

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

AGENDA
August 3, 2026 at 6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL:
Tom Faust (Vice-Chair) _____Katie Merriam _____Kia Moua _____
Robert Haight_____ Jerry Buckridge_____Naomi Loud - Heinsch_____Chuck Long_____

COUNCIL LIAISON:
Randy Gustafson _____

STAFF PRESENT:
Kelly Nelson_____
- C. PRESENTATION:
- D. APPROVAL OF MINUTES:
1. July 9, 2026 – Parks and Recreation Commission Special Meeting Minutes
- E. AGENDA:
1. Finalize Park Facility Rental Policy
2. Finalize Community Park Donation Discussion
3. Vision of Future Park at Les Bolstad Development
- F. INFORMATION/ANNOUNCEMENT
- G. ADJOURNMENT:

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

MINUTES
July 9, 2026

A. CALL TO ORDER: 6:31 PM

ROLL CALL:

VACANT _____ Tom Faust (Vice-Chair) X Katie Merriam X
Robert Haight X Jerry Buckridge X Naomi Loud - Heinsch ea Chuck Long X

COUNCIL LIAISON:

Randy Gustafson X

STAFF PRESENT:

Kelly Nelson X

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. May 4, 2026 – Parks and Recreation Commission Meeting Minutes

Buckridge motioned to approve the minutes; approved 5-0

E. AGENDA:

1. 2026 Park Audit Findings and 2027 Budget Planning

Haight suggested purchasing a bike rack at Curtiss Field, and commissioners added that The Grove would also benefit from having one.

Faust recommended a privacy screen be installed surrounding the portable restrooms at both Curtiss Field and The Grove.

Buckridge mentioned a lack of trash cans near the BBQ areas in all parks.

Nelson stated that food scrap/recycling/trash systems are borrowed from Ramsey County for events and Callahan thought Public Works could construct something or the city should purchase a set.

Long highlighted the basketball court at Community Park is in need of resurfacing.

Nelson mentioned that all park signage needs to be updated, both to include the establishment of some newer park rules (no cannabis/vaping, for example), and to update the city logo with the current one.

Faust pointed out that the picnic shelter nearest the existing playground at Community Park is rusting a bit and due to be sandblasted and painted.

Nelson will ask next steps regarding Phase II of construction at Community Park and how best to budget for the resurfacing of the basketball court.

2. 2026/2027 Ice Rink Discussion

Public Works Director, Colin Callahan, explained the maintenance challenges of using an ice rink liner due to tanks underground, which prevent flooding and overflow of water at Curtiss Field. The tanks may impede water from freezing evenly. And, the liner must have snow cleared in a more delicate fashion to prevent tearing it. In addition, the liner cannot be reused, so there is an environmental and financial aspect to consider.

Faust wondered if there is a way to reduce the effort for the same payoff.

Callahan felt “we’re there” by removing the liner.

Long wondered if the rinks were worth doing since we had just seven days of skating in 2025, for example.

Haight motioned to move away from using a liner under the ice in the upcoming season; approved 5-0

3. Park Facility Policy

Long states that we are unsure what our demand for park facility reservations will be and suggests keeping our refund policy as is (based upon whether more/less than 14 days from event).

Gustafson suggested adding a sign to the splash pad area with rules.

Haight is concerned that there are a lot of things that cannot be done, which may deter birthday parties.

Nelson will take feedback, look at a few more examples of park rental rules, and bring a revised draft to the August meeting.

4. Exercise Circuit Equipment

Nelson brought exercise circuit equipment other Minnesota cities had recently installed as a price and vendor comparison.

Buckridge shared that the current exercise circuits are from Par Course Fit Circuit and require less maintenance than some of the examples shown.

Merriam talked about current exercise equipment usage observed at Community Park and what is used more heavily.

Long wanted more information as to what the equipment does rather than bringing more designs.

Haight wondered if we could poll users as to what they want.

Commissioners directed Nelson to identify a couple of vendors in Sourcewell to seek proposals from for \$40K in equipment and bring to a future meeting.

Information/Announcement

Haight requested a Les Bolstad Community Advisory Committee (CAC) update from Loud-Heinsch at the August meeting, and the initial discussion of a park/playground for the future development.

G. ADJOURNMENT: 9:25 P.M.

Long motioned to adjourn the meeting;
Approved 5-0

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REQUEST FOR ACTION

Meeting Date	August 3, 2026
Agenda Item	E1
Attachment	Park Facility Policy
Submitted By	Kelly Nelson, Deputy Clerk / Admin. Services Director

Item	Park Facility Rental Policy
Description	As the City looks ahead to taking reservations for its newest picnic shelter and kitchenette area located at Community Park, a formal Park Facility Policy should be drafted so that facility/park rules are clearly stated for all picnic areas available to rent and the expectations from those renting the spaces are made clear. The Parks Commission reviewed the first draft during their July 9, 2026 meeting and proposed revisions. The Commission should review the revisions to develop a final rental policy.
Budget Impact	TBD
Attachment(s)	Park Facility Policy (edits; final draft)
Action(s) Requested	Staff recommends that commission members provide feedback on the updated draft version of a Park Facility Policy in order to finalize it.



FALCON HEIGHTS PARK FACILITY RENTAL POLICIES AND FAQs

~~Please review date & time indicated on permit for accuracy. Use of the facility is limited to rental time indicated on permit. Any items placed in facilities before rental time or left following reservation will be removed & discarded.~~

Rental Policies

- No driving is allowed on park pathways, turf and trails.
- No glass containers allowed.
- No alcohol, tobacco, cannabis & vaping products are allowed anywhere in the parks, including the parking lot.
- No inflatable jumpers, rock-climbing walls, trampolines, etc. without obtaining City permission and a COI listing the City of Falcon Heights as an insured and providing a copy to the City prior to the event.
- No bonfires.
- No fireworks.
- No staked tents without prior permission.
- No sitting or standing on picnic tables.
- No for-profit food sales from the concessions building without prior permission
- No glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium-filled balloons, water balloons, and/or piñatas are ~~allowed in the park building, splash pad, or in picnic areas.~~ This includes any balloon containing confetti, etc.
- **Only painters tape may be used to affix items.** No scotch/masking/duct tape, push pins, putty or thumbtacks.
- Facility use limited to specific reservation times listed on rental permit. This includes all setup and cleanup.
- ~~With respect to the park neighbors, we do not allow amplified music in the picnic shelters.~~ **No amplified sound (bands, DJ equipment, and megaphones) allowed, and/or radios, musical instruments, or other devices that create a level or intensity of noise that create a disturbance of other park users and neighbors.**
- Falcon Heights parks are CLOSED 10:00pm to 9:00am.
- Animals (other than service dogs) are not allowed in facilities unless explicitly approved on the rental permit.
- **The splash pad and playgrounds may not be reserved.**
- **No personal grills allowed; charcoal grills available for use on-site. You must supply your own tools and charcoal.**

Liability: Permit holder must be on-site for the entire duration of the rental event. They are responsible for all conduct of event attendees. This includes any damage, loss, breakage, or rule violations as a result of attendees' conduct.

Rental Permit Holder is responsible for completing the following before the end of the reservation time:

- Place all garbage & recycling in provided containers.
- Wipe down all tables ~~and chairs used; notify facility staff of any major spills.~~ If any tables were moved during your rental, return them to their original setup.
- Remove all items not belonging to the facility by the end of scheduled rental time

Specific to Community Park Picnic Pavilion with Kitchenette, the above rules, plus the following:

- Clean kitchenette: counters, sink, microwave, and refrigerator/freezer.
- Sweep and mop floors in kitchenette.

Refund Policy

- Rental party may only have access to the facility during the time listed on rental permit.
- The rental fee (and deposit, if applicable) are due at the time of the reservation.
- Refund, minus \$10 administrative fee issued on cancellations made **46 14 or more days** prior to scheduled reservation.
- ~~50% refund issued for cancellations made 30-45 days prior to scheduled reservation.~~
- No refund issued for cancellations made **29 13 or fewer days** prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow)



- If the facility is left in a disorderly fashion and/or police must respond to your event due to a violation of the rental policy, this may result in the loss of your damage deposit and your loss of rental privileges in the future.

IF THERE IS AN EMERGENCY DURING YOUR RESERVATION PLEASE CALL 911

The City of Falcon Heights | 2770 Larpentour Ave. W., Falcon Heights, MN 55113 | 651 - 792 - 7600 | falconheightsmn.gov



FAQs

Specific to the Community Park Picnic Pavilion with Kitchenette:

- **How will I get into the rental space?** A: We provide a keycode to access the building prior to your reservation.
- **Can I get into the facility early to set up or decorate?** A: No, all set up and clean up must occur during the rental time. Given the popularity of the facilities and the demand for our staff, we cannot have groups show up early or stay beyond their agreed upon rental time. Please be sure to start your clean up early enough so it is finished by the end of your rental. Any items placed in facilities before rental time or left following reservation will be removed & discarded.

What do I have to do before I leave? A: At the end of the rental you will need to spray & wipe down the tables, chairs, and kitchenette counters, sweep around the tables & chairs, and also remove & tie garbage bags. In addition, if there are any large messes on the floors we ask that you clean them up. Any group that leaves a big enough mess at the end of their rental may have

additional cleanup charges applied. Remove all of your belongings from the space.

Do you provide tablecloths or coverings, and what are the dimensions of the tables? A: We do not provide table cloths or coverings for the tables; bring your own if desired. Our picnic tables are 8ft. long.

Do you allow alcohol in the picnic pavilions? A: We do not allow alcohol, tobacco, cannabis, or vaping products in the park pavilions, kitchenette, park grounds, or parking lot at any time. Violations will result in loss of your deposit.

What is provided in the kitchenette? A: Each kitchenette has an upright fridge/freezer, microwave, sink, countertops, and coffee percolator (makes 40 cups using course grounds; filter not needed).

Are there grills in the park? A: We do not have grills in the parks where park buildings are located. Renters may bring their own grill; however, ALL ashes, charcoal, and burning materials must be taken out of the park for disposal.

What do you provide for technology? A: Free WiFi is available (shown as CityGuest). **Can I drive on the path to drop off items**

or guests? A: We have a strict policy and do not allow any motorized vehicle on our paths, turf, or trails, as it is a safety issue.

Do I also get exclusive access to the playground, patio, or any fields? A: When renting the park building, you only get exclusive access to the kitchenette and attached picnic shelter. The restrooms, parking lot, and the park are all open to the public.

~~**Can we tip the staff member?** A: Our employees cannot accept monetary tips. However, food and beverages are allowed.~~

What do you have for parking at Community Park? 24 stalls + 2 handicap stalls + street parking on north side of Roseawn

What number can I call if there is a critical issue during non-business hours? A: If an issue comes up and on-site staff is not available, please reach out to Falcon Heights Public Works at 651-321-4012. Leave a detailed message and someone will get back to you shortly.

- **Looking for more information or want to make a reservation? Click here:**



FALCON HEIGHTS PARK FACILITY RENTAL POLICIES AND FAQs

Rental Policies

- No driving is allowed on park pathways, turf, and trails.
- No glass containers allowed.
- No alcohol, tobacco, cannabis & vaping products are allowed anywhere in the parks, including the parking lot.
- No inflatable jumpers, rock-climbing walls, trampolines, etc. without obtaining City permission and a COI listing the City of Falcon Heights as an insured and providing a copy to the City before the event.
- No bonfires.
- No fireworks.
- No staked tents without prior permission.
- No sitting or standing on top of picnic tables.
- No for-profit food sales from the concessions building without prior permission.
- No glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium-filled balloons, water balloons, and/or piñatas are allowed. This includes any balloon containing confetti, etc.
- **Only painters tape may be used to affix items.** No scotch/masking/duct tape, push pins, putty or thumbtacks.
- Facility use limited to specific reservation times listed on rental permit. This includes all setup and cleanup.
- No amplified sound (bands, DJ equipment, and megaphones) allowed, and/or radios, musical instruments, or other devices that create a level or intensity of noise that creates a disturbance of other park users and neighbors.
- Falcon Heights parks are CLOSED 10:00 P.M. to 9:00 A.M.
- Animals (other than service dogs) are not allowed in facilities unless explicitly approved on the rental permit.
- The splash pad and playgrounds may not be reserved.
- No personal grills are allowed; charcoal grills are available onsite for use on-site. You must supply your own tools and charcoal.

Liability: The individual or organization making this reservation must remain on-site for the entire duration of the event. They are fully responsible for their own conduct, the conduct of all attendees, and for ensuring compliance with all facility policies. This includes assuming full financial and personal responsibility for any damage, loss, breakage, or rule violations caused by themselves or their attendees.

Rental Permit Holder is responsible for completing the following before the end of the reservation time:

- Place all garbage & recycling in provided containers.
- Wipe down all tables used. If any tables were moved during your rental, return them to their original setup.
- Remove all items not belonging to the facility by the end of scheduled rental time. Any items placed in facilities before rental time or left following a reservation will be removed and discarded.

Specific to Community Park Main Picnic Pavilion with Kitchenette, the above rules, plus the following apply:

- Clean kitchenette: wipe down counters, sink, microwave, and refrigerator/freezer.
- Sweep and mop floors in kitchenette.

Refund Policy

- Rental party may only have access to the facility during the time listed on rental permit.
- The rental fee (and deposit, if applicable) are due at the time of the reservation.
- Refund, minus \$25 administrative fee issued on cancellations made **14 or more days** prior to scheduled reservation.
- No refund issued for cancellations made **13 or fewer days** prior to scheduled reservation.
- Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow)
- If the facility is left in a disorderly fashion and/or police must respond to your event due to a violation of the rental policy, this may result in the loss of your damage deposit and your loss of rental privileges in the future.



FAQs

FAQs Which Apply to ALL Picnic Rentals, Including the Community Park Main Picnic Pavilion with Kitchenette:

- **Can I arrive early to set up or decorate?** A: No, all set up and clean up must occur during the rental time. Given the popularity of the rental facilities, we cannot have groups show up early or stay beyond their agreed-upon rental time. Please begin cleaning up early enough so that it is finished by the end of your rental.
- **Are there grills in the parks?** A: There are charcoal grills in all parks next to each picnic shelter/picnic area. Renters must bring their own grill tools and charcoal; leave used charcoal and ashes in the grill to cool, and Public Works will dispose of them later.
- **Do you allow alcohol?** A: We do not allow alcohol, tobacco, cannabis, or vaping products anywhere in the parks, including the parking lots, at any time. Violations will result in loss of your deposit.
- **Can I drive on the path to drop off items or guests?** A: We have a strict policy and do not allow any motorized vehicles on our paths, turf, or trails, as it is a safety issue.
- **Do I also get exclusive access to the parking lots, playgrounds, splash pads, or restrooms?** A: When renting a picnic area, you only receive exclusive access to the picnic area (and kitchenette, specific to Community Park main picnic shelter reservation). The parking lots, playgrounds, splash pad, restrooms, and parks are all open to the public.
- **What number can I call if there is a critical issue during non-business hours?** A: If an issue comes up, please reach out to Falcon Heights Public Works at 651-321-4012. Leave a detailed message, and someone will get back to you shortly.

• **IF THERE IS AN EMERGENCY DURING YOUR RESERVATION, PLEASE CALL 911**

Specific to the Community Park Main Picnic Pavilion with Kitchenette:

- **How will I get into the rental space?** A: We provide a keycode to access the building prior to your reservation.
- **What do I have to do before I leave?** A: At the end of the rental, you will need to spray & wipe down the kitchenette counters, sweep and mop the kitchenette, and either put all garbage in trash containers or remove it from the park if it will not fit within the garbage cans. Any group that leaves a big enough mess at the end of their rental may have additional cleanup charges applied. Remove all of your belongings from the space. Items left behind will be discarded.
- **Do you provide tablecloths or coverings, and what are the dimensions of the tables?** A: We do not provide tablecloths or coverings for the tables; bring your own if desired. Our picnic tables are 8' long.
- **What is provided in the kitchenette?** A: The kitchenette has an upright fridge/freezer, microwave, sink, countertops, and coffee percolator (makes 40 cups using coarse grounds; filter not needed).
- **What do you provide for technology?** A: Free Wi-Fi is available (shown as CityGuest).
- **What do you have for parking at Community Park?** 24 stalls + 2 handicap stalls + street parking on north side of Roselawn Avenue West. All parking is free.

Looking for more information or want to make a reservation? Click here: INSERT QR CODE AND LINK

The City of Falcon Heights reserves the right to refuse any rental where proposed activities within the facility may be unsafe, illegal, detrimental to citizens, or inconsistent with City policy & practices. It is understood that the renter/user of Falcon Heights community facilities at all times indemnify, defend & hold harmless the City of Falcon Heights, Minnesota, its officers, employees & contractors from & against any & all claims, damages, losses & expenses of whatever nature, including attorney fees, in any manner connected with, related to, or as a result of any actions or inactions associated with the usage or rental of Falcon Heights facilities.

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REQUEST FOR ACTION

Meeting Date	August 3, 2026
Agenda Item	E2
Attachment	See Below
Submitted By	Kelly Nelson, Administrative Services Director / Deputy Clerk

Item	Future Community Park Improvements and Friends of the Park Donation Discussion
Description	During the May 4, 2026 Parks and Recreation Commission meeting and at the recommendation of Commission Vice Chair Faust, the commission brainstormed park donations, both in general and as a means to present ideas to the Lions Club, which annually donates money to the Friends of the Park fund after the conclusion of their holiday tree sales, and who have also verbally committed a donation for Community Park. Commissioners initially supported presenting the idea of replacing the workout circuit around the perimeter of Community Park to the Lions to gauge initial feedback. Then, during the July 9, 2026 meeting, as Commissioners shared their audit findings, the overall consensus was that the basketball court is in a further state of disrepair than the workout circuit and should be prioritized. Furthermore, some Commissioners favored redoing the exercise equipment so that it was all installed in one central area. Staff was directed to obtain quotes for exercise equipment, but no final decision was made as to what project the Commission favored. Continuing the conversation from July 9, Commissioners are asked to discuss whether they favor repaving the basketball court and earmarking the donation for that project. If the basketball court project is favored before replacement of workout equipment, then Staff will obtain actual pricing to resurface it. The City can budget to help cover the difference, and additional fundraising may also be done to offset the difference. The project could be slated for spring 2027, as weather allows.
Budget Impact	TBD
Attachment(s)	
Action(s) Requested	Staff encourages commission members to discuss whether the basketball court is the greatest priority for replacement so that vendor quotes can be obtained.

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REQUEST FOR ACTION

Meeting Date	August 3, 2026
Agenda Item	E3
Attachment	
Submitted By	Kelly Nelson, Deputy Clerk / Admin. Services Director

Item	Vision of Future Park at Les Bolstad Development
Description	As the City looks ahead to the development of the Les Bolstad Golf Course site, the Commission should begin to outline their basic vision, goals, priorities and wants so that they may be conveyed to the Community Advisory Committee (CAC) when holding a future meeting to discuss the parks with the developer. Because the development itself is not finalized and many variables are still unknown (i.e. the location, size, and quantity of the devoted parkland with the parcel), this is a high-level discussion to become more fine-tuned as time passes.
Budget Impact	TBD
Attachment(s)	Parcel Map
Action(s) Requested	Staff recommends that commission members discuss and identify their vision for the future parkland within the Les Bolstad development.