

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

AGENDA
May 5, 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. April 7, 2025– Parks and Recreation Meeting Minutes - Joint Meeting - Community Engagement Commission

E. AGENDA:

1. Community Park Playground Color Scheme Discussion
2. Update Community Garden Rules and Regulations
3. Programming Discussion - Scholarship Update and City Events

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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

MINUTES
April 7, 2025 at 6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:

Eric Brenton X Mike Bradbury X Erin Williams X
Tom Faust _____ Robert Haight X Wesley Goldberg X

Cooley-Kistler X Ebbesen X Leighton _____ King _____ Stockford _____
(The Community Engagement Commission did not have quorum)

COUNCIL LIAISON:

James Wassenberg X
Melanie Leehy X

STAFF PRESENT:

Kelly Nelson X
Elke Johnson X

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. March 3, 2025 – Parks and Recreation Regular Meeting Minutes

Williams motions to approve the Park minutes;
approved 5-0

E. AGENDA:

1. 2025 City Events

Nelson shares the amount that is budgeted for City events in 2025 and receipts from 2024 events with commissioners. Due to previous staff turnover, both the Parks and Rec Commission and Community Engagement Commission have taken turns putting on Spring Together, based on whether they had a staff liaison to lead planning. Commissioners discuss whether joint meetings are needed or if one commission would like to coordinate any particular city event.

Bradbury wonders if Spring Together still fits with the Community Engagement Commission's mission.

Leehy says that the CEC was historically in charge of putting on Spring Together and that it started as a potluck in the Northome neighborhood.

Williams asks if the CEC's goals still align with these events.

Ebbesen says that the CEC will focus and has been focused on apartment outreach. Cooley-Kistler adds that she spent two hours calling apartment managers this past week.

Nelson mentions that the ice cream truck has another event and will arrive thirty minutes later than the planned start time. Should the event be pushed back thirty minutes or just let residents know ice cream is not available for the first thirty minutes of the event?

Leehy asks if the ice cream truck has a minimum.

Cooley-Kistler wonders if the commissioners should ask residents to bring yard games to share.

Ebbesen wonders if the CEC should take the lead on Spring Together.

Leehy mentions local businesses were sponsors of events in the past.

Williams thinks the Parks Commission needs more support in planning the fall festival rather than Spring Together or Ice Cream Social.

Bradbury didn't feel like the fall festival felt like a Parks and Rec event because it didn't take place in a park.

Leehy believes that Parks and Recreation is two parts, parks AND recreation. So, the recreation component is still there.

Bradbury wonders if there's enough there to collaborate on for Fall Fest.

Haight likes Bradbury's idea of hosting an event at The Grove.

Nelson and Brenton recently spoke to a resident at Coffman and learned that they hold many events. Perhaps the Parks Commission could team up with them on an event that they are already hosting.

Leehy shares that she did a fall festival at Curtiss Field. If attendees brought non-perishable food items, they received a bag of candy in exchange.

Cooley-Kistler mentions the idea of having a pet parade.

CEC Commissioner Ebbesen motions to adjourn the CEC from the remainder of the meeting at 8:17 PM. Ebbesen is the sole remaining commissioner at the meeting. Motion passes 1-0.

2. Ice Rinks – End-of-Season Review

Commissioners discuss the skating season in terms of weather and usage by residents. This is the first year the City of Falcon Heights has utilized a liner under the ice and Bradbury and Wassenberg felt this is the best condition the ice has ever been in for skating.

Wassenberg did note that it's important to remove leaves and other debris from the tarp before flooding it because that becomes embedded in the ice. As thawing occurs, a hole or divot is left behind and that can be somewhat dangerous.

Information/Announcement

Nelson shares that the City applied for the MN DNR Outdoor Rec Grant and updates commissioners that the funding would impact the playground in its entirety, rather than only specific components. Originally, the city was going to ask for funding to help fence the playground in, install shade canopies and replace Engineered Wood Fiber (EWF) with Poured-In-Place (PIP) surfacing. However, Staff was told during a review of the application in draft form by the MN DNR that the city had to ask for funding the playground in its entirety, not only specific elements. That may mean a revised timeline of installation then. The City will know whether or not they will receive grant funds at the end of June / early July. If grant funding is received, the installation could not begin before the agreements could be signed and would likely not be before fall 2025 / spring 2026.

G. ADJOURNMENT: 8:31 P.M.

Goldberg motions to adjourn the meeting;
Approved 5-0

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REQUEST FOR ACTION

Meeting Date	May 5, 2025
Agenda Item	E1
Attachment	Community Park Playground Color Scheme Discussion
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Community Park Playground Color Scheme Discussion
Description	<p>The City Council approved by Resolution 24-62 a release of Request for Quotes for the Community Park playground, seeking renderings from playground vendors.</p> <p>On October 26, 2024, WSB sent a quote package to seven local playground vendors on behalf of the City of Falcon Heights. The vendors were given a deadline of 11:00 AM on November 26, 2024 to submit a proposal for a playground budgeted at \$225,000 with EWF (Engineered Wood Fiber). Vendors were instructed to depict poured-in-place and perimeter fencing as add-on options, as they may be dependent upon whether funding is received through the MN DNR Outdoor Recreation grant application that was submitted by Staff in March 2025.</p> <p>The Parks and Recreation Commission then considered the eleven designs received, with Northland Rec's chosen as the most preferred. The City Council received the Parks and Recreation Commission's recommendation to consider during the December 4, 2024 Workshop Meeting and had no further revisions of their own, directing Staff to begin discussing the Commission's requested revisions with Northland Recreation and moving towards a final design.</p> <p>The City Council was then presented with the proposed final playground design from Northland Recreation and approved it to award the bid during the December 23, 2024 City Council Regular Meeting.</p> <p>While the playground equipment and the playground layout are final and approved, the color scheme of the equipment can be adjusted at this time prior to ordering it, which will not occur before July 1 to allow the City to be notified if they will receive any grant funds to be used for the playground.</p> <p>The Parks and Recreation Commission should now discuss the color scheme for the play equipment to be ordered in prior to the City placing the order.</p>
Budget Impact	N/A

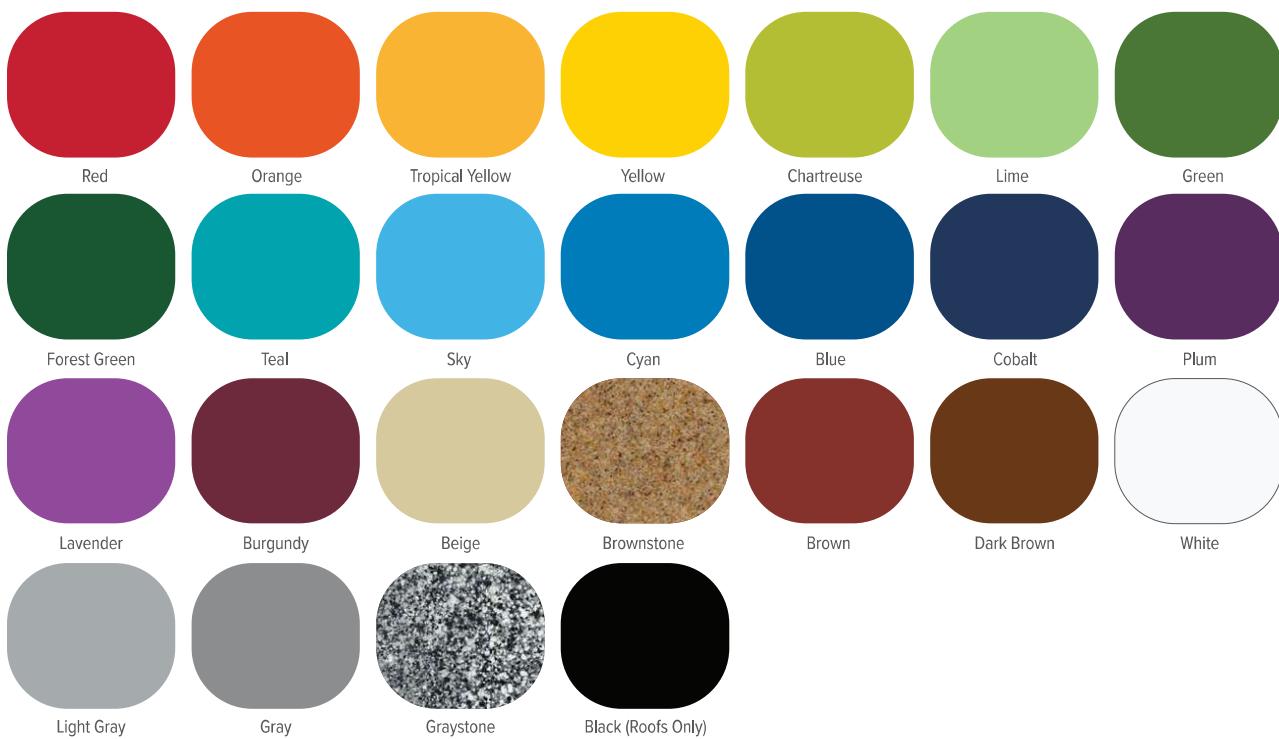
Attachment(s)	<ul style="list-style-type: none">• Northland Recreation Color Options and Playground Design
Action(s) Requested	Staff recommends reviewing the playground color options to identify their preferences for the play equipment to be ordered in.

Color

Why Little Tikes Commercial

Plastic Colors

Produced with a compound resin, UV stabilizers, and anti-static guard for superior color fastness, strength, and durability.



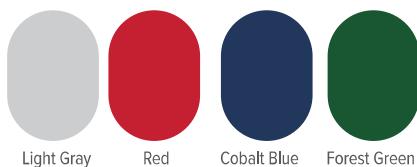
Compression Molded Plastic Color Combinations



Belt Swing Seat Colors

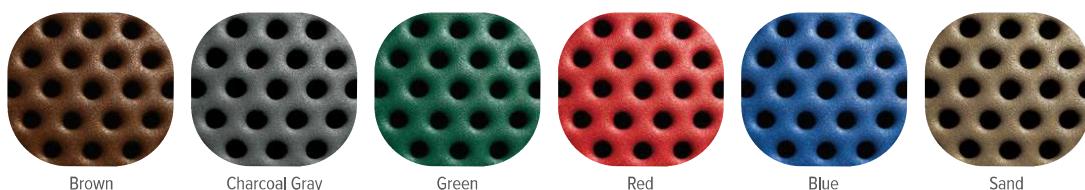


Tire Swing Colors



Vinyl Coating Colors

Available coating colors for decks, steps, ramps, and bridges are shown below. Some colors are not available on certain structures—see your representative for details.



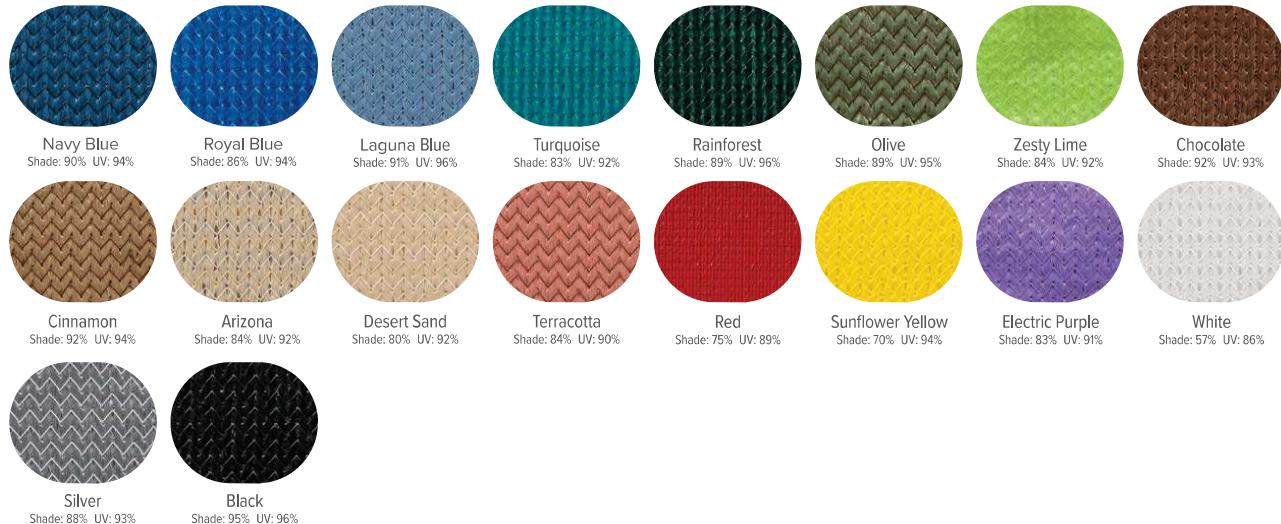


Post and Accent Colors

Achieved with a multi-layer paint application process that combats rust/corrosion and ensures a long-lasting finish.



Shade Fabric Colors



Shade Fire Retardant Fabric Colors

Rated the best fire retardant shade fabrics in the industry and they tolerate exposure to harsh and extreme outdoor elements. These fabrics also conform to and exceed California's State Fire Marshall Flame - RETARDENCY Test and the NFPA701 Standard Methods of Fire tests for Flame Propagation.



Colors are subject to change without notice. The color swatches are for reference only, and are an approximation that do not reflect the properties of physical materials, and can vary when printed. For more information on color samples and the most up-to-date specifications consult your local representative. Little Tikes Commercial uses high quality materials and state of the art manufacturing processes. Commercial playgrounds and products are subjected to years of environmental and solar exposure. Such extreme exposure takes its toll on paints and pigments, and all colors will fade over time. Little Tikes Commercial does not warrant against color fading or discoloration. It is important to properly maintain your playground to ensure its longevity. Depending on environmental conditions at your location, the installation of fabric shade structures may help to delay fading and discoloration.

Color

Why Little Tikes Commercial

Reds and Yellows and Blues—Oh My!

From the brightest of blues to the hottest of reds, Little Tikes Commercial's color palettes help you achieve the intended narrative for your project. Maybe you're looking to design a jungle-themed playground with sunlit greens and blossoming lavender, or maybe you're aiming even higher, searching for sky-rocketing silvers and extraterrestrial purples. Color choice can make the difference between an aquatic adventure and a trek across the Sahara. It also can set the tone, establishing either an active adventure space or a soothing quiet zone. Color impacts the playground in as many ways as there are shades—luckily, we have the tools to help you find the best choices for your play space.



Sunny Days



Deep Woods



Marmalade



Forest



Grapevine



Primary 2.0



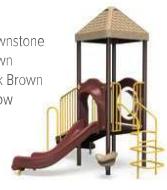
Neon



Sultan



Fantasia



Wild West



Sugarplum



Mardi Gras



Cool Blue



Midnight



Chocolate



Ladybug



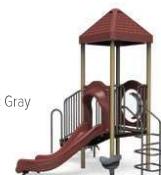
Evergreen



Parakeet



Star-Spangled



Meteor



Treehouse



Cranberry



Daydream



Waves



Tides



Arcade

No Fault Safety Surface

Traditional Poured-in-Place for Playgrounds



COLOR CHART

Standard Color Blends



50% Tan 50% Black



50% Terra Cotta 50% Black



50% Blue 50% Black



50% Green 50% Black

Available Colors:



Brown



Tan



Teal



Purple



Yellow



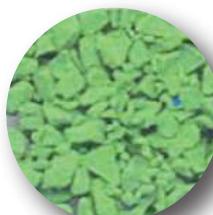
Gold



Light Blue



Blue



Light Green



Green



Terra Cotta



Orange

Falcon Heights Park

City of Falcon Heights, MN

little tikes. **COMMERCIAL**

NR NORTHLAND
RECREATION

Why Little Tikes COMMERCIAL?

At Little Tikes Commercial, we believe in the developmental value of play. We understand that play is necessary for healthy child development, and that's why our play structures are specifically designed to encourage the physical, social, emotional, cognitive and sensory development of children of all abilities. Our commitment to delivering fun, innovative play structures that promote value of outdoor play has been a focus of our designs for over 40 years.

Little Tikes Commercial strongly **believes play for children of all ages and abilities should include fewer limits**. It's why we are big advocates of inclusive and accessible playgrounds for meaningful play. Our playgrounds help children play and take part in a variety of truly inclusive activities.

Main Office and Manufacturing Facility in Monette MO

GREAT PRODUCTS BEGIN WITH QUALITY MATERIALS.



Routed HDPE



Composite Polymer Resin



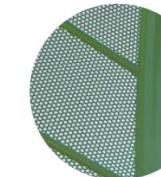
Natural Wood - Robinia



Printed Graphic Panels



Composite Wood



Perforated Steel



Hard Coated Foam



Welded Steel



Electronic & Solar
Interactives



Precast Concrete



Glass Fiber Reinforced
Concrete



Polyester-Wrapped,
Steel-Reinforced Rope









Friendly Fence Ages 6mo-5yrs

Friendly Fence invites all the kids in the neighborhood to pet the cat, feed the mouse, and hop with the cricket and frog through slidable parts. Zigzagging droplets can be slid between the watering can and the flowers, while beads can be pushed across twisting vines. Crawl through the flex treads and spin the birdhouse to see who's decided to pay a visit. Peek-a-boo holes, a grassy spot and a colorful window offer additional tactile and social experiences at different heights. Vines and handholds are located across the fence for additional support to ensure everyone can explore.



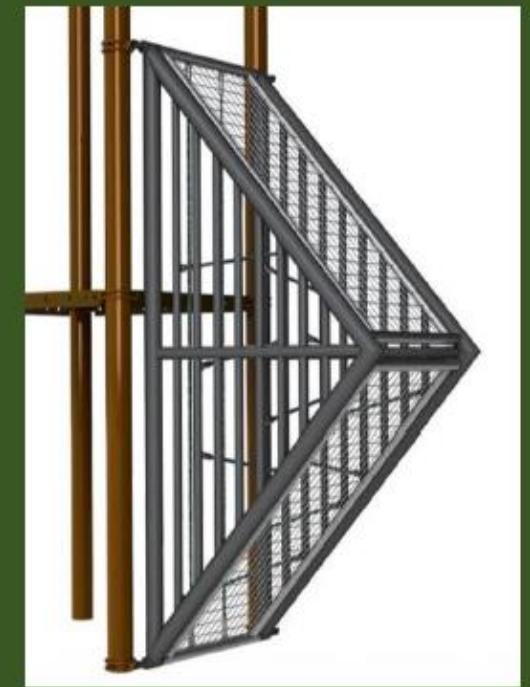






Roundabout Overhead 8' Ages 2-12

The fun that goes around, comes around! Steel, overhead rungs form a circle for kids to go between structures and back again. As kids explore the multiple play paths of this component, they'll be developing their upper body strength and coordination.



**Nu-Edge X Tower with Diamond Climbers
Ages 5-12**

Reach new heights! With the top deck at 168", kids will feel on top of the world. Two enclosed Diamond Climbers with ropes lead up to the top deck in this physical puzzle! Two massive slides from 168" and 96" decks will keep them climbing back up for more.



Ring Challenge Ladder Ages 2-12

Featuring curved, stationary rungs, this steel overhead climber challenges coordination while helping kids build their strength.



Tilted Rock Wall Ages 5-12

The Tilted Rock Challenge Wall is built with panels that are offset slightly, giving kids an additional climbing challenge. Textured hand and foot grips make climbing easy and safe.



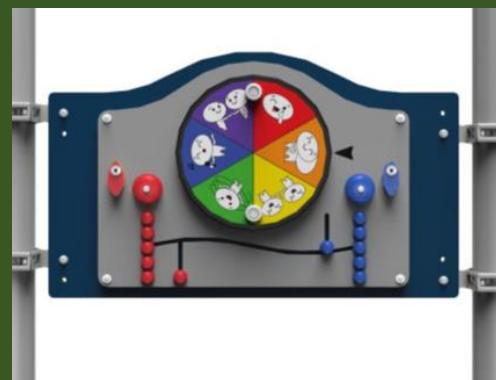
Infinity Flex Climber Ages 5-12

Kids can climb to the stars with this twisting component! Featuring organic design with open foot and handholds, Infinity Single Flex Climber comes with an extension that allows climbers to transition to the deck.



Tongue Drum Ages 2-12

Users can learn to play this classic instrument with ease as they use their palms to tap against all sides of the drum—each producing a different note! Friends can groove to a single player's rhythm or collaborate to create a new song.



Simon Says Reach Panel Ages 2-12

Spin the wheel to find out what Simon Says! Once a child finishes a task, they can ring the bell and keep track of their score with the panel's moveable buttons. This panel uses inclusive characters and activities to ensure everyone feels welcome and can participate in the fun! Promotes cognitive development, social skills, sensory play.



Weather Game Panel
Ages 2-12

Take the “bored “out of board games! Spin the dial to discover a weather-related image, and then move to that spot on the board. Then, the next player can take their turn. First person to make it home wins!



All slides accessible by ramp
have ADA compatible elevated
transfers at either 12" or 16"



Door Panel Ages 2-12

Charmingly arched with flowers blooming in the window boxes on either side, Door Panel transforms any play space into a cottage getaway. Detailed with shingles and drainpipes, kids can reenact neighborhood scenarios and play house.



Revolution Inclusive Spinner Ages 2-12

Our Revolution Inclusive Spinner promotes an engaging and accessible playground environment for all children.

Children can ride in a way that's most comfortable for them. There are chairs for those who want to sit while spinning, and there's plenty of room for other kids who want to stand up. Children using wheelchairs also have space to ride on the spinner, and there is even room for a caregiver to assist children with special needs.



Inline Rail Ages 5-12

This overhead event encourages kids to challenge their upper body strength, grip, and coordination. Thanks to the rungs running parallel along the top bar, kids can move across the component or stop at one rung and use it to complete a series of exercises such as the ten-second hang, chin-ups or pull-ups.

Vertical Net Ages 5-12

This fun, two-sided event provides added climbing challenge with the flexibility of the rope elements.

Fun Wheels Ages 5-12

Wheels tilt in all directions across this overhead steel climber, allowing kids to build their coordination and upper body strength in a fun, engaging way. Wheel colors may be chosen separately from the top bar and posts.



Poured-In-Place Mound

Foursquare

Hop Scotch



Zoom Twist With Floor Ages 5-12

The ZoomTwist with floor is a great addition for those looking for an inclusive product for their playground. The floor allows smaller children and children of varying abilities to interact, while the rope will keep adventurous children climbing to daring new heights. Spinning stimulates a child's brain increasing learning potential, spatial awareness and rhythm.

Inclusive Swing Ages 2-12



This swing seat provides extra support, safety features, and additional room so all children can enjoy the carefree fun of swinging at the playground.



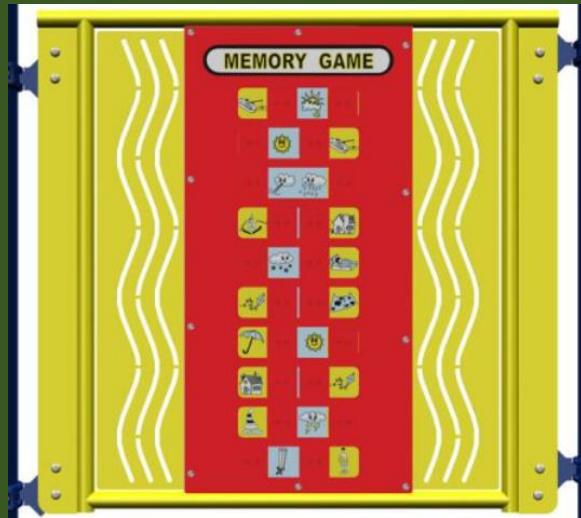
Generation swings provide the perfect solution, giving adults and kids a fun and immersive means of interacting on the playground. These face-to-face parent-child swings promote family fun and connection, enabling kids and their caregivers to play and engage like never before.



Multi-User Arch Swing Ages 5-12

Friends of all ages and abilities can enjoy the smooth ride of Multi-User Basket Swing with its spacious, basket-like design. Whether solo or in a group, users will develop their vestibular system and spatial awareness as they swing.

Additional Interactive Panels Included in Design



Matching Game Panel
Ages 2-12

Test your cognitive skills with Memory Game! Slide the tab to unveil a weather-related image, and then another tab to see if it matches—if not, try again! This classic game takes on a fun thematic spin via durable steel construction.



Scrambled Scales Panel
Ages 2-12

Play the notes to Twinkle Twinkle Little Star or create your own song with a friend! This panel's colorful design, musical chimes, and easy-to-use strikers are perfect to activate children's senses of sight and hearing.



Braille Picture Panel
Ages 2-12

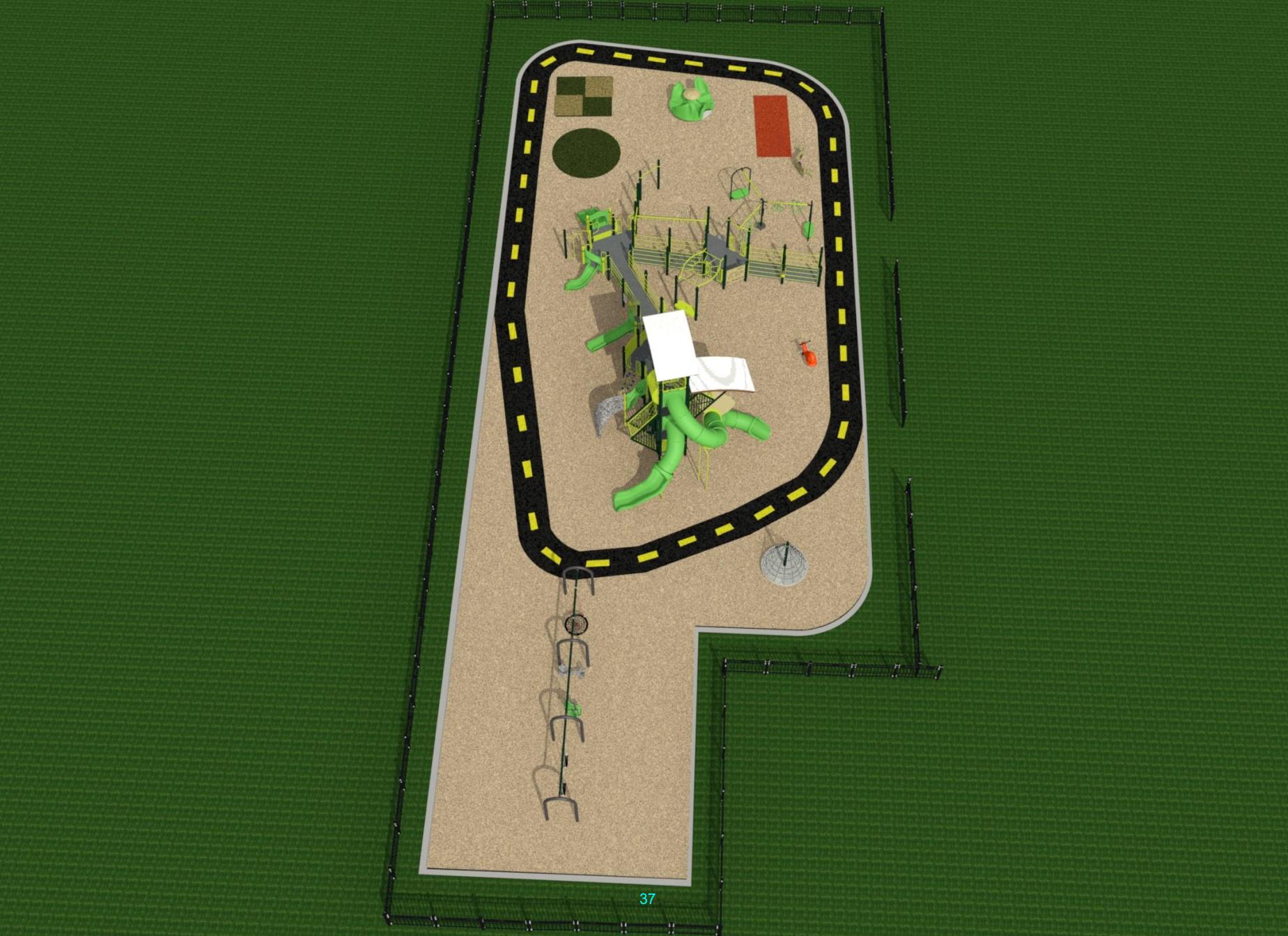
Braille Panel makes the playground more inclusive by displaying the alphabet and numbers zero through nine for visitors of all visual abilities. With features on both sides, this is an excellent panel to have on a 12" deck. Two design options are available for the back of the panel: a clock with whimsical graphics to inspire play scenarios, or a nature-themed series of plants and animals.



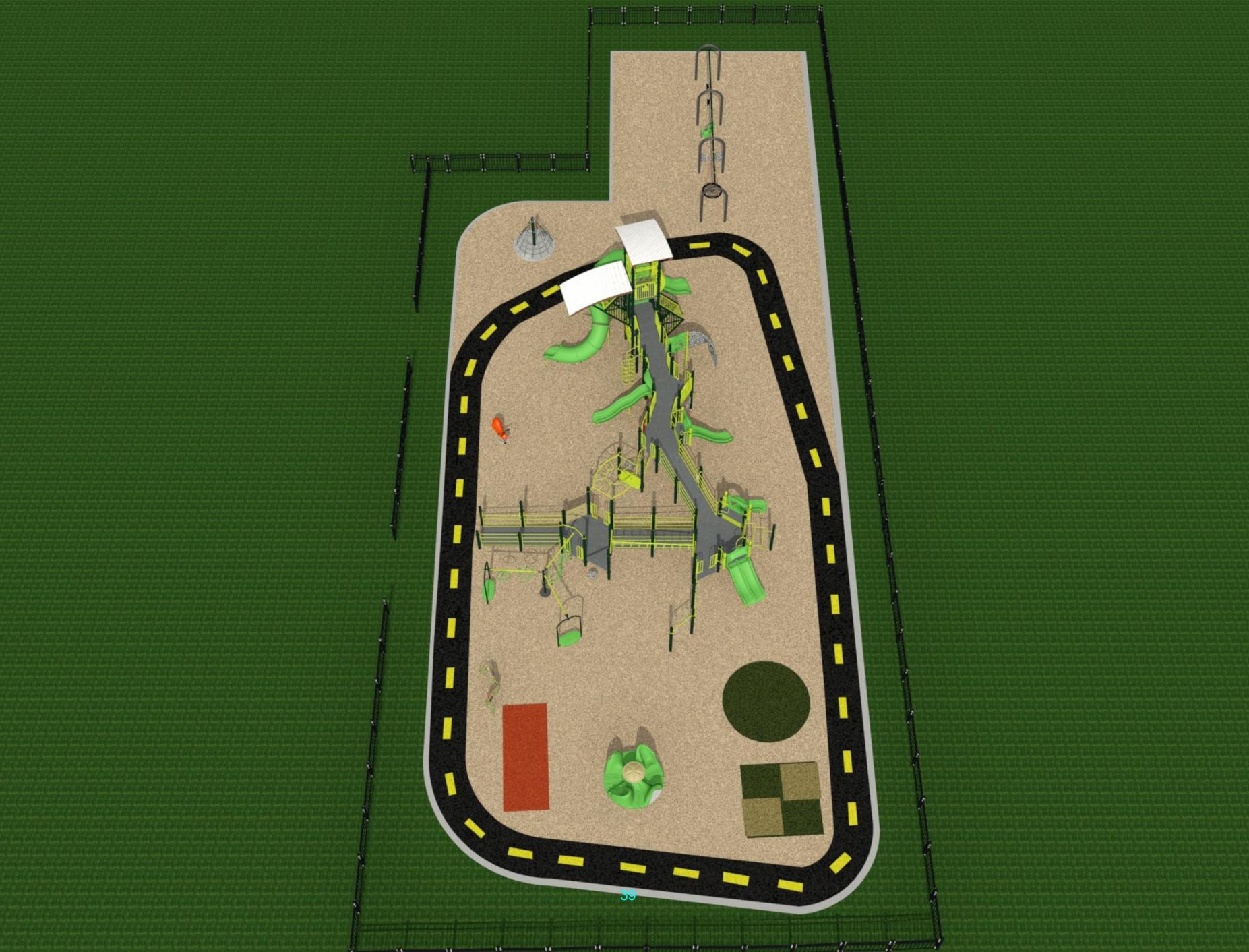
Post Players Maracas
Ages 2-12

Featuring the signature sound of maracas, this component promises to shake things up! With an easy-to-spin design, similar to Melody Wheel, visitors of all ages and ability levels can use Maracas to make an impact on the playground.











WARRANTY

Little Tikes Commercial Brand warrants its products against structural failure due to defects in materials and workmanship for the warranty periods and material categories prescribed below.

Buyer agrees that products sold by PPLT Farmington, Inc. (PlayPower Little Tikes Commercial) carry only the following warranties:

- LIMITED WARRANTY FOR AS LONG AS YOU OWN THE PRODUCT:** Aluminum deck posts, steel deck posts, stainless steel hardware, cast aluminum parts, and KidBuilder® steel clamps.
- LIMITED FIFTEEN (15) YEAR WARRANTY:** All rigid steel playground components, decks, steps, and weldments, rotationally molded and sheet plastic components, plastic lumber, roof panels, and stainless steel slides, except as otherwise specified below.
- LIMITED TEN (10) YEAR WARRANTY:** Fabric shade steel frames, Naturetek™ products, Shadessure™ and Colourshade FR fabrics (Note Exception: Limited Five (5) Year Warranty on Shadessure™ fabrics in colors Red, Yellow, Electric Purple, Zesty Lime, Cinnamon, and Olive.)
- LIMITED EIGHT (8) YEAR WARRANTY:**
 - Fiberglass signage, accessible swing seats, precast PolyFiberCrete or precast concrete products.
 - LandSoft Synthetic Turf safety surfacing against deterioration of specified attenuation performance and appearance.
 - Integrated shade fabric and components against rot, UV deterioration and defects in materials and workmanship. (Note Exception: Limited Three (3) Year Warranty for fabric in shades of red).
- LIMITED FIVE (5) YEAR WARRANTY:**
 - Clever Climbers™ products, including, but not limited to polyethylene slides, enclosures, main structure, decks, and plastic components.
 - PVC coating and PE coating against cracking or peeling.
 - Park and Site Amenities (i.e. benches, tables, trash receptacles, etc.).
 - GFRP (Glass Fiber Reinforced Polymer) Products.
 - Steel cable, cable nuts and rope fittings and connections (Note Exception: Warranty does not cover normal wear and tear such as fraying or loss of cable coating).
- LIMITED THREE (3) YEAR WARRANTY:** KidTiles®, Playground Sculptures, KidRiders® products (excluding spring assemblies), flexible belting, plastic border timbers and accessories, and electronic panel speakers, sound chips, and circuit boards.
- LIMITED ONE (1) YEAR WARRANTY:**
 - Learning Lab Sensory Tables and Tot Tree plastic components.
 - Belt Swing Seats, and Bucket Tot Swing Seats.
 - All other products, components and custom pieces that are not specifically listed above, including, without limitation, all moving parts, such as swing hangers and bearings, swivels, chains, whirls, springs and flexible components, and all high wear items, such as trolleys, cables, wheels, and bumper stops related to rail and cable ride products.

BUYER'S REMEDY: If any products prove defective or non-conforming under normal use and within the above prescribed warranty periods and restrictions, Buyer may, at its option, have the Little Tikes Commercial in writing at 878 E. Highway 60, Monett, MO 65708 USA. Little Tikes Commercial may elect to repair the product defined at Buyer's site or at Little Tikes Commercial's facility. Buyer shall return products to Little Tikes Commercial unless authorized by Little Tikes Commercial to do so. Authorized returns must be properly packaged and shipped prepaid and insured, at Buyer's expense. Upon verification of warranty coverage, Little Tikes Commercial may elect, in its sole discretion, to repair defective or non-conforming products, or replace them by delivering products of similar functionality free of charge to the site. Little Tikes Commercial's limited warranties do not cover the cost of labor to remove defective or non-conforming part(s), or to install repaired or replacement part(s). By use of these limited warranties, Buyer accepts their terms and limitations, and waives any rights it would otherwise have to claim or assert that such warranties fail of their essential purpose. Buyer agrees that venue for any court action to enforce these limited warranties shall be in Barry or Greene Counties in the State of Missouri.

LIMITATIONS: All warranty periods begin on the date of Little Tikes Commercial's invoice. Repaired and/or replacement part(s) are warranted only for the balance of the original limited warranty period. Warranties extend only to the original Buyer/end user for products purchased from Little Tikes Commercial or a Little Tikes Commercial authorized reseller and are not transferable.

Warranties apply only to Little Tikes Commercial products that are erected and installed in conformance with Little Tikes Commercial's installation instructions, and that are maintained and inspected in conformance with Little Tikes Commercial maintenance and operational instructions.

Warranties specifically do not cover Little Tikes Commercial products:

- for cosmetic damage or flaws occurring under normal use, such as surface scratches, minor chips, hairline cracks, dents, marring, efflorescence, color fade (except for shade fabric as noted above), discoloration, corrosion/foxing, or warping of recycled plastic lumber;
- that have been modified, altered, or repaired by unauthorized third parties;
- that have not been used as designed or intended, or misused;
- to which non-Little Tikes Commercial parts have been added or substituted;
- that have been removed from their original location and re-installed elsewhere;
- or that have been damaged due to excessive wear and tear, vandalism, abnormal use, abuse, negligence, environmental factors (such as wind-blown sand, salt spray, or airborne emissions from industrial sources), extreme weather (such as hail, flooding, lightning, tornados, sandstorms, earthquakes, or wind storms), and acts of God.

Little Tikes Commercial does not warrant that any particular color will be available for any specific period of time, and reserves the right, in its sole discretion, to discontinue any color for any reason.

THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR SELLER'S PRODUCTS, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. SELLER SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT OR USE, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT. IN NO EVENT WILL SELLER BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE OF A DEFECTIVE PRODUCT.

878 E. Highway 60 / Monett, Missouri, USA 65708 / littletikescommercial.com
USA 800-325-8928 CANADA 800-265-9953 INTERNATIONAL +1 417-235-6917

D70165 Rev. B - January 01, 2020

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intertek
Total Quality. Assured.

CERTIFICATE OF REGISTRATION

PlayPower L.T. Farmington, Inc.

Main Site: 878 Highway 60, Monett, Missouri, 65708, United States

Additional Site: 907 East County Road, Monett, Missouri, 65708, United States

This is to certify that the management system has been registered by Intertek as conforming to the requirements of:

ISO 14001:2015

The management system is applicable to:

Main site: Design, manufacture and worldwide shipping of playground and recreation equipment and marine dock systems.

Additional site: Manufacturing of rotary plastic molding.

The validity of this certificate depends on the validity of the Main certificate
#EMS-0033

Certificate Number:
EMS-0033-b

Initial Certification Date:
21 September 2008

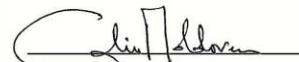
Date of Certification Decision:
01 September 2020

Issuing Date:
01 September 2020

Valid Until:
20 September 2023



Intertek


Calin Moldovean
President, Business Assurance

Intertek Testing Services NA, Inc. dba Intertek
900 Chelmsford Street,
Lowell, MA, USA



Intertek assumes no liability to any party other than the Client, and then only in accordance with the agreed Upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with Intertek's requirements for systems certification. Validity may be confirmed via email at certificate.validation@intertek.com or by scanning the code to the right with a smartphone.

The certificate remains the property of Intertek, to whom it must be returned upon request.

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REQUEST FOR DISCUSSION

Meeting Date	May 5, 2025
Agenda Item	E2
Attachment	
Submitted By	Kelly Nelson Administrative Services Director / Deputy Clerk

Item	Community Garden Rules
Description	<p>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:</p> <p><i>Returning gardeners are given priority. If plots are open, they are assigned on a first come, first served basis with preference given in the following order: 1) Falcon Heights apartment and townhome residents 2) Other Falcon Heights residents 3) Non-Falcon Heights residents.</i></p> <p>Staff previously interpreted that to mean that plots are assigned in the following order:</p> <ul style="list-style-type: none">• 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) <p>At the February 6, 2023 Parks and Recreation Commission meeting, the commission defined how staff should prioritize gardeners to be as such:</p> <ol style="list-style-type: none">1). FH residents without access to land to garden2). FH residents with land access3). Non-FH residents <p>While the Parks and Recreation has updated the criteria in prioritizing those on the wait list, the Community Garden Rules have not been updated since 2017.</p> <p>Commissioners should discuss any updates that may be needed prior to any materials being sent to returning gardeners for the 2026 gardening season.</p>
Budget Impact	N/A

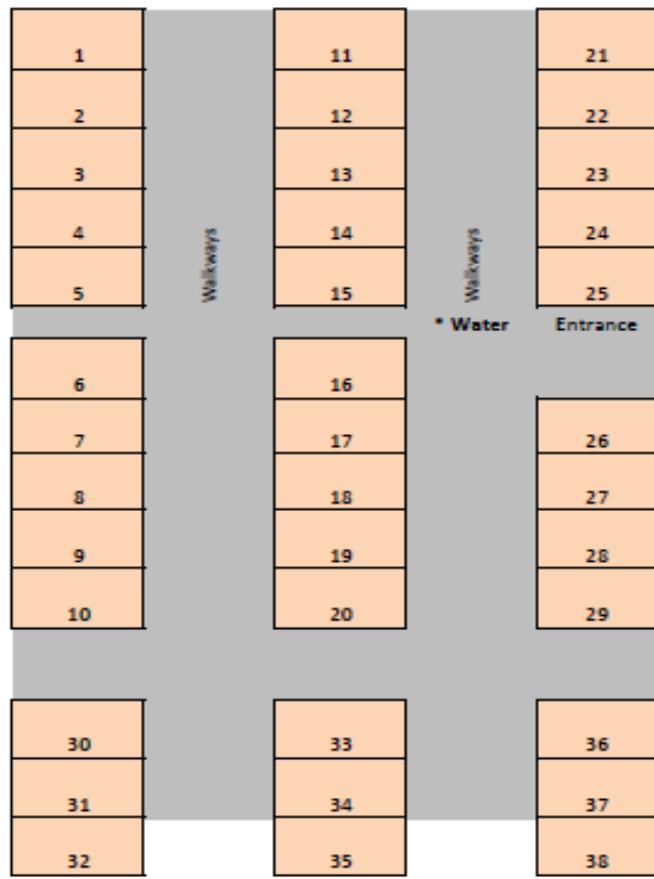
Attachment(s)	<ul style="list-style-type: none">• Current Rules and Regs• Draft Copy of Rules and Regs
Action(s) Requested	Staff recommends reviewing the current Rules and Regs and the proposed Draft Update to make any necessary changes prior to the 2026 gardening season.

Falcon Heights Community Garden

Rules and Regulations

1. Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties at the site will be the responsibility of the individual whose name is assigned to the plot
2. You must tend your plot by May 30th. If the kind of plants you are growing must be planted later, weed your plot as needed before then. You are responsible for your plots for the entire season. Keep it free of weeds and harvested through end of season.
3. Plots that are untended or unweeded by the planting deadline are assumed abandoned and will be forfeited without a refund.
4. Gardeners must maintain plots (including adjacent aisles) throughout the growing season. Gardeners who do not maintain their plots will not be eligible for a plot in the following year. Gardeners will be given 2 week's notice to clean up their plot. After that time, the plot will be re-assigned or tilled in and any produce will be donated to charity.
5. **Attend to your plot while you are away.** If you plan to take a vacation or be absent for longer than a week, make arrangement with other gardeners to look after your plot while you are gone.
6. Gardeners understand that this is a community garden and in order for it to succeed gardener support is needed to maintain the site, manage compost, keep on top of equipment, make signs, deal with wildlife, obtain our donated transplants, plan and execute produce giveaways, help keep site picked up from debris, and plan celebrations.
7. **Gardeners agree to follow organic gardening principles.** I understand only fertilizers allowable under certified organic standards are permitted. I will not use fertilizers, insecticides or weed repellents that will in any way affect other plots, nor any product that is not allowable under certified organic standards.
8. Gardeners agree to keep the garden and garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables. The City of Falcon Heights will maintain the greater property.
9. Diseased and infected plants must be removed from the garden and disposed of properly.
10. Do not plant trees or shrubs. If it's woody and perennial, it's not allowed in your plot.
11. Be respectful, tall crops, spreading crops etc... should be planted to not shade or encroach on another garden.

12. **Don't bring in sand or gravel.** These materials are difficult or impossible to remove later, and the soil is already quite sandy and “well-drained”.
13. Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues and size of plant issues. If you are not able to mitigate issues, please contact City Hall.
14. Gardeners will keep their garden free of garbage and litter.
15. Growing or using illegal substances in the garden will lead to immediate expulsion with no return of plot fee.
16. You are responsible for maintaining half of the ***path*** next to your plot. Paths must be kept clear of weeds, rocks, garden plants and other obstacles. You may use the landscaping cloth covered with wood chips to keep weeds from the path, but you may not use carpeting, roofing material or other non-organic materials on common pathways.
17. Gardeners need to be diligent in shutting the water off after their use. Please refrain from watering your garden with an open-ended hose. The use of a hose nozzle will conserve water and maintain sufficient water pressure for other gardeners. Additionally, if a watering ban is in effect, please comply with regulations.
18. Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing the fence, without permission from the City of Falcon Heights.
19. Gardens must be cleared and cleaned at the end of the growing season. All stakes should be pulled and piled in the designated location and the ground made ready for fall tilling by end of season. **If a garden is abandoned during the year, or the gardener fails to clean up their garden in the fall, no plot will be allocated to that gardener in the following year.**
20. Gardeners will not plant, weed, water or harvest from any other members plot without permission. Similarly, gardeners will only harvest their own crops unless given permission.
21. Children are welcome at the garden when accompanied and fully supervised by an adult.
22. Complaints, policies, and mediations are the responsibility of all gardeners with the City of Falcon Heights having final authority.
23. Respect everyone and their space.



Falcon Heights Community Garden

Friendly Governance

Governing principle: Gardeners understand that this is a community garden and working together, we can grow healthy produce and enjoy gardening. To do so, as a community gardener, we expect the following:

- Gardeners will follow organic gardening principles and not use insecticides or weed killers that may affect their or neighboring plots.
- Be respectful of other gardeners and their spaces and communicate with neighboring gardeners to work out issues of borders, weeds or the size of plots.
- Tall or spreading crops should be planted so as to not shade or encroach on another gardens.
- Gardeners need to be diligent in shutting the water off after their use. Please refrain from watering your garden with an open-ended hose. The use of a hose nozzle will conserve water and maintain sufficient water pressure for other gardeners. Additionally, please comply with city-wide or regional watering regulations.
- Tend your plot by May 30th maintain your plot for the entire season, keeping it free of weeds and harvested. At the end of the season, please clear any remaining weeds and store your stakes and frames neatly.

Please do not:

- Plant woody and perennial plants.
- Bring in sand or gravel, these materials are difficult or impossible to remove later.
- Make permanent changes to the garden, such as adding an underground watering system or changing the fence.
- Plant, weed, or harvest from any other members plot without permission.

Responsibilities of the City of Falcon Heights:

- Maintain the greater property and equipment – garden paths, fencing, hoses and hose nozzles.

Community garden council will do the following:

- Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties at the site will be the responsibility of the individual whose name is assigned to the plot.
- Mitigate disputes or problems that gardeners cannot resolve.
- If a garden is abandoned during the year, or the gardener fails to clean up their garden in the fall, no plot will be allocated to that gardener in the following year.
- Gardeners who do not maintain their plots will not be eligible for a plot in the following year. Gardeners will be given 2 week's notice to clean up their plot. After that time, the plot will be re-assigned or tilled in and any produce will be donated to charity

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REQUEST FOR DISCUSSION

Meeting Date	May 5, 2025
Agenda Item	E3
Attachment	Activities Scholarships Program - 2025 Program Guidelines and Eligibility
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Programming Discussion – Scholarship Update and City Events
Description	<p>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. Hiring part-time staff for just six weeks of summer programming has also been a challenge.</p> <p>The Parks and Rec Commission has 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. During the February 3, 2025, Parks and Recreation Commission meeting, there was support for the idea that the city could pay a portion of Falcon Heights residents' enrollment fees.</p> <p>The programming scholarship idea was brought to the City Council Workshop meeting on February 5, 2025 and was supported by them. Staff was directed to offer a \$25 voucher towards partner programs and to finalize the reimbursement criteria in time to include in the mailed biannual newsletter to residents by March 1.</p> <p>The Scholarships Program has been live since late February, and residents may submit reimbursement requests for classes enrolled in from January 1 through August 1, 2025. Program Guidelines and Eligibility are attached.</p> <p>During the April 7, 2025 Parks Commission meeting, commissioners had asked for an update on how the Scholarship Program has been received by residents and this is an opportunity to now discuss the program after it has been offered for a few months.</p> <p>This is also an opportunity for Staff to provide updates about upcoming City Events and allow further discussion of commissioners.</p>

Budget Impact	N/A
Attachment(s)	City of Falcon Heights Activities Scholarships Program – 2025 Program Guidelines and Eligibility
Action(s) Requested	No action is required. This is an opportunity for Parks and Rec Commissioners to receive an update on the Scholarships Program and upcoming City Events and to discuss.

City of Falcon Heights Activities Scholarships Program - 2025

The City of Falcon Heights is committed to promoting community engagement and active participation in recreational activities for our youth. The Activities Scholarships Program provides financial assistance to encourage Falcon Heights youth residents to enroll in activity programs offered by approved institutions in Falcon Heights and neighboring communities. As the City of Falcon Height's program offerings are limited in 2025, we want to encourage youth to stay active and engaged. To encourage this youth participation in activities this Spring/Summer, the City is offering a reimbursement of up to \$25 per household to support children ages 4 to 17 attending camps, enrolling in arts or sports activities, taking swimming lessons and more.

Program Guidelines & Eligibility:

1. Resident Requirement:

- Applicants must be permanent residents of Falcon Heights, MN, at the time of application and throughout the program duration.
- Eligible participants must be between the ages of 4 through 17.
- Residency verification is required for each application cycle.

2. Reimbursement Amount:

- A maximum reimbursement credit of \$25 per household will be provided.
- Reimbursement applies only to paid class enrollments occurring between January 1 and August 1, 2025.
 - Reimbursement is issued in the form of a check mailed to the applicant's registered address.
 - Funds are available on a first-come, first-served basis until program funds are exhausted.

3. Class Eligibility:

- The class registration fee must be a minimum of \$25 to qualify for reimbursement.
- Reimbursement is available for activities provided by the following approved institutions:

- ♣ Bell Museum
- ♣ Gibbs Farm
- ♣ City of Roseville
- ♣ City of Lauderdale

- ♣ City of St. Paul
- ♣ City of Falcon Heights
- ♣ University of Minnesota
- ♣ Roseville School District 623

- Eligible activities include educational programs, youth sports, arts and cultural classes, science and nature workshops, and other structured enrichment programs.
- Programs must provide structured instruction over multiple sessions; single-session or drop-in activities are not eligible.

4. Required Documentation:

- Proof of Falcon Heights residency (such as a utility bill, lease agreement, or valid ID).
- Proof of paid registration (such as a receipt or confirmation from the activity provider) clearly indicating the amount paid, participant's name, and activity dates.

Exclusions: The following activities are not eligible for reimbursement under this program:

- Adult sports (ages 18+)
- Drop-in or single-session classes
- Facility rentals
- Birthday parties
- Forestry services
- Greens fees or golf lessons
- Individual instruction
- Camps or overnight programs
- Activities conducted outside of the approved institutions list
- Any other activities as determined by City Staff

Application & Processing:

- Applicants must submit a completed [reimbursement request form](#) along with required documentation via email or mail to the City of Falcon Heights Parks and Recreation Department.
- Eligibility for reimbursement will be determined within 10 business days of submission.
- If approved, please allow 4-6 weeks for payment processing and mailing.
- Incomplete applications or missing documentation may delay processing or result in denial of reimbursement.

For additional information, application forms, or assistance, please contact the City of Falcon Heights at (651) 792-7600 or online at www.falconheights.org