRANT EXPS	0	0	0	0	0
89000	MISCELLANEOUS	0	0	0	0	0
	TOTAL OTHER SERVICES & CHARGES	866	3,835	6,500	6,358	6,800
-201	TOTAL EXPENDITURES	16,403	21,579	38,990	33,758	38,110
	FUND BALANCE - JANUARY 1	30,567	42,035	52,104	52,104	53,166
	CHANGE IN FUND BALANCE	11,468	10,069	(7,686)	1,062	(2,960)
	FUND BALANCE - DECEMBER 31	42,035	52,104	44,418	53,166	50,206

*Class/programming fees taken in. This is an estimate of what we think we'll take in.*

*General Fund transfers support money over to Rec programs.*

*warming house attendants are on a separate line item; this is summer/fall staff*

## PARK MAINTENANCE & ADMINISTRATION EXPENDITURES (141)

BUDGETARY OBJECTIVE:

The park maintenance and administration department is responsible for planning and programming recreational activities and also coordinates park maintenance and development of city parks, playgrounds, and related structures.

ACCOUNT HIGHLIGHTS:

*EXPENDITURES & OTHER FINANCING USES*

- ⇒ Regular Salaries & Part-time Employees (60100, 60520) See Appendix 1 for the personnel compensation distribution.
- ⇒ Supplies (70100) Non-capital supplies used for the maintenance of the parks are recorded here.
- ⇒ Telephone, Electric, Water, & Sewer (85010, 85020, 85040, 85070) Charges for utility expenditures incurred by the maintenance and administration of the city's parks.
- ⇒ Conferences/Education/Associations (86100) Expenditures for conferences & schools and memberships are located here.
- ⇒ Repairs & Maintenance (87120) This account includes repairs and building maintenance on park structures and equipment, in addition to open space landscaping (such as prairie restoration and maintenance of city park trails).
- ⇒ Insurance & Bonds (88000) Premiums for equipment, municipal liability, and parks and recreation workers' compensation are included here.
- ⇒ Transfers (97000) These funds are transferred into the Park Programs fund (201) to help support the parks and recreation activities of the city. See Appendix 2 for the schedule of transfers.

Indicator	2020 Actual	2021 Actual	2022 Estimate
Average satisfaction rating on post-use survey	90%	NA	NA
Number of ice rinks flooded	2	2	2
Number of facility rentals	0	0	5



**PARK MAINTENANCE & ADMINISTRATION EXPENDITURES (141)**

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	ESTIMATED 2022	PROPOSED 2023
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	33,602	35,177	34,921	38,000	44,000	32,000
60520	PART-TIME EMPLOYEES	10,941	9,383	2,000	5,000	2,700	0
60540	RINK ATTENDENTS-SEASONAL	1,855	1,003	0	2,900	2,900	4,000
64011	PERA CONTRIBUTIONS	2,271	2,536	2,579	2,800	4,800	3,100
64012	FICA CONTRIBUTIONS	3,414	3,390	2,710	3,650	3,650	3,600
64031	HOSPITALIZATION	4,039	4,172	5,425	10,600	9,000	9,700
64032	DENTAL	187	187	191	540	275	400
64033	LONG-TERM DISABILITY	40	67	74	60	100	100
64034	LIFE INSURANCE	63	90	85	70	90	90
	<i>TOTAL COMPENSATION</i>	<u>56,412</u>	<u>56,005</u>	<u>47,985</u>	<u>63,620</u>	<u>67,515</u>	<u>72,990</u>
<i>MATERIALS &amp; SUPPLIES</i>							
70100	SUPPLIES	4,320	4,371	422	5,000	4,300	5,000
74000	MOTOR FUEL & LUBRICANTS	0	287	368	1,000	1,250	1,000
	<i>TOTAL MATERIALS &amp; SUPPLIES</i>	<u>4,320</u>	<u>4,658</u>	<u>790</u>	<u>6,000</u>	<u>5,550</u>	<u>6,000</u>
<i>OTHER SERVICES &amp; CHARGES</i>							
82010	WASTE REMOVAL	0	0	0	0	0	0
85010	TELEPHONE	0	0	0	400	0	0
85011	TELEPHONE - LANDLINE	827	318	583	800	800	800
85015	CELL PHONE	0	0	0	0	0	0
85020	ELECTRIC	4,058	1,502	2,203	3,000	3,000	3,200
85030	NATURAL GAS	1,294	678	0	1,200	2,000	2,000
85040	WATER	2,280	550	1,013	2,000	1,000	1,000
85070	SEWER	0	275	125	0	0	0
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	350	0	0	200	0	300
86101	MILEAGE	0	0	0	0	0	0
86105	TEMPORARY WARMING HOUSE	(20)	300	0	3,000	3,600	4,000
86110	MEMBERSHIPS	455	0	0	0	0	0
87120	FACILITIES & GROUNDS MAINTENANCE	8,104	2,732	8,956	7,000	7,000	8,000
87130	MINI-WARMING HOUSE	1,050	0	0	0	0	0
88000	INSURANCE & BONDS	5,071	5,275	10,241	11,000	9,500	10,000
89000	MISCELLANEOUS	953	0	0	0	0	0
	<i>TOTAL OTHER SERVICES &amp; CHARGES</i>	<u>24,422</u>	<u>11,630</u>	<u>23,120</u>	<u>28,600</u>	<u>26,900</u>	<u>29,300</u>
141	<i>TOTAL EXPENDITURES</i>	<u>85,153</u>	<u>72,293</u>	<u>71,895</u>	<u>98,220</u>	<u>99,965</u>	<u>108,290</u>
<i>OTHER FINANCING USES</i>							
97000	TRANSFERS	26,000	26,000	26,000	126,000	126,000	126,000
	<i>TOTAL OTHER FINANCING USES</i>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>126,000</u>	<u>126,000</u>	<u>126,000</u>
	<i>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</i>	<u>111,153</u>	<u>98,293</u>	<u>97,895</u>	<u>224,220</u>	<u>225,965</u>	<u>234,290</u>

*no longer used line items duplicate*

BLANK PAGE



## REQUEST FOR ACTION

<b>Meeting Date</b>	March 6, 2023
<b>Agenda Item</b>	E2
<b>Attachment</b>	Flyer & Social Media Post; '22 Task List & Expenses
<b>Submitted By</b>	Kelly Nelson, Assistant to the City Administrator

<b>Item</b>	Spring Together 2023
<b>Description</b>	<p>The CEC set the date for the Spring Together event, which is May 20<sup>th</sup> from 4 to 6 pm. The CEC would like to work with the Parks and Recreation Commission to further plan the event. The CEC will share details for the event, which may include updates on:</p> <ul style="list-style-type: none"> <li>Barbecue / Lions Club serving food / food truck</li> <li>Focus on engaging renters</li> <li>Hold a small event this year and conduct more planning</li> <li>Ice cream truck could potentially come to Curtiss Field for one evening and City could provide free ice cream. The City can also provide a different snack if commissions would like to discuss further</li> </ul>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	Flyer & Social Media Post; Task List and expenses from 2022
<b>Action(s) Requested</b>	Staff recommends commission members discuss the spring event and assign tasks associated with the 2023 Spring Together event.

CITY OF FALCON HEIGHTS

# SPRING TOGETHER

---

Saturday, May 20 4 to 6 pm

Curtis Field - 1551 low Ave. W

---

In hopes of cultivating connections with our neighbors and community, the City of Falcon Heights is excited to invite you to the annual Spring Together event! An ice cream truck will be onsite providing treats for free!



Facebook  
post  
(it's in Canva)

CITY OF FALCON HEIGHTS

Games for kids  
Free ice cream  
Family Activities

# SPRING TOGETHER

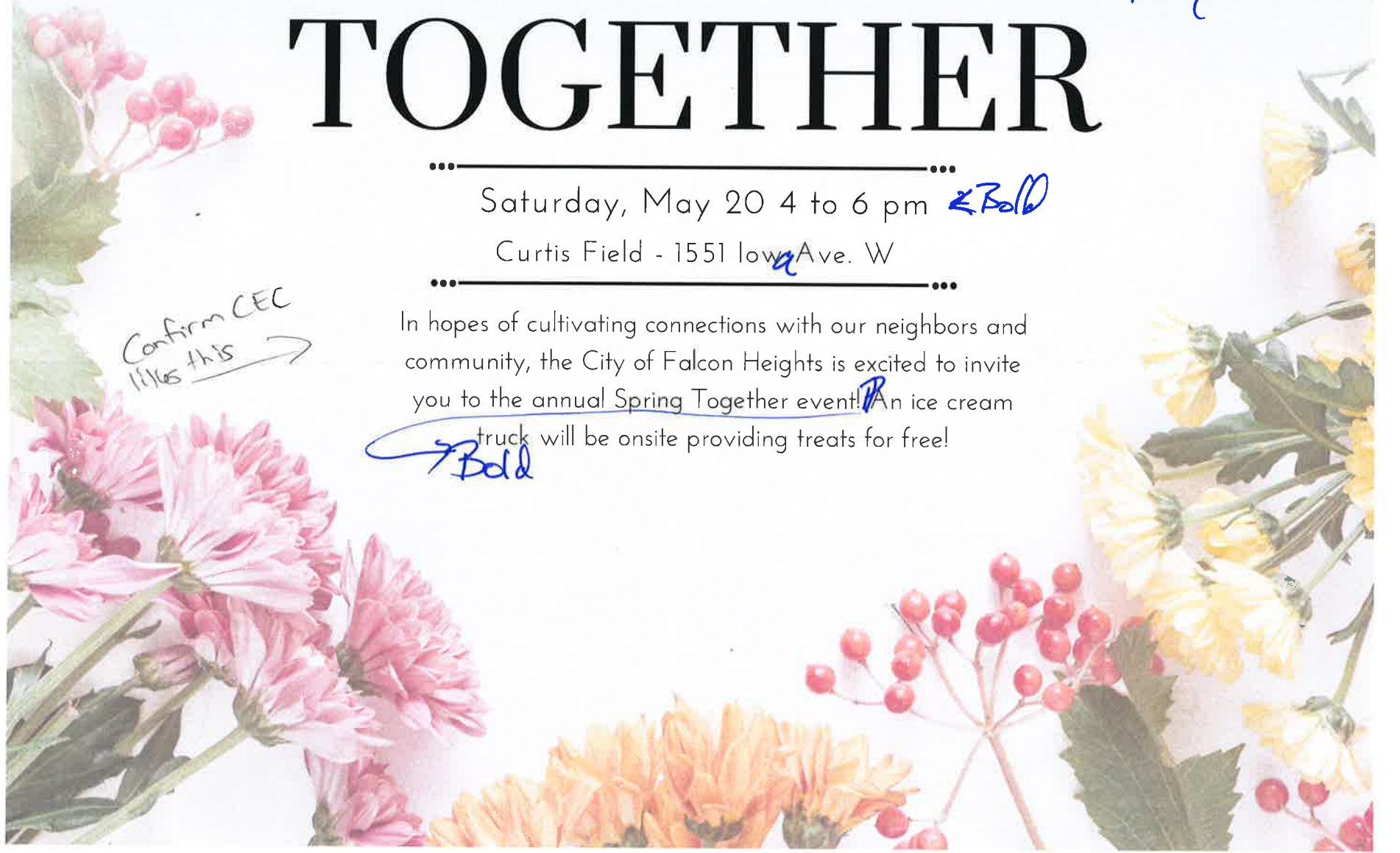
...-----...  
Saturday, May 20 4 to 6 pm *Bold*

Curtis Field - 1551 Iowa Ave. W

Confirm CEC  
likes this →

...-----...  
In hopes of cultivating connections with our neighbors and  
community, the City of Falcon Heights is excited to invite  
you to the annual Spring Together event! *B* An ice cream  
truck will be onsite providing treats for free!

*Bold*



## Final Task List for Spring Ahead 2022

City event flags	Ordered: Expected Arrival 6/3
Onsite handwash station	Ordered: Coordinated by Tim
Recycling/food scrap bins (3 of each, 10 bags each)	Scheduled for Public Works to Pick-up 6/3 from Roseville
Back-up location in event of inclement weather	Confirmed with Falcon Heights Church
St. Paul Fire/ RCSO presence at event	Confirmed
City Council & Commission members formally invited to event	Completed
Flyers/promotion sent to business owners, apartment complexes	Completed
Follow-up with ice cream truck/ confirm there is nothing else that they need from us	
Purchase bottled water & napkins	Assigned to Public Works
Confirm tent set-up with the Lions	Completed
Bring the following from Community Park Building: <ul style="list-style-type: none"> <li>- Tables/chairs</li> <li>- Yard games (2)</li> <li>- Chalk/Hula Hoops</li> <li>- Other sports equipment (confirm with Mike)</li> </ul>	
Set-up summer program registration table (& bring bubbles from Julie)	Assigned to Megan
Name tags for Council/Commission members	
Set-up table advertising any commission vacancies	
Collect public input for new park building	Pending



Vendor Set 01-City of Falcon Heights

Name BIG BELL ICE CREAM

Vendor 00032

Next Vendor #

Status Active

General Other Detail Checks Information Comments Purchase Orders

Information

Sort Key BIG BELL ICE CR

Phone

Fax

Contact

E-Mail

Vendor Class

Taxpayer ID

TIN Type  SSN  EIN

1099 Box <None>

W-9 Received Not Received

Contractor Type <None>

IRS Levy

Balance Due 0.00 Pending 0.00

Remittance Address

Address 1 3218 SNELLING AVE

Address 2

City MINNEAPOLIS

State MN Zip 55406

Shipping Address

Address 1 3218 SNELLING AVE

Address 2

City MINNEAPOLIS

State MN Zip 55406

IRS 1099 Mag Media Reporting Fields

Payee Name1:  Name  Add

880.00/

2022 Spring Together  
Ice Cream.

Account Number: 101-4116-89010-000

Name: SPECIAL EVENTS

Fiscal: 2022

Date	Tran	Reference	Description	Amount	Vendor	Invoice	PO	Encumbrance	R...
01/21/2022	A49706	CHK: 09107	Snowshoe Event	100.00	06290	3033274.001		0.00	1
01/31/2022	A49763	CHK: 09109	SAFETY GLASS/1ST AID KIT	43.94	05153	202201318068		0.00	2
01/31/2022	A49769	CHK: 09110	TROLLEY WINTER FEST E	1,350.00	06335	202201318064		0.00	3
02/02/2022	A49885	CHK: 09115	Smores Ingredients	66.39	06301	202202168078		0.00	4
02/28/2022	A50109	VOID: 09107	REVERSE VOIDED CHECK	100.00CR	06290	3033274.001		0.00	5
02/28/2022	A50111	VOID: 09110	REVERSE VOIDED CHECK	1,350.00CR	06335	202201318064		0.00	6
03/22/2022	A50033	CHK: 09120	Winterfest	9.35	06301	202203228104		0.00	7
04/28/2022	A50271	CHK: 09129	WATER	12.76	03089	202204288134		0.00	8
05/04/2022	A50285	CHK: 09130	DEPOSIT FOR ICE CREAM	32.20	00032	3921		0.00	9
05/11/2022	A50375	CHK: 09133	Music for Ice Cream Social	500.00	06584	202205118150		0.00	10
06/08/2022	A50501	CHK: 09138	Ice Cream Social <i>Spring</i>	880.00	00032	4110		0.00	11
06/10/2022	A50563	CHK: 09141	Water	31.74	03089	202206108174		0.00	12
06/10/2022	A50563	CHK: 09141	Ice	13.98	03089	202206108174		0.00	13
06/10/2022	A50572	CHK: 09142	Temporary Food Service Lice	60.00	07295	202206108177		0.00	14
06/14/2022	A50605	CHK: 09143	Flags for Spring Event	360.77	06301	202206148180		0.00	15
06/14/2022	A50605	CHK: 09143	Supplies for Spring Event	70.27	06301	202206148180		0.00	16
07/12/2022	A50770	CHK: 09150	Ice Cream for Ice Cream Soc	138.71	01047	202207128204		0.00	17
07/12/2022	A50771	CHK: 09150	Banner	175.97	04419	39400		0.00	18
07/19/2022	A50816	CHK: 09152	Dog Treats	12.98	06301	202207198209		0.00	19
07/26/2022	A50848	CHK: 09153	Ice Cream Social Supplies	2.48	03089	202207268219		0.00	20
08/17/2022	A51009	CHK: 09160	Tent for Ice Cream Social	300.00	06301	202208178244		0.00	21
08/17/2022	A51009	CHK: 09160	Ice Cream Social Supplies	54.51	06301	202208178244		0.00	22
08/25/2022	A51033	CHK: 09161	Tent for Ice Cream Social	300.00	06301	202208258248		0.00	23
08/25/2022	A51033	CHK: 09161	Ice Cream Social Supplies	54.51	06301	202208258248		0.00	24
11/30/2022	B08782	Deposit 0084	Void Lost Check #91604	300.00CR				0.00	25
11/30/2022	B08782	Deposit 0084	Void Lost Check #91604	54.51CR				0.00	26
12/14/2022	A51740	CHK: 09188	TREATS-FOOD WINTER CC	150.00	06301	202212148359		0.00	27

27 records

12,916.05



## Bruce's Foods Ice Cream Quote:

Pick-up on 7/21. Day of Ice Cream Social

360 Units (variety of ice cream sandwiches, choc covered bars, dreamsicle bars & crunch bars)

- 123 Ice Cream Bars
- 132 Ice Cream Sandwiches
- 84 Dreamsicles
- 12 Crunch Bars

10% Loyalty Discount

---

Total Due: \$138.71

VS.

Blue Bell food truck was \$4 / pc.

Spring Together

BLANK PAGE



## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	February 6, 2023
<b>Agenda Item</b>	E3
<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 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 a finalized list of goals and priorities for 2023.

# 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



#### First Year Priorities

#### 2-Year Success

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)

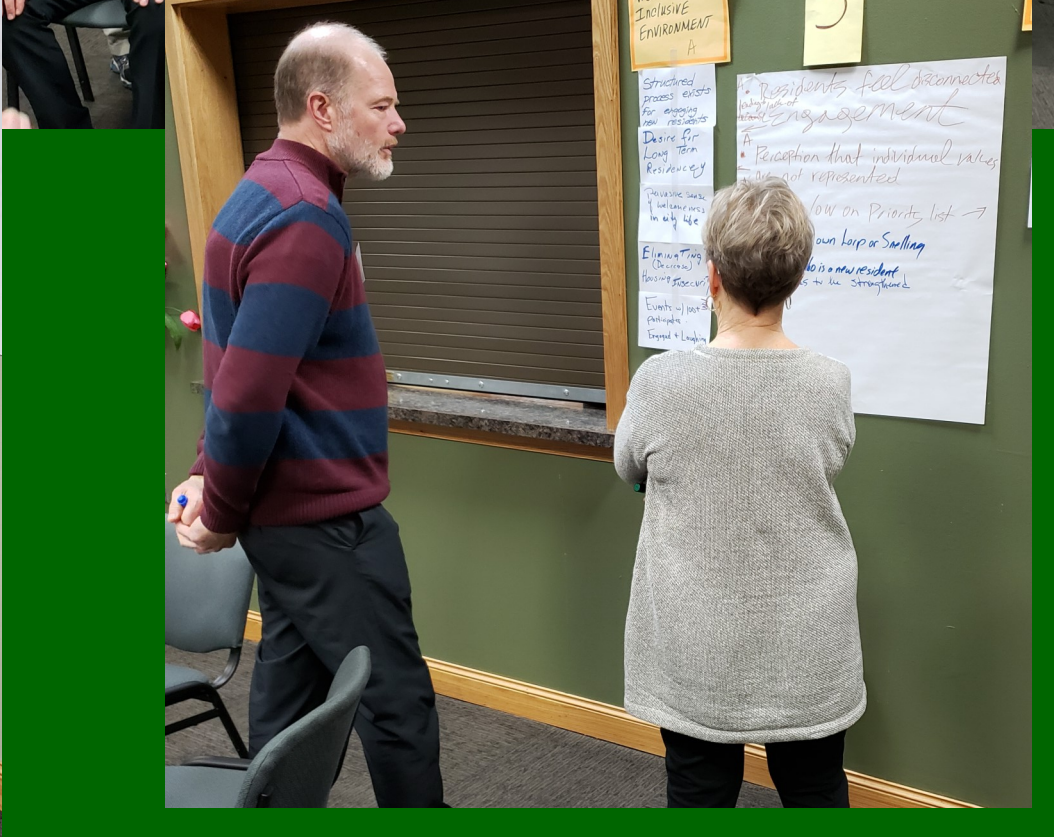
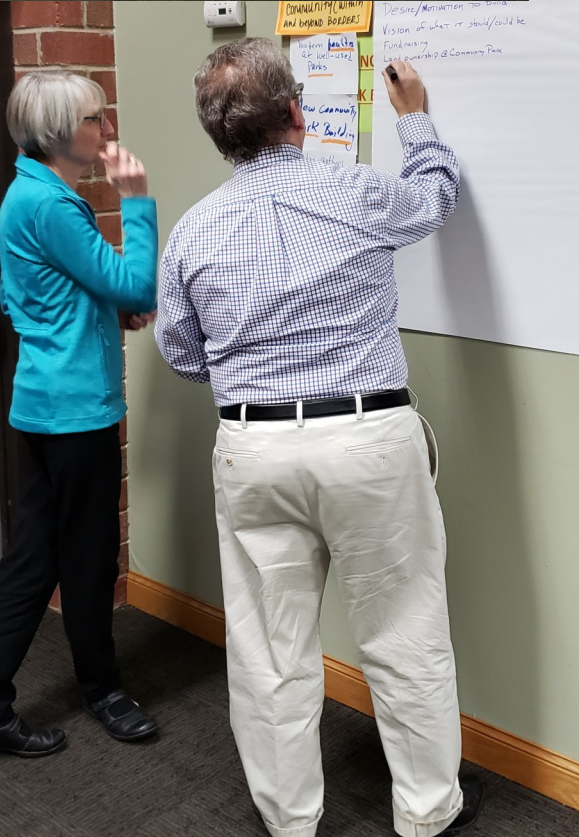
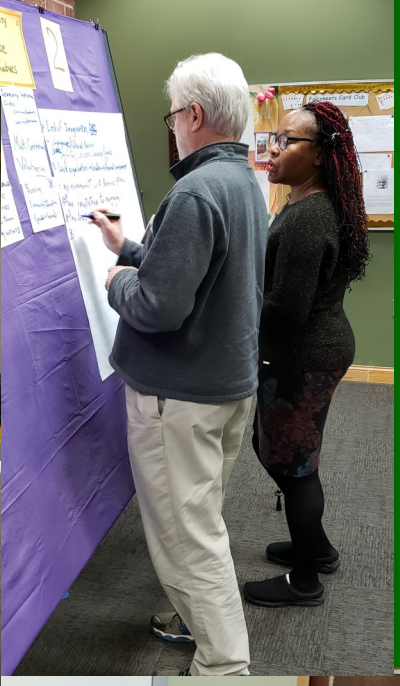
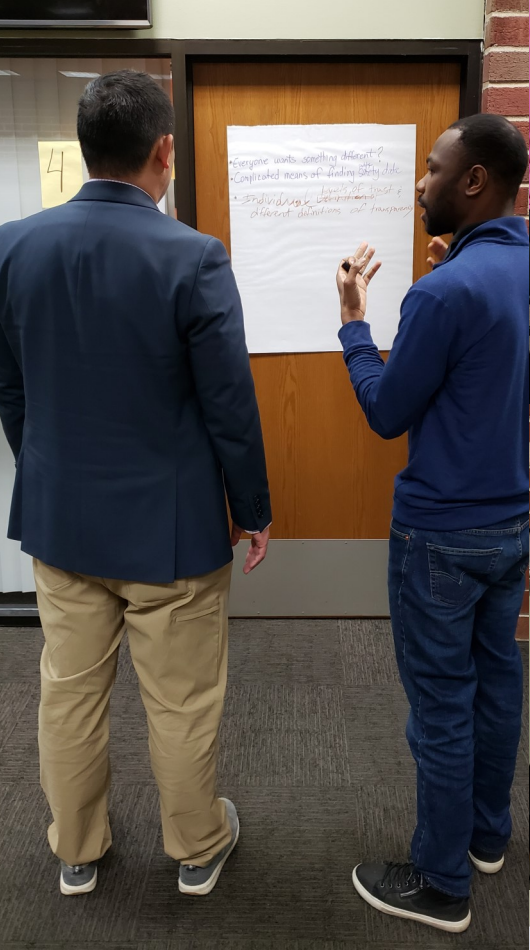
#### 2-Year Success

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?





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.
- 3). Draft and implement a weather and discipline policy for summer/fall programming
- 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 next year.
- 11). To develop one goal per each of the categories that PARC advises on (public parks, facilities, and rec programming).

BLANK PAGE



## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	March 6, 2023
<b>Agenda Item</b>	E4
<b>Attachment</b>	-2023 Summer Programming Guide -2023 CTC Summer Programming Guide
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Community Park and Programming Update
<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. Staff recommended offering the same programming in 2023 and to take the time to learn from it and plan for 2024.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2023 Summer Programming Guide</li> <li>• 2023 CTC Summer Programming Guide</li> </ul>
<b>Action(s) Requested</b>	Staff recommends the commission think of ways to market the Summer Programming.





**CITY OF FALCON HEIGHTS**

# **Parks & Recreation**



## **Summer 2023 Programming**

**REGISTRATION OPENS MARCH 20!**

# 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

If you have any questions, please call City Hall at 651-792-7600

## Registration Information

Pre-registration is required for all recreation programs. Registration can be completed online or by completing the registration page in this guide. The **deadline for registration is May 25, 2023**. 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 and/or staff**. If necessary, cancellation notifications will be sent on or before June 9. For any questions, please call City Hall at 651-792-7600.

## Register Online ([www.falconheights.org](http://www.falconheights.org) -> Residents -> Parks and Recreation)

Online registration begins on Monday, March 20th, 2023 and is open through May 25, 2023. Online payment must be completed through AllPaid. Once programs are selected they will be automatically totaled at the bottom of the page. If the webpage 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 50% off course costs. Contact the Falcon Heights City Hall directly if you have questions. Scholarships are offered on a first come, first served basis, as available.

## WEATHER HOTLINE: 651.792.7607

Falcon Heights Parks & Recreation programs may be canceled when dangerous weather conditions are reported in the area or in the case of extreme temperatures. Call the Weather Hotline 15 minutes prior to your class time to confirm cancellations via a recorded message.



## Summer Discovery Playground

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

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

Please bring a nut-free snack, water bottle and sunscreen. And, send your child in weather-appropriate clothing.

Age	Days	Dates	Time	Cost	Location	Class Min.
4-12 yrs.	M & W	June 19 - July 26	12:30 PM – 3:30 PM	\$155	Community Park	4

No classes will be held the week of July 3

## TENNIS

Our Parks and Recreation Department has joined with the United States Tennis Association to create curriculum designed for all ages. 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	Days	Dates	Time	Cost	Location	Class Min.
5-7 yrs.	M & W	June 19 - July 26	5:00 PM – 5:50 PM	\$57	Community Park	4
7-9 yrs.	M & W	June 19 - July 26	6:00 PM – 6:50 PM	\$57	Community Park	4
10-13 yrs.	M & W	June 19 - July 26	7:00 PM – 7:50 PM	\$57	Community Park	4

No classes will be held the week of July 3



## Soccer

The City of Falcon Heights was granted the Target Soccer grant in 2018. In an effort to promote our city's Parks & Rec 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 served basis.

### Mini Soccer - Adults Involved, Too!

Mini Soccer provides an introduction into the basics of soccer. Kids and will learn basic skills like passing, shooting, and dribbling through fun games and drills. Parents/guardians 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	Dates	Time	Cost	Location	Class Min.
3-5 yrs.	Monday	June 19 - July 24	5:00 PM – 5:45 PM	\$35	Community Park	6

No classes will be held the week of July 3

### Super Soccer

Super Soccer is designed for participants of all skills/abilities. Kids will learn dribbling, passing and shooting through fun, interactive drills and scrimmages with an emphasis on having fun and teamwork!

Age	Days	Dates	Time	Cost	Location	Class Min.
5-8	M & W	June 19 - July 26	6:00 PM – 6:50 PM	\$53	Community Park	6

No classes will be held the week of July 3



# City of Falcon Heights Parks & Recreation for CTC

## Summer Discovery Playgrounds (SDP)

**Ages: 4 - 12**

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 (4 to 6-year-olds and 7 to 12-year-olds if group is large enough). Participants must be four years old before the program starts. A calendar of weekly themes will be given out the first day. 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. Crafts and activities will not be repeated.**

**Tuesdays & Thursdays (No class the week of 7/3)**

**Cost:** \$75 Total (split 50/50, if eligible)

**Date:** Tuesdays & Thursdays, June 20 - July 25

**Time:** 1:00pm - 3:00pm

**Location:** Rotating Playgrounds at CTC



## Super Soccer

**Ages: 5 - 7**

Game, set, match. Come learn the fundamentals of tennis. Participants will be introduced to the game of tennis through drills and games focusing on the basics of tennis along with understanding how a tennis match is played. Class will incorporate 10 and under USTA tennis format. Racquets are available if one is needed. (No class the week of 7/3).

**Cost** \$53 Total (split 50/50, if eligible)

**Date:** Tues and Thurs June 20 – July 25

**Time:** 11:00am - 11:50am

**Location:** CTC Soccer Field

## Messy Art

**Ages: 4 - 8**

Come explore the marvelously messy world of art where young artists can squish, shape, blend, bend, mix, move, color and create. Your children will find artistic inspiration in nature while experiencing the art world through their senses. (No class the week of 7/3)

**Cost:** \$40 Total (split 50/50, if eligible)

**Date:** Tuesdays, June 20 - July 25

**Time:** 9:30am - 10:30am

**Location:** CTC Community Center (kitchen)



**Registration open from March 20 through May 25. To register for these courses, you must be a CTC resident. You can register at the CTC Community Center.**

### **Waiting List**

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 CTC residents at a rate of 50% of the course. Please contact the CTC office for more information including eligibility and availability.

### **Cancellations**

Classes are subject to cancellation in the event of insufficient enrollment or staffing. If necessary, class cancellations will be sent out on or by June 9.

**Check the Falcon Heights Weather Hotline for cancellations 15 minutes prior to class 651.792.7607**



BLANK PAGE



## REQUEST FOR DISCUSSION

<b>Meeting Date</b>	March 6, 2023
<b>Agenda Item</b>	E5
<b>Attachment</b>	Weather Cancellation Policy and Discipline Policies
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	2023 Summer / Fall Programming Weather Cancellation and Discipline Policies
<b>Description</b>	<p>The City of Falcon Heights utilizes the weather hotline to alert families of program cancellations that occur during summer programming. While this is a useful tool, there is the need for a written policy for parents/guardians of the participants.</p> <p>After 2022 programming ended, summer staff recommended the City develop and publish a discipline policy for 2023 Summer and Fall Programming so that parents sign a form to acknowledge their understanding of the class expectations and so that instructors have clear procedures to follow and document behaviors.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Working Drafts of the Weather Cancellation and Discipline Policies
<b>Action(s) Requested</b>	Review weather cancellation policy to develop a stated policy for the City in regards to when programs are cancelled due to dangerous weather conditions such as excessive heat; and, develop a stated discipline policy that parents must read and sign in agreement of when registering children for programming. Both policies will become effective for 2023 Summer and Fall Programming.



# STAFF NOTES REGARDING EXISTING WEATHER POLICY

In 2022, Falcon Heights said heat indexes of 108 degrees F or higher was cause for cancellation. I feel that is too hot, considering we do not have an indoor, air-conditioned building to host the majority of the activities in. Is a heat index of 100 degrees F more appropriate?

In 2022 and 2023, Falcon Heights followed the unofficial policy that -20 degrees F and/or -30 degrees F windchill was cause for cancellation. I feel that is too cold. Is -10/-15 degrees F more appropriate? Warming house attendants felt like no one skated when the actual temperature was zero. Do we state our policy as 0 degrees and/or a windchill of -10?

In the case of lightning or the sound of thunder, is it appropriate to wait 10 minutes until the last sighting of lightning or sound of thunder to resume activities? Or, should we wait 30 minutes as some other City policies state?



## **Parks & Recreation Inclement Weather Policy**

Falcon Heights Parks and Recreation will use the following guidelines and procedures for inclement weather to safeguard participants and staff. Falcon Heights Parks and Recreation retains the right to cancel or modify activities due to weather conditions. Information from the National Weather Service (NOAA) will be used to ensure programs, activities and facilities can be operated in a safe manner.

### **INCLEMENT WEATHER CONDITIONS PROCEDURES:**

Falcon Heights Parks and Recreation Programs may be canceled when dangerous weather conditions are reported in the area. These conditions may include severe weather, lightning, tornado warnings, and extreme temperatures.

### **WEATHER-RELATED UPDATES:**

The safety of our participants is important to us, and we will make every effort to keep you informed of program cancellations due to weather. Weather-related notifications regarding City-sponsored programs, activities or facilities closing will be posted in any of the following ways:

- Recorded Weather Line at 651-792-7607
- City of Falcon Heights Facebook page
- City of Falcon Heights website

### **Light Rain:**

Light rain typically does not interfere with programs. But, because weather and field conditions continually change, staff may wait to make cancellation decisions. Call **(651) 792-7607** ten to fifteen minutes prior to your class time to confirm cancellations via a recorded message.

For morning and afternoon program cancellations, decisions will be made no later than 30 minutes prior to the program start.

**DRAFT**

**Lightning:**

Upon the first sight of lightning or sound of thunder, all outdoor activity must stop immediately. If able to do so, all in attendance at an outdoor program should immediately go to their cars or enter a building. No one will be allowed to resume play until 10 minutes after the last sighting of lightning.

**Severe Weather Warning / Tornado:**

In the case of severe weather sighting, the issuing of a severe weather warning, or a weather siren sounded, all unsheltered outdoor activities must be stopped. Participants at recreation programs and general park facility users are advised to seek shelter the best shelter available immediately.

**Heat:**

Programs will be moved indoors, if possible, or cancelled if the heat index is 105 degrees or above. Parents should use their discretion in regards to heat advisories and participant involvement. Parents should discuss known health conditions and concerns with the program coordinator or recreation supervisor.

**Cold:**

During extreme cold weather, outdoor activities are not recommended. Therefore, rinks and warming houses will be closed when the temperature falls below -10 and/or the windchill is colder than -15. Snow event closings will be determined on a case by case basis. The Parks and Recreation recorded weather line will be updated every Monday morning to reflect normal skating hours for the week. In case of inclement weather, the recording will be updated, as needed, during the hours of 8AM to 5PM, Monday through Thursday.

**PRIVATE GROUP USE/FACILITY RESERVATIONS:**

When closures are determined according to this policy, private groups who have reserved and/or are using park fields or facilities will be responsible for notifying their participants and guests. Refunds will not be issued due to inclement weather unless weather conditions are deemed severe (tornado, lightning, etc.). The City reserves the right to cancel use of the facilities if fields are in poor playing condition.

**DRAFT**

# Parks and Recreation Rules of Conduct

## Discipline Policy

### (Working Draft)

The City of Falcon Heights reserves the right to have participants leave our facilities or programs if there is a discipline issue. Refunds will not be given for anyone asked to leave our facilities or programs for disciplinary reasons.

Acts of misconduct may be in any form that is disruptive to others, disrespectful of others or causes harm to others. It is of Staff's sole discretion to determine when/if behavior is an act of misconduct, but such examples include disrespect, profanity, destruction of property, and unnecessary roughness or assault.

It is expected that everyone who uses City facilities and/or is enrolled in programming offered through the City of Falcon Heights follow this policy in order to:

- Afford appropriate respect for staff and other participants
- Facilitate success in programming
- Provide an appropriate level of safety

For anyone in violation of conduct, Staff will follow this 3-Strike Discipline Procedure:

- **FIRST STRIKE: Warning!** On any given day, on the first occasion of misconduct, staff will issue a verbal warning to the participant that they are in violation of conduct and document it.
- **SECOND STRIKE: Take a Break!** On the second occasion of misconduct on that same date, staff will ask the participant to take a timeout until the participant is ready to rejoin and do so in a non-disruptive and/or non-offensive way.
- **THIRD STRIKE: You're Out!** If there is a third occasion of misconduct on that same date, and depending on the amount of time left in the activity as well as the nature of the situation, the participant may then be asked to sit out the remainder of the class or leave. The minor's parent would then be contacted and asked to pick up their child.

Staff will document and notify parents/guardians at the end of the day whenever a child has been issued a strike, so that, in the event of repeated issues of misconduct, a participant may then be expelled from the program.

If there are two or more days, whether consecutive or non-consecutive, in which a violator has three strikes on each date, then Staff has the right to terminate participation immediately and no refund will be given.

Additionally, if an individual shows a repeated pattern of misconduct (i.e. has only one or two strikes per date but misconduct occurs on four or more days), then that can also grounds for automatic expulsion without reimbursement.

**DRAFT**

Example One:

Student A receives three strikes on August 1, 2023. The Staff records all three strikes and notifies the parent/guardian when called to pick up the child early.

Student A receives three strikes again on August 8, 2023. The staff records all three strikes; AND, because this is the second occasion of receiving “three strikes” per date, Student A is then asked to leave and not return. No refund will be given.

Example Two:

Student B receives two strikes on July 7. Staff records it and notifies the parent/guardian after class.

Student B receives one strike on July 9. Staff records it and notifies the parent/guardian after class.

Student B receives one strike on July 10. Staff records it and notifies the parent/guardian after class.

Student B receives two strikes on July 23. Staff records it and notifies the parent/guardian after class that Student B may not return to City programming; no refund will be given.

This policy applies to all City facilities and programs and your signature below acts as recognition of and adherence to it.

---

Parent/Guardian’s Signature

---

Date

**DRAFT**

BLANK PAGE



## ITEM FOR DISCUSSION

<b>Meeting Date</b>	March 6, 2023
<b>Agenda Item</b>	E6
<b>Attachment</b>	N/A
<b>Submitted By</b>	Kelly Nelson Assistant to the City Administrator

<b>Item</b>	Curtiss Field ice rink: a look at the 2023 usage history
<b>Description</b>	The PARC will see usage data from the 2023 season at Curtiss Field ice rink to help shape later decisions for the ice rink in 2024.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Look at Curtiss Field's ice rink usage numbers, expenses, weather, etc. Although no decisions will be made at this time, this data may be helpful to implement any future changes that we may want to make prior to the 2024 skating season.

DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/9/2023			4:00 to 8:00 PM	1/21/2023			10:00 AM to 6:00 PM	2/3/2023			4:00 to 8:00 PM
4:00 PM	4			10:00 AM				4:00 PM			
5:00 PM				11:00 AM				5:00 PM			
6:00 PM				12:00 PM				6:00 PM		1	
7:00 PM				1:00 PM				7:00 PM			
8:00 PM				2:00 PM				8:00 PM			
	4 skaters; temp 33 degrees; snow 0"								1 skater; temp 3 degrees; snow 0"		
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/10/2023			4:00 to 8:00 PM	1/22/2023			10:00 AM to 6:00 PM	2/4/2023			10:00 AM to 6:00 PM
4:00 PM	5			10:00 AM				10:00 AM			
5:00 PM		2		11:00 AM	5			11:00 AM			
6:00 PM	5			12:00 PM				12:00 PM	3		
7:00 PM	2			1:00 PM	6			1:00 PM	3		
8:00 PM				2:00 PM	3			2:00 PM	3	3	
	14 skaters; temp 32 degrees; snow 0"							3:00 PM			
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/11/2023			4:00 to 8:00 PM	1/23/2023			4:00 to 8:00 PM	2/5/2023			10:00 AM to 6:00 PM
4:00 PM				4:00 PM		2		10:00 AM			
5:00 PM				5:00 PM		3		11:00 AM			
6:00 PM				6:00 PM				12:00 PM			
7:00 PM				7:00 PM	1	1		1:00 PM	2	5	
8:00 PM				8:00 PM				2:00 PM			
	0 skaters; temp 31 degrees; snow 0"							3:00 PM		2	
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/12/2023			4:00 to 8:00 PM	1/24/2023			4:00 to 8:00 PM	2/6/2023			4:00 to 8:00 PM
4:00 PM	1	2		4:00 PM		2		4:00 PM			
5:00 PM		4		5:00 PM				5:00 PM			
6:00 PM	3	2		6:00 PM				6:00 PM			
7:00 PM		2		7:00 PM		2		7:00 PM			
8:00 PM				8:00 PM				8:00 PM			
	14 skaters; temp 23 degrees; snow 0"								0 skaters; temp 35 degrees; snow 1.5"		
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/13/2023			4:00 to 8:00 PM	1/25/2023			4:00 to 8:00 PM	2/7/2023			4:00 to 8:00 PM
4:00 PM				4:00 PM				4:00 PM			
5:00 PM				5:00 PM				5:00 PM	3		
6:00 PM				6:00 PM				6:00 PM			
7:00 PM				7:00 PM				7:00 PM			
8:00 PM				8:00 PM				8:00 PM			
	0 skaters; temp 21 degrees; snow 0"								3 skaters; temp 35 degrees; snow 0"		
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/14/2023			1:00 to 5:00 PM	1/26/2023			4:00 to 8:00 PM	2/8/2023			4:00 to 8:00 PM
1:00 PM		4		4:00 PM				4:00 PM			
2:00 PM	3			5:00 PM				5:00 PM			
3:00 PM		2		6:00 PM		4		6:00 PM			
4:00 PM		4		7:00 PM				7:00 PM			
5:00 PM				8:00 PM				8:00 PM			
	16 skaters; 3 playground users; temp 23 degrees; snow 0"								Closed at 7:00 0 skaters; temp 39 degrees; snow 0"		
DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT	DATE	Pleasure Skaters	Hockey Players	SHIFT
1/15/2023			1:00 to 5:00 PM	1/27/2023			4:00 to 8:00 PM	2/9/2023			4:00 to 8:00 PM
1:00 PM				4:00 PM				4:00 PM			
2:00 PM	5			5:00 PM	2	2		5:00 PM		2	
3:00 PM				6:00 PM				6:00 PM			
4:00 PM				7:00 PM				7:00 PM			
5:00 PM				8:00 PM				8:00 PM			



