

Minutes

City of Falcon Heights, Park and Recreation Commission Meeting
October 11, 2011
6:30PM
City Hall

Meeting Chair: Melissa Weber-Sanders

Minutes By: Michelle Tesser

Present members: Serena Jones-White (absent), Matthew Waite, Lonetta Hanson, Tom Keene

Youth member: Luke Mielke

Staff: Michelle Tesser, Tim Pittman

Council Liaison: Keith Gosline (absent)

1. Meeting called to order 7:06 PM

- 2. Approval of Minutes September 12, 2011**
Minutes were unanimously approved. Sanders/Hanson

3. Fire Dept Open House Review

Expenses

popcorn machine: includes machine/popcorn/bags (used 16)	\$92.97
Water /Juice	\$10.00
Candy (free)	\$6.00
Face Painting \$9.25 (3 hrs)	\$27.75
Total:	\$136.72

Revenue

Popcorn/Water/Juice sales	\$109.00
---------------------------	-----------------

Total Loss: \$27.72

Est people 200

Tesser discussed the success of the Fire Department Open House. Tesser showed past itemized Event expenses and revenues to show that a revenue of \$109.00 for the open house was the best it's been since 2007.

4. Tennis Court, USTA grant update

The Community Park tennis court is complete. Nets will be up by Friday, October 14th. The ceremonial opening of the tennis court will be scheduled in May, this is requirement of the USTA grant. Tesser plans on organizing a fun family tennis tournament on the ceremonial day. Tesser will advertise in the spring newsletter.

5. Rink Study Results

Hours of Rink Dec 23-February 20th weather permitting

Hours change

- Weekdays 4-9pm Now 4-8pm
- Weekends
 - Saturdays 10am-9pm Now- Saturday 12pm-8pm
 - Sundays 12pm-9pm Now- Sundays 12pm-8pm
- Holidays
 - Christmas Eve 11am-4pm
Now- Christmas Eve 12pm-4pm
 - Closed on Christmas Day
 - New Years Eve 11am-4pm (compared last 4 years)
Now- New Years Eve Closed
 - New Years Day 11am-9pm
Now- New Years Day 12pm-8pm
 - Winter Break was 10am-9:00pm
Now - Winter Break 2:00pm-8:00pm
 - Martin Luther King Skating in Park 10am-8:00pm

6. Analysis and Review of 2011 rec program data

Tesser revealed the statistics and graphs of the 2011 data including 13 charts and the 2010-2011 map of participants' residents.

7. Budget Review

Tesser showed the commission her program fee spreadsheet. The analysis assists her in figuring out what amount she should charge for her program fees. The analysis takes into consideration expenses such as staff, supplies and equipment of each program and allows her to estimate the enrollment

needed in order to have a revenue generating program. Tesser also showed the commission her 2011 budget spreadsheet for each season. The spreadsheet keeps track of her revenue and expenses for each program. She demonstrated to the commission how she figures out if the program resulted in a revenue generator or a loss.

8. Staff Reports:

➤ Merry-go-round ordered

- The merry go round was ordered on September 15 and will arrive and be installed by the end of next week.

➤ Public Works Update

- City-wide sign replacement, removing poles, painting poles
- Street sweeping
- Storing equipment

9. New Business

No meeting in November. Next meeting Monday, December 12, 2011 at 6:30p.m.

10. Adjournment – 8:30pm

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