

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

AGENDA
May 1, 2023 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager _____ Mike Bradbury _____ Eric Brenton _____
Paula Mielke _____ Tom Faust _____ Randi Lundell _____ Mike Tracy _____

Cooley-Kistler _____ LaDouceur _____
Ebbesen _____ Lindstrom _____
Stockford _____

COUNCIL LIAISON:

James Wassenberg _____
Yakasah Wehyee _____

STAFF PRESENT:

Kelly Nelson _____
Elke van der Werff _____

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. April 3, 2023 - Parks and Recreation Commission and Community Engagement Commission -Joint Meeting Minutes

E. AGENDA:

1. Spring Together 2023 Event
2. Ice Cream Social Planning
3. Draft of 2023 PARC Agenda/Calendar
4. Basketball and/or Pickleball Court Painting Examples
5. Draft of Park Audit Checklist

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 3, 2023 at 6:30 P.M.

A. CALL TO ORDER: 6:31 P.M.

B. ROLL CALL:

Jeff Yager _____ Mike Bradbury X Eric Brenton X
Paula Mielke X Tom Faust X Randi Lundell X Mike Tracy X

Cooley-Kistler X LaDouceur X
Ebbesen X Locke X Lindstrom X
Stockford X

COUNCIL LIAISON:

James Wassenberg X
Yakasah Wehyee _____

STAFF PRESENT:

Kelly Nelson X

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. March 6, 2023 - Parks and Recreation Commission and Community Engagement Commission -Joint Meeting Minutes

Commissioner Locke
motioned to approve the minutes;
Approved 11-0 (Bradbury not yet present)

E. AGENDA:

1. Spring Together 2023 Event : Survey Questions and Polling Tactics; Task List

Ebbesen asked what questions we'd like to ask attendees at Spring Together. Ebbesen proposed asking:

- How do you currently receive information from the city?
- How would you like to receive information?
- How would you like to engage with the city?

Stockford would like to build up our neighborhood liaisons and suggested recruiting at the event. The City currently has between 8 and 14 liaisons but the list was last updated in approximately 2020. The commission(s) will discuss neighborhood liaisons more at a later date and the idea of handing out information at National Night Out.

Commissioners re-visited why a survey or questionnaire was needed at Spring Together. Mielke said the idea was proposed to manage number of ice cream tickets given away.

Attendees would receive a ticket to redeem for one free treat when completing an action, such as answering a question/survey.

Wassenberg suggested asking, “What Community Park amenity would you like to keep and what would you like to see added?”

Tracy wondered if we could send a survey link out via Facebook or within the weekly newsletter so that we reach more residents than we’ll reach at Spring Together.

Wassenberg said that the idea of Post-It Notes is nice because you aren’t limiting feedback to a particular question and answer.

Faust said that it might be nice to promote other City events at Spring Together.

Ebbesen recapped the commissions’ discussion by saying that a broad question will be asked and Post-It Notes will also be used.

Stockford said it would be helpful to show the roles of the commissions and any current openings. He asked if a map of neighborhoods and parks could be created to display at Spring Together and Ice Cream Social. Nelson will check on the file type of the existing map and bring a printed sample of the map to the May meeting. Stockford also suggested having a handout with key city facts/information available.

Mielke asked if commissioners/volunteers at events would be identifiable. Name tags will be created, plus name tags will be available for all attendees to help neighbors connect.

Tracy mentioned finding past survey questions to draft questions from to ask attendees for input on the new Community Park building and amenities.

Staff liaison Nelson said they might be able to find some of those questions to pull for the next meeting and decide on.

Next, the commissions went over the task list for Spring Together, assigning tasks to various commissioners and staff. Notes from discussion: Flyers will be sent to local businesses. Nelson said she would email the flyer to the property managers of Town Square and Amber Union apartments to see if they would post to a bulletin board or share with residents in some manner. Commissioners will provide small tent canopies. City staff and commissioners will pull together games, chalk, etc. There will be a final push for summer rec programs at event.

Drafts of event flyers were reviewed.

Bradbury asked if Staff could print out flyers that could be handed out to neighbors by commissioners.

2. Ice Cream Social 2023 - Begin Discussions

In 2022, Falcon Heights Ice Cream Social and Lauderdale Day in the Park events fell on the same date. Some residents had expressed that they wished they could have attended both. And, both cities had overlapping visits from groups such as St. Paul Fire

Department and other resource fair participants. Nelson asked commissioners how they would feel about a joint summer event with Lauderdale, perhaps talking a hayride to/from each park.

Commissioners determined they would to continue the tradition of Falcon Heights Ice Cream Social. Our Ice Cream Social is scheduled for July 20. Lauderdale has not chosen a date. If events fall on the same date, perhaps some events could be staggered so that residents could better attend both events. Commissioners asked Nelson to book The Finn Band for the Ice Cream Social.

F. INFORMATION/ANNOUNCEMENT

Update on Lion's Club's involvement in Spring Together 2023

Stockford met with Lion's Club regarding their tents and the possibility of using them at Spring Together and Ice Cream Social. The tents will not be available for use. Commissioners determined tents would not need to be rented for Spring Together but that they would need to be rented for the Ice Cream Social.

Updates on Community Park purchase and summer programming

Wassenberg shared that the purchase of Community Park will likely be finalized within the next few weeks.

Nelson shared summer registrations to date. So far, enrollment numbers are as follows: 0 for Tennis, 0 for Summer Discovery Playground, 7 for Mini Soccer and 4 for Super Soccer. Commonwealth Terrace Cooperative has 0 residents enrolled in Messy Art, 1 for Super Soccer and 1 for Summer Discovery Playground. Registration is open through May 25.

Nelson also shared she had no applications for a Summer Program Coordinator but did have some interest for Summer Staff.

G. ADJOURNMENT: 8:27 PM

Commissioner Mielke motioned to
adjourn;
Approved 9-0 (Lindstrom and Locke left early)

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Meeting Date	May 1, 2023
Agenda Item	E1
Attachment	2023 Task List; neighborhood map; nametags
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Spring Together 2023
Description	<p>The CEC and the Parks and Recreation Commission will continue to plan the 2023 event. Staff and commissioners will share details for the event, which may include updates on:</p> <ul style="list-style-type: none"> • Engaging renters • Firm up list of questions and the what/ how to survey attendees • Task list updates and any last-minute tasks to complete • Examples of Maps • Nametags
Budget Impact	TBD
Attachment(s)	Task List; neighborhood map; nametag example
Action(s) Requested	Staff recommends commission members continue discussing the spring event and assign any remaining tasks associated with the 2023 Spring Together event.

Final Task List for Spring Together 2023

'22 Recap

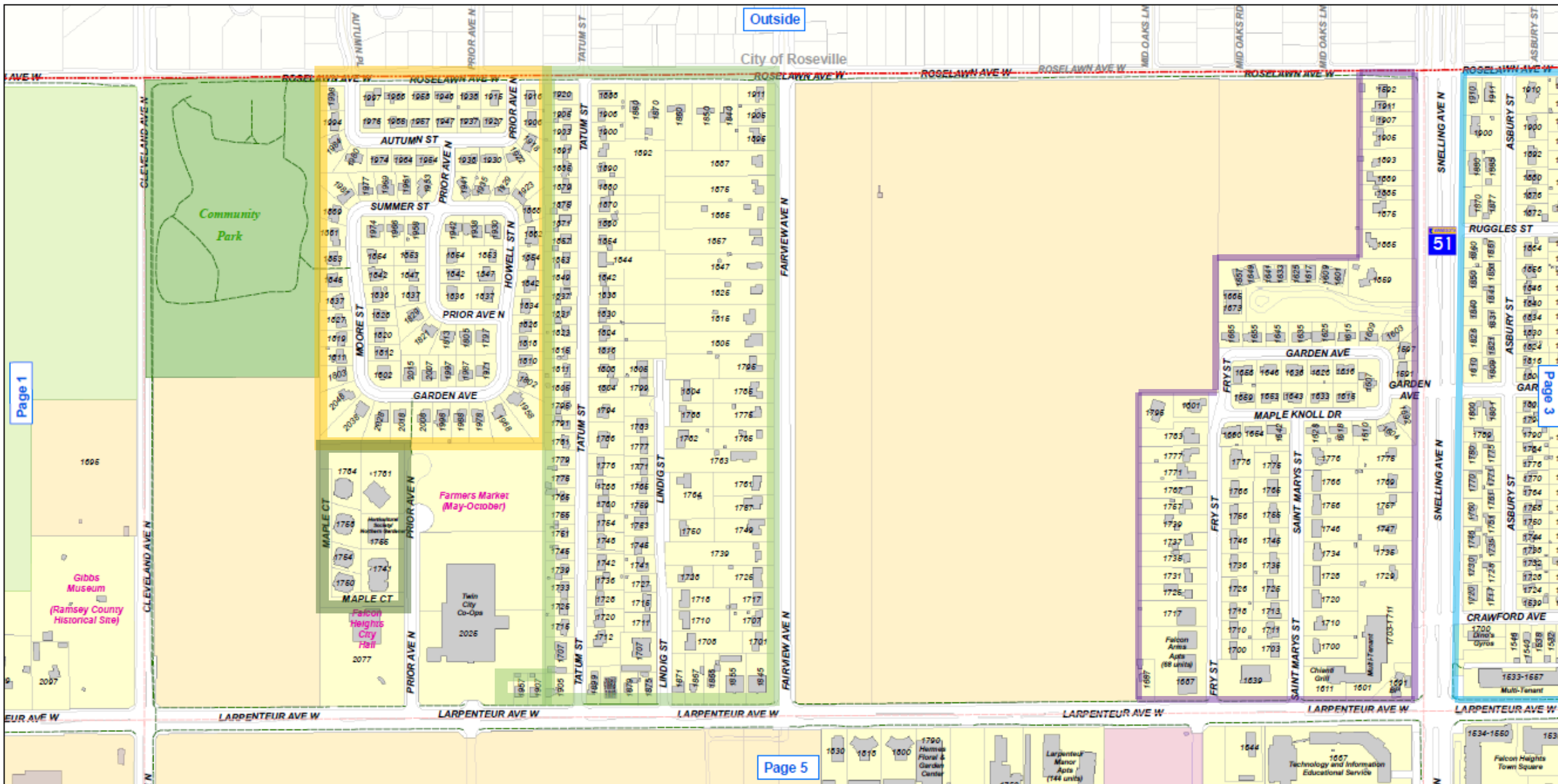
'23 Assignments

City event flags	Ordered: Expected Arrival 6/3	N/A – Reuse last year’s
Onsite handwash stations (2)	Ordered: Coordinated by Tim	Public Works to do
Recycling/food scrap bins (3 of each, 10 bags each). Call 651-792-7004 to request.	Scheduled for Public Works to Pick-up 6/3 from Roseville	Kelly ordered. Pick up on 5/15; drop off on 5/22.
Back-up location in event of inclement weather	Confirmed with Falcon Heights Church	Confirmed backup location will be City Hall garage
St. Paul Fire/ RCSO presence at event	Confirmed	Kelly reached out to both and requested their presence.
City Council & Commission members formally invited to event	Completed	Kelly invited CC and all commission liaisons
Flyers/promotion sent to business owners, apartment complexes	Completed	Kelly sent flyer to Town Square Apartments and has printed copies. Need help distributing.
Follow-up with ice cream truck/ confirm there is nothing else that they need from us		Kelly booked it on 4/5/23
Purchase bottled water & napkins	Assigned to Public Works	Kelly to do
Confirm tent set-up with the Lions	Completed	Curt, James and Mike Bradbury to bring their own tents
Bring the following from Community Park Building: <ul style="list-style-type: none"> - Tables/chairs - Yard games (2) - Chalk/Hula Hoops - Other sports equipment (confirm with Mike) 		
Set-up summer program registration table (& bring bubbles and chalk)	Assigned to Megan	Assigned to Kelly – Who is bringing chalk? Buy?
Name tags for Council/Commission members		Kelly to do – see example
Set-up table advertising any commission vacancies		To do day of event
Collect public input for new park building	Pending	
Map of Neighborhoods and Parks		Kelly pulled to show Commissions
Posters		
City handout		

Falcon Heights Neighborhoods



CITY OF FALCON HEIGHTS
2077 W Larpenteur Avenue
Falcon Heights, MN 55113



Falcon Woods



Maple Court



Northeast Quadrant



Fairview Lindig-Tatum



Snelling West

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Meeting Date	May 1, 2023
Agenda Item	E2
Attachment	Task List; Flyer Examples; '22 Resource Fair List
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Ice Cream Social
Description	<p>The CEC and PARC set the date for the Ice Cream Social (July 20th) and would like to work together to plan the 2023 event. Continue to discuss tasks that need completing and what elements commissioners would like to include at the event. Various topics to discuss may include:</p> <ul style="list-style-type: none"> • Food/food truck • Resource Fair • Entertainment • Hand out ice cream treats (no truck)
Budget Impact	TBD
Attachment(s)	Task list; flyer examples; 2022 resource fair list
Action(s) Requested	Staff recommends commission members discuss the 2023 Ice Cream Social event and assign tasks to be completed.

ICS 2023

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations		May-June		
Save the Date- Social Media & Newsletter		May		
Posters		June		
Contact/Reserve Band		June		Kelly did in April
Reserve Bouncy Castle		June		
Work with CEC on outreach to apartments		June		
Order craft/activity supplies- Face painting, rocks, brushes, jellybeans, hand tattoos, etc.		June		
Confirm/order porta potties, hand washing stations		June	Need 5 porta potties at minimum	
Banner at Community Park		June		
Talk to Commissions/ Council about tug of war tournament?		June		
Contact Saint Paul Fire Department/Ramsey County Sheriff- equipment display?		June		Kelly did in April - waiting for confirmations
Schedule staff & volunteers		July	Do online sign-up?	
Order Ice Cream products & Bottled water		July- before temp food license		
Temporary Food License		July		
Order hand sanitizers – resource fair area, ice cream area				
Talk to Tim about freezer in park building				
Schedule walk-through of park with Tim & COVID-19 vaccine contact.		July		N/A
Confirm tent delivery with Lions		July		
Confirm organizations @ resource fair		July		

Make table signs & table map for resource fair organizations		July		
Prep craft/activity supplies			<ul style="list-style-type: none"> • Face paint • Painting rocks • Tug of war rope • Jelly bean guessing contest 	
Inform Public Works of supplies needed/set up at Community Park		July		
Prep money boxes- Roland (Roland always takes vacation during the ICS for checks and money need to be received the third week of July)				
Trash/recycling set up near ice cream				
Pick up ice cream/water				
Prep Name tag supplies for volunteers, attendees		July		
Create volunteer sign-up		July		



JOIN US FOR AN

ICE *Cream* SOCIAL

FREE ice cream treats!
FREE hot dogs, chips and water!
Live Music!
Outdoor games!

THURSDAY, JULY 20 - 5:00 TO 7:00 PM

COMMUNITY PARK
2050 ROSELAWN AVE. W.
FALCON HEIGHTS





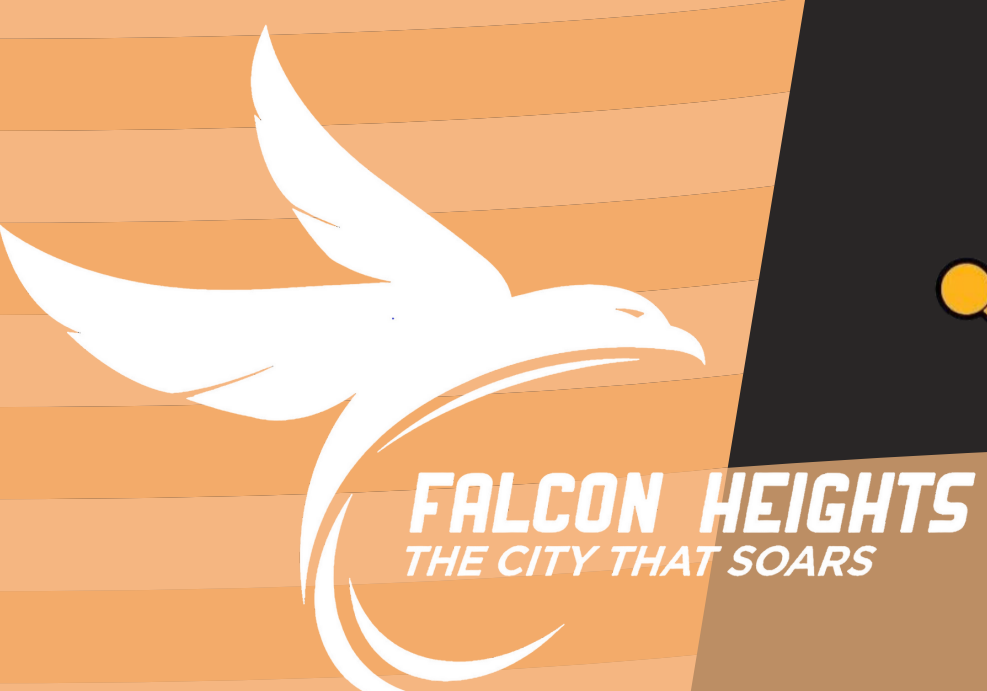
JOIN US FOR AN

ICE *Cream* SOCIAL

FREE ice cream treats!
FREE hot dogs, chips and water!
Live Music!
Outdoor games!

THURSDAY, JULY 20 - 5:00 TO 7:00 PM

COMMUNITY PARK
2050 ROSELAWN AVE. W.
FALCON HEIGHTS





Hot Dog with a Deputy

Please come join us for a FREE DINNER!

THURSDAY, JULY 20TH
5:00 PM - 7:00 PM

COMMUNITY PARK
2050 ROSELAWN AVE. W.
FALCON HEIGHTS



FOOD TRAILER WITH FREE HOT DOGS, CHIPS, BOTTLED WATER AND FROZEN FUN POPS!

ENJOY LIVE MUSIC AND GAMES FOR THE KIDS.

BROCHURES, FLYER AND TIME TO ASK QUESTIONS WITH A DEPUTY!

Coming together and building connections with the communities we serve.



Ramsey County Sheriff's Office
Public Safety Services Division



City of Falcon Heights RESOURCE FAIR

2022

[Directory](#)

[MN State Fair](#)

[Gibbs Farm](#)

[League of Women Voters-Roseville](#)

[Como Block Nurse Program](#)

[Be SMART](#)

[Bell Museum](#)

[Ramsey County- Service Centers](#)

[Ramsey County- Family Health Division](#)

[Ramsey County- Master Gardeners](#)

[Falcon Heights Families for Equity & Justice](#)

[Ramsey County Sheriff's Office](#)

[Saint Paul Fire Department](#)

MN State Fair

The 2022 Minnesota State Fair runs Aug. 25-Labor Day, Sept. 5. This end-of-summer tradition is held the 12 days leading up to and through Labor Day.

The "Great Minnesota Get-Together," is one of the most popular tourist destinations in the region.

The State Fair's mission is to educate and involve our guests by providing a world-class showcase that is innovative, entertaining and fun. We strive to showcase Minnesota's finest, provide outstanding customer service, offer exceptional value, provide a safe, clean environment and create unique experiences that are accessible to all!

The fair employs approximately 70 year-round full-time staff members. During the summer, about 450 seasonal staff are added. More than 2,300 people are hired as fair-time staff members.

Come by our table to learn more about our employment opportunities!



Gibbs Farm

Gibbs Farm is an 8-acre historic farmstead. Our Mission at Gibbs Farm is "Experience, Understand, Grow". Through field trips, day camps, and weekend and evening programming we bring mid-19th century Minnesota history to life. The life of Jane Gibbs connects Dakota lifeways to farmstead stories in a way that is accessible and exciting to children and adults.



League of Women Voters

The LWV of Roseville educates individuals on primary/general election day information, vote-by-mail/absentee ballot requests, local polling locations, candidate forums, election judge (bilingual) opportunities, and LWV VOTE 411 MN (ballot/candidate information).

Participants will also have the opportunity to spin the voter education wheel and win giveaways.



Como Block Nurse Program

The Block Nurse Program links older adults in the Como Park/Falcon Heights area with community resources, using staff and volunteers. Our services support independence, increase opportunities for socialization, and promote safety for adults as they age. CBNP provides rides to appointments, homemaking, grocery delivery, dog walking, chores support, yard clean up, friendly visits, telephone reassurance, blood pressure clinics, chair yoga, foot care and more!



Be SMART Program

The Be SMART program is the non-partisan educational wing of Moms Demand Action for Gun Sense in America and was started in 2015 to take action to prevent children's access to guns. The message is clear as it encourages all adults to "Be SMART" and take these simple steps to help protect children from unsupervised access to guns:

- S**ecure all guns in your home and vehicles;
- M**odel responsible behavior around guns;
- A**sk about the presence of unsecured guns in other homes;
- R**ecognize the roles of guns in suicide; and
- T**ell your peers to be SMART.



The Be SMART program is intentionally non-political and is grounded in these assertions:

Everyone wants children to grow up happy and healthy.

We all have the right to make responsible decisions about how to protect our homes, families, and communities (including whether or not to have a gun in our home).

If we can prevent even one child gun death, or injury, it's our collective responsibility to do so.

The Bell Museum



The Bell Museum is Minnesota's state natural history museum, founded in 1872 and serving learners of all ages for 150 years. Experience our world-renowned wildlife dioramas, visit the hands-on Touch and See Lab, and tour the cosmos in the Whitney and Elizabeth MacMillan Planetarium. For more information, visit bellmuseum.umn.edu/

Ramsey County Service Centers

Ramsey County Service Centers are a one-stop option to connect residents with a wide range of county services that include in-person assistance. Our ultimate goal is to become more visible in the community and assist residents in navigating through Ramsey County's complex systems & public programs.

Our Ramsey County Navigators can help connect residents to a variety of public programs.

Some of those programs include: Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), MNsure assistance, home and community based services, cash assistance programs, general assistance, emergency assistance, medical assistance and various other county programs.

Ramsey County Family Health Division

Social Services is the largest county department that provides critical social service supports including: child protection, licensing, foster care connections, pre-petition screening for civil commitment, adult protection, mental health, detox, case management, prevention, and chemical dependency services.

Social Services is the local authority for mental health services and adult protection and is responsible for helping individuals, families, and communities in Ramsey County survive and thrive.

The Family Health Division will be stationed at the Resource Fair to provide information about the BECC (Birth Equity Community Council) Program.

Ramsey County Master Gardeners

Our mission is to educate residents in University-based, eco-friendly gardening to improve physical and environmental health.

The Ramsey County Master Gardeners is a 501(c)(3) nonprofit whose volunteers are trained by the University of Minnesota Extension Program and educate the public about a variety of horticulture topics.



Falcon Heights Families for Equity & Justice

Our organization (FFE) started at Falcon Heights Elementary, soon after the murder of George Floyd. Parents at our school wanted to make it clear that we stood with all people in our community, and are here to guide our children to be good citizens who value all people. We organize solidarity marches, hold space for all to talk at our meetings, we hold inclusive reading events, and discuss ways inclusion is being brought to the district with district leaders.

We will have a few coloring pages and color materials at our table along with bookmarks from a past event. The bookmark has thoughtful questions on it that parents can ask their children while reading with them.



Ramsey County Sheriff's Office

The Ramsey County Sheriff's Office has provided law enforcement services for Falcon Heights since January 2018. In addition to providing law enforcement and public safety services, RCSO also provides valuable crime prevention resources to residents. RCSO is committed to leadership in public safety through professionalism and partnership with other agencies.



Saint Paul Fire Department

In January of 2021, the City of Saint Paul began providing fire services to Falcon Heights. SPFD is a dedicated all hazard response agency comprised of firefighters, public educators, support staff and maintenance personnel- creating an effective team to help protect our City.

Aside from providing active fire response, SPFD has been involved in the community through Project Safe Haven, which is a free program to help residents with smoke/carbon monoxide alarms installation in their homes. Firefighters will also help coordinate escape plans, and teach general safety tips in the home.



The City of Falcon Heights would like to thank all of the organizations that participated in the Resource Fair & all of the people who attended the Ice Cream Social!



We can't wait to see you next year!

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Meeting Date	May 1, 2023
Agenda Item	E3
Attachment	PARC Calendar Draft
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Draft of 2023 Parks and Recreation Commission Calendar
Description	Once finalized, the Commission will use this calendar on an annual basis to be reminded of reoccurring, annual tasks, meetings and events.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • 2023 Parks and Recreation Commission Calendar
Action(s) Requested	Staff recommends reviewing the calendar for 2023, suggesting changes to be made before a final draft is produced. And, moving forward, to update this annually to include meetings, events and commission tasks.

**City of Falcon Heights
Parks and Recreation Commission
Annual Meeting Agendas / Tasks / Events**

Draft of Annual Schedule – Proposed Annual Schedule
(1st Monday of each month)

January 2	<p style="background-color: yellow;">No meeting held in 2023 - City Hall closed - holiday</p> <ul style="list-style-type: none"> • Officer Elections • Adopt Standing Rules • Set PARC Goals • Discuss Summer Programming • Share Annual Parks and Rec budget with commission
February 6	<ul style="list-style-type: none"> • Joint Meeting with CEC to set date for Spring Together • Finalize Summer Programming
March 6	<ul style="list-style-type: none"> • Joint Meeting with CEC to plan Spring Together • Recap the Ice Skating Season • Ice Cream Social – Set date for event, review task list
April 3	<ul style="list-style-type: none"> • Joint Meeting with CEC to discuss Spring Together; begin planning Ice Cream Social- Set date; hire band; assign tasks
May 1	<ul style="list-style-type: none"> • Joint Meeting with CEC to discuss Spring Together and Ice Cream Social events; assign remaining tasks • City Wide Garage Sale – set date w/Planning Dept. • Begin planning Night to Unite (develop packets, if needed, for Neighborhood liaisons
May 20 (Event)	<ul style="list-style-type: none"> • Spring Together from 4:00 to 6:00 PM at Curtiss Field
June 5	<ul style="list-style-type: none"> • Fall Programming – Set Classes • Joint Meeting with CEC to plan Ice Cream Social and Night to Unite; assign remaining tasks
July 3	<p style="background-color: yellow;">No meeting on 7/3/23; holiday – Pick alternative date?</p> <ul style="list-style-type: none"> • Start Fall Event Planning • Off-Campus Meeting to Conduct Park Audit

July 20 (Event)	<ul style="list-style-type: none"> • Ice Cream Social
August 1 (Event)	<ul style="list-style-type: none"> • Night to Unite
August 7	<ul style="list-style-type: none"> • Recap Summer Programming • Suggest improvements within the parks • Continue fall event planning
September 4	No meeting on 9/4/23; holiday - Pick alternative date?
October 2	<ul style="list-style-type: none"> • Fall Event Planning • Begin Planning Winter Event
November 6	<ul style="list-style-type: none"> • Winter Event Planning
December 4	<ul style="list-style-type: none"> • Winter Event Planning
December __ (event)	<ul style="list-style-type: none"> • Human Rights Day

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Meeting Date	May 1, 2023
Agenda Item	E4
Attachment	Court Painting Examples
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Discuss the design/ plan for the basketball courts at Curtiss Field and Grove Park to be painted.
Description	In the past year or so, the basketball courts were resurfaced at both Curtiss Field and Grove Park. The City will be able to stripe them this spring and the Parks and Recreation Commission would like to provide input on the project.
Budget Impact	TBD
Attachment(s)	<ul style="list-style-type: none"> • Examples of basketball courts and/or basketball and pickleball combination courts.
Action(s) Requested	Staff recommends reviewing the attached images and discussing how the courts should be painted so that it can be completed this spring.

















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Meeting Date	May 1, 2023
Agenda Item	E5
Attachment	Draft of Park Audit Checklist
Submitted By	Kelly Nelson, Assistant to the City Administrator

Item	Park Audit Checklist
Description	The PARC would like to create a park audit checklist and begin annually auditing the parks in order to improve recommendations in a timely manner. Parks include: Curtiss Field Community Park The Grove
Budget Impact	TBD
Attachment(s)	Draft of Park Audit Checklist
Action(s) Requested	Staff recommends commission members discuss the attached checklist to finalize it. Then, Park Commissioners will visit parks at an upcoming meeting to audit accessibility and amenities in order to create a list of findings and provide recommendations. Staff recommends parks are audited annually.

Park and Facility Audit

Venue	Amenities at Park	Findings/Updates	Recommended Improvements
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Portable bathroom 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50 spots); there's also on street parking		
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50 spots); there's also on street parking		
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and on street parking		
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10 spots); there's also on street parking		
The Grove 1600 Coffman Street	Playground Basketball hoop and half court 2 picnic tables On street parking NO restroom		

Park Name:
Date of Audit:
Auditor:

Landscaping / Grounds

1. Are weeds absent from grass and surrounding grounds (mulch beds, playground, courts, etc.)? **Yes** _____ **No** _____ **N/A** _____

Comments:

2. Is grass in good condition (no excessive wear, brown spots, wet spots, no scalping, no ruts, etc.)? **Yes** _____ **No** _____ **N/A** _____

Comments:

3. Is grass properly maintained (grass is cut, has been edged recently, and is trimmed along fence lines, curbs and trees)? **Yes** _____ **No** _____ **N/A** _____

Comments:

4. Are grounds clean and free of debris (no trash, pine needles, leaves, or other debris)?

Yes _____ **No** _____ **N/A** _____

Comments:

Concrete and Pathways

1. Are concrete pathways and curbs, along with aglime pathways in good condition (no excessive cracking or heaving, no significant damage or wear and tear)? **Yes** _____ **No** _____ **N/A** _____

Comments:

2. Are trails and pathways properly maintained (pathways are clean - no trash or debris, no washout, no graffiti along walkway, etc.)? **Yes** _____ **No** _____ **N/A** _____

Comments:

Playground

1. Is surface material in playground area well maintained, clear of debris and in good condition?

Yes _____ **No** _____ **N/A** _____

Comments:

2. Is playground equipment in good and working condition?

Yes _____ **No** _____ **N/A** _____

Comments:

Park Facilities

1. Is equipment and are all amenities, as outlined in this packet, accounted for and in good condition? Items to inspect and report on include picnic tables, grills, etc.

Yes _____ No _____ N/A _____

Comments:

2. Are courts free of debris and in good condition? Look for cracks in the court, paint flaking, and check condition of nets.

Yes _____ No _____ N/A _____

Comments: