

# Minutes

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City of Falcon Heights, Park and Recreation Commission Meeting  
February 16, 2011  
6:30PM  
City Hall

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*Meeting Chair:* Melissa Weber-Sanders (absent)

*Minutes By:* Michelle Tesser

*Present members:* Serena Jones-White, Matthew Waite, Lonetta Hanson

*Youth member:* Luke Mielke

*Staff:* Michelle Tesser

*Council Liaison:* Keith Gosline

**1. Meeting called to order 6:30 PM**

**2. Approval of Minutes December 12, 2010**

Motioned by Jones-White and seconded by Mielke. The commission unanimously approved the minutes.

**3. Staff Report**

**a. Winter Events- Michelle Tesser**

Skating in the Park was unexpectedly a wonderful turnout. The weather was perfect for ice skating. Our warming house attendants take a tally of visitors every day. During the event, tallies indicated 80 visitors. We offered free hot chocolate and Jimmy John's surprised everyone with sandwiches at 11:30am. The department received a lot of compliments on the event so staff is definitely going to do it again next year. If you are interested, pictures are up on Facebook.

Winterfest went smoothly. We received \$329.00. Total cost of the event was approximately \$1,100. The park was very busy with the different activities available. The two new activities snow painting and snowball toss went over well with the children. Two of our contracted recreation instructors volunteered at the games and crafts which increased their TKD and art

program registrations. We had only one hiccup, at the Falcon Hunt, a 8 year old found the falcon and a 12 year old took the falcon from a the 8 year old. The 12 year old claimed it was a tie. A third party child collaborated the 8 year old's story. And since the 12 year old won last year, staff made the decision to award to \$50 gift certificate to the 8 year old. The issue was resolved with no complaints. Next year, staff will chaperone the area children are digging for the falcon to deter any aggressive behaviors. Thank you to commissioners: Melissa, Lonetta and Keith for volunteering at the event.

**b. Ice Rink/Warming House- Michelle Tesser**

The ice rinks and Curtiss Field warming house is closed for the season due to the nice weather. Warming house staff have been contacted. The commission discussed the lack of use of the Grove Park pleasure rink. Tim Pittman has observed little to no ice activity. The commission discussed not flooding the Grove Park rink next year. This would save 3,000 gallons of water, \$300-\$400 dollars. This action will be reviewed in the fall of 2011.

**c. Public Works update**

Staff is looking at purchasing new equipment: truck, skid loader, riding lawn mower. Staff is also snow plowing and working on small projects for city hall and other facilities.

**4. Summer/Spring Program Guide**

Staff reviewed the 2011 Spring/Summer Program Guide. The commission was pleased with the new programs. Online registration starts March 1<sup>st</sup>! The program guide was approved for print and will go into the city's spring newsletter. Commission members inquired about summer recreation staffing. Tesser has been receiving applications for the recreation leader positions and summer recreation coordinator position. Hiring will take place in April. Most of the past recreation leaders expressed interest in retuning this summer.

**5. Tennis Courts, USTA grant update**

Tesser has been in contacted with Becky Cantellano, the USTA Northern Director. She recommended Falcon Heights apply for the Adopt A Court grant that entails the same grant criteria as the national grant Tesser has applied for. Therefore, last week Tesser sent out an RFP to engineering firms for plan development and design of a complete demolition and rebuild of our two tennis courts. Our RFP was sent out via email to 10 engineering firms, four of which were recommended by USTA. Four firms have contacted me with interest and additional questions. Our progressive schedule is:

February 22nd      Design proposals due

February 23rd      Design firm selected

March 18th          Final design plans due

April 22nd (on or around)	Construction bids due
April 27th	Tentative date for city council contractor selection
August 15th	Tentative construction start date

## 6. **New Business**

### 1. New construction of park sign

A new park sign is being constructed by PW dept for Curtiss Field and Community Park. The signs are made from cedar and plexy glass will display a map of the Parks system, flyers of events, parks and rec news will be advertised.

2. Field rentals request were received from NSSA. Tesser sent out the new fee schedule and application to other field coordinators of associations in early February.

3. Website revisions were finalized for easier navigation.

4. The city's facebook name has been changed from Falcon Heights Parks and Recreation to City of Falcon Heights, please become a member of the city's webpage.

## 7. **Adjournment** – Adjourned at 8:00pm

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](mailto:Michelle.tesser@falconheights.org)