

CITY OF FALCON HEIGHTS
Parks & Recreation Commission
City Hall
2077 West Larpentour Avenue

AGENDA
February 3, 2025 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Mike Bradbury_____ Eric Brenton_____ Tom Faust_____
Bob Haight_____ Wesley Goldberg_____ Erin Williams_____

COUNCIL LIAISON:

James Wassenberg _____

STAFF PRESENT:

Kelly Nelson_____

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. December 2, 2024 – Parks and Recreation Regular Meeting Minutes

E. AGENDA:

1. 2025 Officer Elections
2. Adopt the Standing Rules
3. 2025 Parks and Rec Budget
4. 2025 Commission Goals
5. 2025 Commission Calendar
6. Programming Discussion
7. Community Garden

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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

MINUTES
December 2, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:36 PM

B. ROLL CALL:
Mike Bradbury__X__ Eric Brenton__X__ Tom Faust__X__
Bob Haight____ Wesley Goldberg__X__ Erin Williams__X__

COUNCIL LIAISON:
James Wassenberg __X__

STAFF PRESENT:
Kelly Nelson__X__

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:
1. November 4, 2024 – Parks and Recreation Regular Meeting Minutes
Faust motions to approve the Park minutes;
approved 5-0

E. AGENDA:

1. Community Park Playground Proposals

Commissioners review 11 playground designs submitted by seven vendors to narrow the selections down to their top three designs for recommendation to City Council and then request any necessary revisions from the vendor(s).

Flagship

Brenton says that although the components have their own areas, they are not too far apart, and the flow is nice. Commissioners like the shade canopies, zipline, and the overall look, but question how many components could be enjoyed by those in wheelchairs or with mobility limitations. The slides are not overly large and do not seem to have ramps, which may limit the structure to the able-bodied and younger ages.

Staff may ask the vendor if they can modify the design to include ramps, should the City Council like this overall design.

Kompan Options 1 and 2

Brenton dislikes how far apart the components are spaced out.

Wassenberg thinks kids like to play together and this does not allow for that.

Williams adds that the components seem geared toward younger kids.

Commissioners feel that the overall playground seems smaller and that it provides less components than the other playground designs do. Ultimately, the Commission feels these two Kompan designs are not contenders to consider further.

Midwest Playscapes Option 1

Wassenberg loves the track to run on!

Williams loves the doublewide slide because multiple kids can slide together at once.

Wassenberg likes the triangular climbing structure but not the overall design of the playground.

Midwest Playscapes Option 2

Wassenberg says that this design gets rid of the preferred elements from Option 1.

Bradbury likes the raised mounds to climb and jump over and also likes the climbing sphere. He wishes he could pull over some elements from Option 2 to the Option 1 design.

Williams likes the rock walls.

Goldberg appreciates the roofs over the playset to offer shade in Option 2.

MWP Option 1

Wassenberg and Nelson appreciate that the slide has a ramp and that the zipline and swing set are inclusive.

Williams thinks certain areas feel tight to navigate.

Brenton and Bradbury don't like the color scheme (blue PIP with red and green play structures).

MWP Option 2

The Commissioners really like the palm tree swing and the sensory dome, but they question if there is a ramp to access the main play structure or if it would limit some users.

Wassenberg says that geodesic climbers are popular.

Williams asks if a rope climber or a bar climbing structure is preferred.

Northland Recreation

Wassenberg likes this design the best and appreciates that there are various-sized slides and that it has a little roof to offer some shade over the main structure.

Brenton says that this is his favorite design as well and that it has good flow. He adds that it feels the most inclusive of age groups. He does not like the dark blue poured-in-place surfacing, however.

Nelson wonders if the swing set could be expanded to add one or two more swings and potentially be angled to still fit within the space.

Bradbury likes the height of the main play structure.

The Commission wonders if the Friendly Fence element could be moved and whether the Spinfinity Standing and/or the Solo Spinner could be replaced with something that accommodates more than one person at a time like a rope structure or the palm tree swing another vendor showed in their design.

Wassenberg would like a track design added to the poured-in-place (PIP) surfacing.

The commissioners would like to maximize the games/elements on the PIP such as a raised mound and Hopscotch or another game added.

St. Croix Recreation Option 1

The Commission does not like this design to consider it further. The components are too scattered, and it feels as though you get fewer elements overall than other designs provide.

St. Croix Recreation Option 2

This playground was not designed with Falcon Heights' needs in mind. It is a playset that another purchaser ordered and then had to terminate their project after doing so. So, the vendor is offering it at a discount, although the total price still exceeds the playground's budget by \$100K. The Commission does not like this design to consider it further. The components are too scattered.

Webber

Williams says the layout is in a strange shape.

The Commission feels the play elements are on the smaller side and not very engaging for older kids.

TOP 3 PLAYGROUND DESIGNS:

1. Northland Recreation

The Commission makes a list of their top playground designs, selecting the playground design submitted by Northland Recreation as their favorite and the closest to being "right," with only simple revisions to be requested. They would like to see a raised mound, a track and a game or two added to the PIP surfacing, as well as to change the color of the PIP material. They would prefer if the swing set could be expanded and angled to still fit within the space. And they would like to know if the Solo Spinner/Spinfinity Standing Swing could be swapped out with either a standing swing that accommodates multiple kids or replaced with a rope structure. The Friendly Fence may need to be moved to provide more space.

Can a spring rider element be added? All-in-all, this option is considered the most considerate of the various ages and abilities it can serve.

2. Midwest Playscapes (Hybrid of Option #1 mixed with Option #2)

Commissioners like the Midwest Playscapes Option #1 as their second favorite. However, the Commission would like to morph some of the elements from Options 1 and 2 together, to improve Option 1's design. Add raised mounds to the PIP surface, a rock wall and a curved or taller slide as shown on Option 2. Inclusivity and accessibility are not considered in the design as much as the Commission's top choice, however.

3. MWP Option #2 and Flagship - - - TIE!

The Commission determines that the third spot will actually be shared by two playground designs, MWP Option #2 and Flagship, as both need several alternations to make them contenders for the Commission. And, depending on what the City Council prefers and if they

would like to see either of these options altered by the vendors, then Staff can request modifications.

MWP #2: While the Commission strongly likes various components offered by the manufacturer such as the swing set, palm tree spinner, sensory dome and climbing structure, the central structure is not accessible to wheelchair-bound or mobility-challenged users and would need to be modified in order for the Commission to recommend it.

Flagship: Like the MWP #2 design, the Commission likes the look and flow of this playground and its various components such as the shade canopies, the zipline and the boogie board, but ramp access and inclusivity are lacking. The slides are not overly large, which may limit appeal to younger kids.

Information/Announcement

Staff updates the Commission that the Little Free Library that is being donated should be installed at Curtiss Field tomorrow, 12/4.

And, due to an unforeseen electrical issue and the expense associated with the repair, there will not be a warming house at Curtiss Field this winter. Residents can still enjoy the ice rink!

G. ADJOURNMENT: 8:41 P.M.

Brenton motions to adjourn the meeting;
Approved 5-0

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REQUEST FOR ACTION

Meeting Date	February 3, 2025
Agenda Item	E1
Attachment	
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Officer Elections
Description	The Commission must nominate and elect officers for 2025. Descriptions of these positions are as follows: <u>Chairperson</u> Main contact between the commission and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings. <u>Vice chairperson</u> Fills duties in the Chair's absence and encouraged to work as a team and communicate needs with staff. <u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2025.

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REQUEST FOR ACTION

Meeting Date	February 3, 2025
Agenda Item	E2
Attachment	PARC Standing Rules
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Adopt the Standing Rules
Description	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year.
Budget Impact	N/A
Attachment(s)	• Parks and Recreation Commission Standing Rules
Action(s) Requested	Staff recommends approving the standing rules for 2025.

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. May 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 the selection of 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

Meeting Date	February 3, 2025
Agenda Item	E3
Attachment	2025 Parks and Recreation Budget
Submitted By	Kelly Nelson Admin. Services Director / Deputy Clerk

Item	2025 Parks and Recreation Budget
Description	Staff will share the approved 2025 budget with the Parks and Recreation Commission to give them a better understanding of funds available so that they can better plan City events and make park improvements in 2025.
Budget Impact	N/A
Attachment(s)	2025 Parks and Recreation Budget
Action(s) Requested	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 salary support for the Community Development Coordinator, Administrative Services Director, and Administrative & Communications Coordinator. 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 two 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, and payments for cable and web streaming of council meetings.
- ⇒ Website (85060): Funds to upgrade and maintain the website.
- ⇒ 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	2022 Actual	2023 Actual	2024 Estimate
Website page views annual	10,082	34,000	35,000
Unique website visitors annual	7,694	27,000	30,000
Number of registered emails for alerts	1,788	2,100	2,400

COMMUNICATIONS EXPENDITURES (116)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	ESTIMATED 2024	PROPOSED 2025
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	18,540	26,900	43,963	52,000	53,655	55,000
60520	PART-TIME EMPLOYEES (Special Events)	84	0	0	900	0	0
64011	PERA CONTRIBUTIONS	1,327	1,752	3,423	3,900	4,024	4,050
64012	FICA CONTRIBUTIONS	1,425	2,058	3,683	4,000	4,100	4,150
64031	HOSPITALIZATION	31	28	7,678	1,050	6,405	10,200
64032	DENTAL	0	0	207	600	250	500
64033	LONG-TERM DISABILITY	25	19	86	60	30	60
64034	LIFE INSURANCE	43	32	91	50	90	110
	<i>TOTAL COMPENSATION</i>	<u>21,473</u>	<u>30,789</u>	<u>59,131</u>	<u>62,560</u>	<u>68,554</u>	<u>74,070</u>
<i>MATERIALS & SUPPLIES</i>							
70100	SUPPLIES	3,487	219	210	1,000	500	2,000
70420	NEWSLETTERS/INFORMATION	6,384	6,303	6,613	6,500	5,000	8,000
70500	POSTAGE	1,953	3,104	2,307	3,000	1,200	3,000
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>11,824</u>	<u>9,627</u>	<u>9,131</u>	<u>10,500</u>	<u>6,700</u>	<u>13,000</u>
85010	TELEPHONE	221	379	850	800	1,300	1,250
85040	VIRTUAL COMMUNICATION	2,596	3,295	2,645	2,800	500	1,000
85050	CABLE TV	28,518	19,694	20,698	23,100	23,100	24,500
85060	WEBSITE	1,600	4,244	4,371	4,500	4,500	25,000
85070	TECHNICAL SUPPORT	45,703	38,252	42,421	49,584	49,584	53,295
86010	MILEAGE	0	0	7	0	0	0
86100	COMMISSIONS/MEMBERSHIPS/TRAINING	0	0	0	0	0	0
88000	INSURANCE & BONDS	0	0	0	0	0	0
89010	SPECIAL EVENTS	1,372	2,916	2,592	10,000	7,000	10,000
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>80,010</u>	<u>68,779</u>	<u>73,584</u>	<u>90,784</u>	<u>85,984</u>	<u>115,045</u>
116	<i>TOTAL EXPENDITURES</i>	<u>113,307</u>	<u>109,196</u>	<u>141,845</u>	<u>163,844</u>	<u>161,238</u>	<u>202,115</u>
<i>OTHER FINANCING USES</i>							
97000	TRANSFERS	0	0	0	0	0	0
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>113,307</u>	<u>109,196</u>	<u>141,845</u>	<u>163,844</u>	<u>161,238</u>	<u>202,115</u>

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	2022 Actual	2023 Actual	2024 Estimate
Number of ice rinks flooded	2	2	2
Number of facility rentals	118	140	163

PARK MAINTENANCE & ADMINISTRATION EXPENDITURES (141)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	ESTIMATED 2024	PROPOSED 2025
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	34,921	41,596	41,598	50,000	52,000	56,000
60520	PART-TIME EMPLOYEES	2,000	2,700	2,080	0	0	0
60540	RINK ATTENDANTS-SEASONAL	0	2,237	2,190	4,000	2,000	4,000
64011	PERA CONTRIBUTIONS	2,579	3,254	2,762	3,750	3,750	3,750
64012	FICA CONTRIBUTIONS	2,710	3,465	3,510	4,150	3,800	4,600
64031	HOSPITALIZATION	5,425	5,157	5,836	9,000	7,800	11,200
64032	DENTAL	191	227	130	550	300	600
64033	LONG-TERM DISABILITY	74	104	104	150	50	150
64034	LIFE INSURANCE	85	90	93	135	150	150
	<i>TOTAL COMPENSATION</i>	<u>47,985</u>	<u>58,829</u>	<u>58,303</u>	<u>71,735</u>	<u>69,850</u>	<u>80,450</u>
<i>MATERIALS & SUPPLIES</i>							
70100	SUPPLIES	422	1,331	1,056	5,000	2,000	5,000
74000	MOTOR FUEL & LUBRICANTS	368	1,000	1,796	1,500	1,500	1,500
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>790</u>	<u>2,331</u>	<u>2,852</u>	<u>6,500</u>	<u>3,500</u>	<u>6,500</u>
<i>OTHER SERVICES & CHARGES</i>							
85011	TELEPHONE - LANDLINE	583	766	767	800	800	800
85020	ELECTRIC	2,203	2,762	2,867	4,600	800	4,600
85030	NATURAL GAS	0	1,139	491	2,000	0	2,000
85040	WATER	1,013	530	428	1,000	0	1,000
85070	SEWER	125	12	0	0	0	0
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	0	0	0	100	100	100
86101	MILEAGE	0	0	0	0	0	0
86105	TEMPORARY WARMING HOUSE	0	3,596	3,073	4,000	4,000	4,000
86110	MEMBERSHIPS	0	0	0	0	0	0
87120	FACILITIES & GROUNDS MAINTENANCE	8,956	3,168	4,279	8,000	1,000	8,000
88000	INSURANCE & BONDS	10,241	9,489	7,401	8,000	8,705	10,500
89000	MISCELLANEOUS	0	0	0	0	0	0
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>23,120</u>	<u>21,462</u>	<u>19,305</u>	<u>28,500</u>	<u>15,405</u>	<u>31,000</u>
141	<i>TOTAL EXPENDITURES</i>	<u>71,895</u>	<u>82,622</u>	<u>80,461</u>	<u>106,735</u>	<u>88,755</u>	<u>117,950</u>
<i>OTHER FINANCING USES</i>							
97000	TRANSFERS	26,000	526,000	526,000	26,000	26,000	26,000
	<i>TOTAL OTHER FINANCING USES</i>	<u>26,000</u>	<u>526,000</u>	<u>526,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
	<i>TOTAL EXPENDITURES & OTHER FINANCING USES</i>	<u>97,895</u>	<u>608,622</u>	<u>606,461</u>	<u>132,735</u>	<u>114,755</u>	<u>143,950</u>

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 2022	ACTUAL 2023	BUDGET 2024	ESTIMATED 2024	BUDGET 2025
REVENUES:						
	INTERGOVERNMENTAL					
33610	GRANTS	0	0	0	0	0
33612	UMN GOOD NEIGHBOR GRANT	0	0	0	7,299	0
	TOTAL INTERGOVERNMENTAL	0	0	0	7,299	0
	CHARGES FOR SERVICES					
34310	RECREATION FEES	10,269	17,552	12,000	12,000	13,200
34340	NON-RESIDENT FEES	0	0	0	0	0
	TOTAL CHARGES FOR SERVICES	10,269	17,552	12,000	12,000	13,200
	MISCELLANEOUS					
36211	INTEREST ON INVESTMENTS	688	2,313	1,500	2,200	1,500
36213	CHANGE IN FAIR VALUE OF INVESTMENTS	(749)	609	0	0	0
36232	CONTRIBUTIONS - SCHOLARSHIP	0	0	0	0	0
36233	CONTRIBUTIONS - FRIENDS OF REC SPORT PROG	0	0	0	0	0
36235	CONTRIBUTIONS LUTHERAN CHURCH REC ON GO	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	0	0	0	0	0
	TOTAL MISCELLANEOUS	(61)	2,921	1,500	2,200	1,500
201	TOTAL REVENUES	10,208	20,474	13,500	21,499	14,700
	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	36,208	46,474	39,500	47,499	40,700
EXPENDITURES:						
	COMPENSATION					
60100	REGULAR SALARIES	17,113	16,681	20,500	21,222	23,200
60520	PART-TIME EMPLOYEES	0	0	0	0	0
60530	SEASONAL EMPLOYEES	3,932	659	8,100	1,300	8,505
64011	PERA CONTRIBUTIONS	1,199	1,190	1,550	1,550	1,700
64012	FICA CONTRIBUTIONS	1,609	1,327	2,200	1,800	2,400
64031	HOSPITALIZATION	(5)	28	800	0	840
64032	DENTAL	0	0	0	0	100
64033	LONG-TERM DISABILITY	26	44	50	20	53
64034	LIFE INSURANCE	30	45	50	50	53
	TOTAL COMPENSATION	23,904	19,975	33,250	25,942	36,851
	MATERIALS & SUPPLIES					
70100	SUPPLIES	0	0	600	100	600
70300	RECREATION SUPPLIES	0	374	550	0	550
70440	PRINT & PUBLISHING & ADVERTISING	0	0	500	0	500
73000	RECREATION EQUIPMENT	0	0	1,000	600	100
	TOTAL MATERIALS & SUPPLIES	0	374	2,650	700	1,750
	OTHER SERVICES & CHARGES					
80310	AUDIT	758	710	800	748	850
86010	MILEAGE	0	0	100	100	100
86100	CONFERENCES / EDUCATION/BACKGROUND CKS	0	0	400	0	400
87500	RENTAL OF EQUIPMENT	0	0	0	0	0
87700	INSTRUCTOR - SPECIALTY	5,932	11,652	10,000	9,900	11,000
88000	INSURANCE & BONDS	0	0	0	0	0
88600	RECREATION - SCHOLARSHIP	0	0	0	0	0
88800	UMN GOOD NEIGHBOR GRANT	0	0	0	7,299	0
89000	MISCELLANEOUS	0	0	0	0	0
	TOTAL OTHER SERVICES & CHARGES	6,690	12,362	11,300	18,047	12,350
-201	TOTAL EXPENDITURES	30,595	32,711	47,200	44,689	50,951
	FUND BALANCE - JANUARY 1	52,104	57,718	71,480	71,480	74,290
	CHANGE IN FUND BALANCE	5,614	13,763	(7,700)	2,810	(10,251)
	FUND BALANCE - DECEMBER 31	57,718	71,480	63,780	74,290	64,039

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REQUEST FOR DISCUSSION

Meeting Date	February 3, 2025
Agenda Item	E4
Attachment	2025 PARC Goals
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	2025 Parks and Recreation Commission Goals/Priorities
Description	The Parks Commission has been discussing goals of the commission in 2025 and should now finalize and adopt their 2025 goals.
Budget Impact	N/A
Attachment(s)	2025 Parks and Recreation Goals (Draft)
Action(s) Requested	Staff recommends reviewing the draft version of the commission's 2025 goals and adopting them.

2025

Parks and Rec Commission

GOALS

1. Maintain attendance and continue growing City events.
2. Collaborate with the Community Engagement Commission to promote events and expand our reach.
3. Continue holding PARC commissions regularly, with a quorum.
4. Maintain a PARC event /agenda calendar
5. Assess ice skating season to make a decision for 2026 by early spring.
6. Implement suggested programming changes and assess
7. Make recommendations for amenities and improvements of all parks through annual park audits.

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REQUEST FOR ACTION

Meeting Date	February 3, 2025
Agenda Item	E5
Attachment	2025 PARC Meeting Calendar
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	2025 Parks and Recreation Commission Calendar
Description	The Commission will use this working calendar on an annual basis to be reminded of reoccurring tasks, meetings and events and will continuously update it throughout the year.
Budget Impact	N/A
Attachment(s)	2025 Parks and Recreation Commission Calendar
Action(s) Requested	Staff recommends working from the proposed 2025 calendar and continuing to update it as dates are known in 2025 to include events, tasks, and meetings.

City of Falcon Heights

Parks and Recreation Commission

2025 Annual Meeting Agendas / Tasks / Events

*(1st Monday of each month
at 6:30 PM)*

January 6, 2025 Canceled due to lack of quorum; items moved to 2/3	• Officer Elections • Adopt Standing Rules • Share annual Parks and Rec budget with commission, if not done in December. • Finalize 2025 PARC goals • Set agenda calendar for 2025 • Programming Discussion
February 3, 2025	• Officer Elections • Adopt Standing Rules • Share annual Parks and Rec budget with commission, if not done in December. • Finalize 2025 PARC goals • Set agenda calendar for 2025 • Programming Discussion • Community Garden Discussion
March 3, 2025 - Joint Meeting	• (Joint Meeting?) with CEC to plan Spring Together • Recap the ice-skating season • Ice Cream Social – Begin planning event
April 7, 2025	• Finalize details of Spring Together • Ice Cream Social Planning - Set date; hire band; assign tasks
May 5, 2025 – Possible Joint Meeting	• Possible Joint Meeting with CEC to discuss Spring Together & Ice Cream Social; assign remaining tasks
June 2, 2025	• Continue Ice Cream Social Planning • Discuss Fall Programming - Set Classes • Begin discussing fall event
July 7, 2025	• Conduct park audits individually on own time
August 4, 2025	• Park Audit Findings and 2026 Budget Planning • Fall Programming Discussion

	• Fall Event Discussion • Recap 2025 Ice Cream Social • Update on MN DNR Outdoor Recreation Grant Request • Update on Summer Programming
September 1, 2025 (no meeting on 9/1/25 due to holiday)	• No meeting on 9/1; holiday
October 6, 2025	• Fall event planning – last-minute tasks/updates • Fall and Winter Activities Discussion
November 3, 2025	• Recap fall event • Reflect on 2025 goals and begin setting 2026 PARC Goals
December 1, 2025	•
January 5, 2026	• Officer Elections • Adopt Standing Rules • Discuss Summer Programming • Share Annual Parks and Rec budget with commission, if not done in December. • Finalize 2026 PARC goals • Set agenda for 2026

2025 CITY EVENTS

May 17	Spring Together	3:00 to 5:00 PM	Curtiss Field
July 17	Ice Cream Social	5:00 to 7:00 PM	Community Park
August 5	Night to Unite	Time TBD	Neighborhoods
September 13	Citywide Garage Sale		
TBD - October 11 or 12?	Fall Fest	Time TBD	Tentatively, City Hall
December 10	Human Rights Day	Time TBD	Tentatively, City Hall

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REQUEST FOR DISCUSSION

Meeting Date	February 3, 2025
Agenda Item	E6
Attachment	
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	2025 Programming Discussion
Description	Youth summer programming enrollment numbers have been steadily declining over the past several years. At the conclusion of 2023's summer programming, the Parks and Recreation Commission supported moving away from traditional paid programming, to try offering free recreation from Curtiss Field, and to re-evaluate afterwards. Unfortunately, almost half of the organized free programming dates in 2024 were canceled due to rain. Attendance was extremely low on the programming days that did occur. The commission also discussed promoting field trips and camps that Bell Museum, Gibbs Farm and other local organizations already offer and directed staff to try to establish partnerships before 2025 summer programming. For winter programming, the commission suggested hosting game nights and/or movie nights at City Hall. This is just a final opportunity to discuss programming related to winter offerings and before the spring biannual newsletter is printed with summer programming information.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Commissioners can make any final recommendations for 2025 Summer Programming so that a 2025 Programming Guide can be created and published in the City's Spring newsletter to be mailed to residents in March and so that staff may plan winter programming from City Hall.

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REQUEST FOR DISCUSSION

Meeting Date	February 3, 2025
Agenda Item	E7
Attachment	
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	2025 Community Garden Selection Policy
Description	In 2023, the Parks and Recreation Commission developed a formal policy to outline how preference is determined for the Community Garden plots. Prior to this, staff had this statement to guide them: <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> Staff previously interpreted that to mean that plots are assigned in the following order: • FH renters/tenants already on the waiting list • FH renters/tenants (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) At the February 6, 2023 Parks and Recreation Commission meeting, the commission revised how staff should prioritize gardeners to be as such: 1). FH residents without access to land to garden 2). FH residents with land access 3). Non-FH residents The waitlist to receive a garden plot remains long and the turnover of plots is low. Staff would like the Commission to determine if any further action is needed prior to the 2025 gardening season.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends reviewing the selection criteria to determine if any updates are needed prior to the 2025 gardening season and how best to offer new gardeners a garden plot in a more timely manner.