

Minutes

City of Falcon Heights, Park and Recreation Commission Meeting
December 13, 2010
6:30PM
City Hall

Meeting Chair: TBD

Minutes By: Michelle Tesser

Present members: Gary Kwong, Melissa Weber-Sanders, Serena Jones-White, Annie Green, Matthew Waite,

Youth member: Luke Mielke

Staff: Michelle Tesser

Council Liaison: Keith Gosline

Absent: Lonetta Hanson, Tim Pittman

1. Meeting called to order 6:30 PM

2. Approval of minutes October 11, 2010

Melissa Weber-Sanders requested a minor change to the minutes. The order of the projects listed on item 5 should not be categorically numbered and suggested bullet points in place. The minutes have been amended.

3. Staff Report

a. Winter Programs- Michelle Tesser

Increasing non-resident fees by \$7.00 for athletics and summer programs.

(Youth art classes and events exempt from increase)

Recently, the Council made comments regarding the significant rise in non-resident registrations in 2010. They feel that our programs are undervalued. Michelle reviewed this matter further. During the comparable study, surrounding cities were found to charge \$8-\$10 for non resident fees when compared to resident fees (Roseville \$8-\$12, New Brighton \$10, Maplewood

\$10). The increase of \$7 for non-resident fees for athletics and summer programs will take effect in January.

Raising program fees

Michelle was asked by council to look at increasing our summer discovery playground fee. Because many of the spring/summer program fees are not readable accessible yet we will have to wait until March-April to compare our fees with other cities. Seasonally, I will look at similar programs and reevaluate our program fees.

Update on winter programs

Winter TKD is going very well. In November added a Thursday's class for intermediate-advanced. Yoga has stable numbers 10 participates on Saturday 5 participate on Thursday.

b. Winter Events- Michelle Tesser

Skating in the Park- January 17th (no school) 10am-2pm, Curtiss Field
This event's purpose is to target small children just learning how to skate and get them familiar and comfortable with our ice rink so they can come and skate throughout their childhood and teenage years. There are two warming house attendants scheduled to work. They will be visible and will give skating instructions to small children if needed. Free hot chocolate will be available in the warming house.

Winterfest- January 30th 1pm-4pm, Community Park

- Flyers posted around town, businesses, facebook, twitter, posted in Bugle/Roseville Review, banner is up at Community Park
- Confirmed horse drawn hayride
- Confirmed MN Youth Ski associations' donation of skies and volunteers from Roseville Ski Club
- Still looking for some type of musician (volunteer or small stipend) last accordion player was \$350 which is too expensive.
- We will be collecting non perishable food at all events
- New activities (bean bag toss and painting snow with food coloring water)
- Menu is : hot cider/cinnamon, hot cocoa, s'mores, choc chip/sugar cookies

c. Ice Rink/Warming House- Michelle Tesser

Warming house hours are from Dec 23-Feb 20. Hours are displayed on the warming house and website. Four attendants have been hired. Staff schedules have been prepared. Staff meeting will be December 27th. Weather hotline has been updated.

d. Public Works update

The public works crew has been plowing, shoveling snow, flooding ice rinks, providing routine maintenance to equipment/vehicles, removing branches from right of way due.

4. Volunteer needed for Winterfest event, January 30th 1pm-4pm

Due to budget constraints, we are unable to hire staff for this event so we are dependent on volunteers. A sign-up sheet was passed around at the commission meeting. If you are able to volunteer and have not signed up, please contact Michelle. Your help is very appreciated!

5. Appoint New Chair for Parks Commissioner

Because of Annie Green's term expiring, the commission will need to nominate a new Chair. This was discussed briefly with the commission. This topic will be revisited at the next commission meeting.

6. Commission's prioritized needs assessment list results

The commission was asked to consider all areas of improvement in the parks. As homework, commissioners were asked to visit and write down improvements including practical uses and facilities. Each commissioner submitted a priority list.

The council reviewed the list and agreed to put money towards a total reconstruct of the Community Park tennis court.

Tennis Court total construct cost is \$120-\$130k
Falcon Heights would be responsible \$70-80k
USTA grant will pay \$50,000. USTA currently looking over our past information submitted and will let me know the next step.

List of Improvements

- New lighting poles- CP and CF
- Backstop chain link – CP
- Benches – CP
- Exercise stations updated- CP
- Reconcrete around park building- CP
- Fill sandbox- CP
- Replace swing chains- CP
- Replace springy seats- CP
- New flooring in building- CP
- Adjustable basketball hoops- CP
- Buy a popcorn machine
- Horseshoe course at a park
- Amphitheatre at a park
- Sculpture garden at a park
- Water splash pad- CP
- Soccer team/spectator benches

- Van for participant travel (kids field trips, sports-competition with other cities, use of other parks facilities, to and from parks CP, CF, FHE, L)
- New Tennis Courts (including fence, lighting poles, tennis bang board)

(CP- Community Park, CF- Curtiss Field, FHE- Falcon Heights Elementary, L- Lauderdale)

7. Parks Comp Plan Update

Michelle is currently working on expanding the Parks Comprehensive plan. Some areas of expansion are:

- Editing assets of park to accurately represent amenities
- Adding recreation programming budget section
- Adding recreation programs portion: current programs, future needs/changes
- Adding events description
- Adding to the parks and city hall rental fee section to reflect new policies and fee changes
- Adding needs assessment results to our 5 year plan/future improvement section.
- Adding capital improvements plan
- Adding additional maps

Copy of the revised Comp plan will be provided when changes are complete. There will be an opportunity for feedback. Target for completion is March of 2011.

8. New Business

A. Changes to Park Shelter Reservation

- Fees were revised for the 2011 fee schedule that was approved by council in December. Commissioners were provided the 2011 fee schedule

B. New first aid kits for park buildings were purchased

C. New construction of park sign

A new park sign is being constructed by PW dept. The sign will be put up by the tennis courts. The sign made from cedar and plexy glass will display a map of the Parks system, flyers of events, parks and rec news will be advertised. There will also be three slots for recreation program guides, newsletters, brochures and maps.

D. Michelle is currently working on revising the Parks and Recreation website. Revisions should be in place before spring/summer registrations begin. More details to come.

E. Donation letters to businesses went out the 1st week of December.

9. Adjournment – Adjourned at 8:00m

Minutes respectfully submitted by Michelle Tesser. If there are any corrections or additions, please contact Michelle Tesser by phone at 651-792-7617 or by email at Michelle.tesser@falconheights.org