

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

**AGENDA**

April 7, 2025 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Eric Brenton\_\_\_\_ Mike Bradbury\_\_\_\_ Erin Williams\_\_\_\_

Tom Faust\_\_\_\_ Robert Haight\_\_\_\_ Wesley Goldberg\_\_\_\_

Karen Cooley-Kistler\_\_\_\_ Julie Ebbesen\_\_\_\_ Rebecca Leighton\_\_\_\_ Denise King\_\_\_\_

Curt Stockford\_\_\_\_

COUNCIL LIAISON:

James Wassenberg\_\_\_\_\_

Melanie Leehy\_\_\_\_\_

STAFF PRESENT:

Kelly Nelson\_\_\_\_\_

Elke Johnson\_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. March 3, 2025 - Parks and Recreation Commission Regular Meeting

E. AGENDA:

1. 2025 City Events

2. Ice Rinks - End-of-Season Review

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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

**MINUTES**  
March 3, 2025 at 6:30 P.M.

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL:

Mike Bradbury  X  Eric Brenton  X  Tom Faust  X   
Bob Haight  X  Wesley Goldberg   Erin Williams  X

COUNCIL LIAISON:

James Wassenberg  X

STAFF PRESENT:

Kelly Nelson  X

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. February 3, 2025 – Parks and Recreation Regular Meeting Minutes

Williams motions to approve the Park minutes;  
approved 4-0

(Bradbury not yet present)

E. AGENDA:

**1. Community Park Renovation Update**

Nelson shares updated renderings of the prefabricated restrooms/concessions building and picnic structure and also of the park layout. Since the City has moved away from a building, which exceeded the City's budget, the prefabricated structures leave more room in the budget for amenities, including increased square footage in the playground and the potential to add a splash pad. Nelson presents a splash pad option that Staff (including Public Works) favors because it takes into consideration the initial cost, has lower maintenance of equipment, and maintains the most flexibility and usability of the plaza space. If the City wants to use the area for live music, for example, the nozzles are all below the surface. Water can be turned off and the area can be converted for a different use very quickly and easily.

Brenton is fine with the option that Staff favors because of its placement within the layout.

Williams says maybe there is an option to have one above ground element.

Wassenberg says that although the splash pad is simple, it would probably still be very much enjoyed by kids.

Faust thinks the splash pad is really nice but just wants to make sure everything has been considered, from the placement to the upkeep to the true flexibility in the space. He wants to confirm that the space will be multipurpose and can be used without plugging the nozzle

openings in order to switch over. He suggests placing the push button to the side of the splash pad and not in the center of it, so the area is more usable.

Brenton says that if you are doing an event in which the splash pad is closed, then it's really about signage to state this.

Bradbury asks if maintenance instructions will be provided by the manufacturer so there are no concerns or surprises in maintaining the equipment.

## **2. City Event Planning**

Nelson shares that she wants commissioners to begin discussing dates and activities for the City's annual events and hopes to have a joint meeting with the Community Engagement Commission in April.

Spring Together will be held from 3:00 to 5:00 PM on May 17 at Curtiss Field.  
Ice Cream Social will be held from 5:00 to 7:00 PM on July 17 at Community Park.

Commissioners discuss what date to hold the fall festival on and think October 11 or 12 would be good. They slightly favor October 11 as the date. So, tentatively, the event would be from 2:00 to 5:00 PM on October 11. This can be revisited at an upcoming meeting.

Brenton suggests bringing a speaker and playing music at Spring Together rather than having an open mic event again.

Faust enjoyed featuring the local dance school at Ice Cream Social in 2024 and wonders if there are any other entertainment options to feature for the fall event. Faust wonders if the Lions could coordinate a Punt, Pass, Kick on the lawn for the fall event. Brenton wonders if the football would go into Larpenneur if the event is held at City Hall again.

Bradbury mentions that it will be Indigenous Peoples' Day and proposes adding activities to support and acknowledge it. He also wonders if Roseville would want to play a scrimmage game of lacrosse on the lawn.

Brenton thinks an events-based fall festival is nice as opposed to those that are more focused on food.

## **Information/Announcement**

Wassenberg talks about adding a youth commissioner to the commission and other commissioners are in support.

Nelson shares that a few details need to be better clarified such as the minimum age of a commissioner, whether it is a separate spot or just an added option for filling a vacancy. She will inquire and ask Council to workshop it soon.

Haight would like to talk about the Community Garden at an upcoming meeting. A governing structure and updated garden rules and regulations may be in order.

Commissioners agree that Haight should meet with Nelson to discuss proposed changes and implementation so that it's finalized before the 2026 renewal cycle and gardening season. Haight and Nelson will meet and then bring the proposed changes to the commission in either April or May.

G. ADJOURNMENT: 8:20 P.M.

Bradbury motions to adjourn the meeting;  
Approved 5-0

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## REQUEST FOR ACTION

<b>Meeting Date</b>	April 7, 2025
<b>Agenda Item</b>	E1
<b>Attachment</b>	Budget; Expenses; Menu
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director / Deputy Clerk

<b>Item</b>	2025 City Events
<b>Description</b>	<p>The City has established dates for its 2025 events.</p> <p>Spring Together will be held on May 17, tentatively from 3:00 to 5:00 PM, at Curtiss Field.</p> <p>Ice Cream Social will be held from 5:00 to 7:00 PM on July 17 at Community Park (unless the park renovation requires the event to move to City Hall).</p> <p>The first annual fall festival was held last year from 2:00 to 5:00 PM on October 26. The Parks and Recreation Commission discussed holding the event a little earlier this year in hopes of increasing the chances for having good weather and determined October 11 would be a good choice.</p> <p>The Parks Commission would like to work with the Community Engagement Commission to further plan these events and to discuss each commission's responsibilities and goals.</p>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2025 Budget</li> <li>• 2024 Event Expenses</li> <li>• Blue Moo Menu</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that commission members discuss the City's planned events in 2025 and the goals and responsibilities of each commission.

# COMMUNICATIONS EXPENDITURES (116)

BUDGETARY OBJECTIVE:

The communications department is responsible for informing city residents of municipal affairs. This includes public notices, city newsletters, and cable television broadcasts.

ACCOUNT HIGHLIGHTS:

*EXPENDITURES & OTHER FINANCING USES*

- ⇒ Regular Salaries (60100): These expenditures include the salary support for the Community Development Coordinator, Administrative Services Director, and Administrative & Communications Coordinator. See Appendix 1 for the personnel compensation distribution.
- ⇒ Part-time Employees (60520): These expenditures include part-time salary support for special events.
- ⇒ Newsletters (70420): The city publishes a newsletter for city residents two times a year and sends out several miscellaneous communications during the year.
- ⇒ Postage (70500): This expenditure is for the bulk-rate mailing of newsletters.
- ⇒ Cable TV (85050): This is the city's portion of contributions to the North Suburban Cable Commission, and payments for cable and web streaming of council meetings.
- ⇒ Website (85060): Funds to upgrade and maintain the website.
- ⇒ Special Events (89010): Community events with the exception of a staff event are included in the communications budget. City special events include:

Recognizing volunteers, Ice Cream Social, Winter Fest, informal park gatherings, Spring Ahead, community initiatives, Human Rights Day, Touch-a-Truck, and miscellaneous others.

The estimated costs for the above do not include full-time and part-time staff time allocated for special events.

Indicator	2022 Actual	2023 Actual	2024 Estimate
Website page views annual	10,082	34,000	35,000
Unique website visitors annual	7,694	27,000	30,000
Number of registered emails for alerts	1,788	2,100	2,400

**COMMUNICATIONS EXPENDITURES (116)**

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	ESTIMATED 2024	PROPOSED 2025
	<i>COMPENSATION</i>						
60100	REGULAR SALARIES	18,540	26,900	43,963	52,000	53,655	55,000
60520	PART-TIME EMPLOYEES (Special Events)	84	0	0	900	0	0
64011	PERA CONTRIBUTIONS	1,327	1,752	3,423	3,900	4,024	4,050
64012	FICA CONTRIBUTIONS	1,425	2,058	3,683	4,000	4,100	4,150
64031	HOSPITALIZATION	31	28	7,678	1,050	6,405	10,200
64032	DENTAL	0	0	207	600	250	500
64033	LONG-TERM DISABILITY	25	19	86	60	30	60
64034	LIFE INSURANCE	43	32	91	50	90	110
	<i>TOTAL COMPENSATION</i>	<u>21,473</u>	<u>30,789</u>	<u>59,131</u>	<u>62,560</u>	<u>68,554</u>	<u>74,070</u>
	<i>MATERIALS &amp; SUPPLIES</i>						
70100	SUPPLIES	3,487	219	210	1,000	500	2,000
70420	NEWSLETTERS/INFORMATION	6,384	6,303	6,613	6,500	5,000	8,000
70500	POSTAGE	1,953	3,104	2,307	3,000	1,200	3,000
	<i>TOTAL MATERIALS &amp; SUPPLIES</i>	<u>11,824</u>	<u>9,627</u>	<u>9,131</u>	<u>10,500</u>	<u>6,700</u>	<u>13,000</u>
85010	TELEPHONE	221	379	850	800	1,300	1,250
85040	VIRTUAL COMMUNICATION	2,596	3,295	2,645	2,800	500	1,000
85050	CABLE TV	28,518	19,694	20,698	23,100	23,100	24,500
85060	WEBSITE	1,600	4,244	4,371	4,500	4,500	25,000
85070	TECHNICAL SUPPORT	45,703	38,252	42,421	49,584	49,584	53,295
86010	MILEAGE	0	0	7	0	0	0
86100	COMMISSIONS/MEMBERSHIPS/TRAINING	0	0	0	0	0	0
88000	INSURANCE & BONDS	0	0	0	0	0	0
89010	SPECIAL EVENTS	1,372	2,916	2,592	10,000	7,000	10,000
	<i>TOTAL OTHER SERVICES &amp; CHARGES</i>	<u>80,010</u>	<u>68,779</u>	<u>73,584</u>	<u>90,784</u>	<u>85,984</u>	<u>115,045</u>
116	<i>TOTAL EXPENDITURES</i>	<u>113,307</u>	<u>109,196</u>	<u>141,845</u>	<u>163,844</u>	<u>161,238</u>	<u>202,115</u>
	<i>OTHER FINANCING USES</i>						
97000	TRANSFERS	0	0	0	0	0	0
	<i>TOTAL OTHER FINANCING USES</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<i>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</i>	<u>113,307</u>	<u>109,196</u>	<u>141,845</u>	<u>163,844</u>	<u>161,238</u>	<u>202,115</u>

2024 Spring Together Expenses

	Estimate	Individual totals	actual
<b>EXPENSE CHECKLIST- *PLEASE ACCOUNT FOR ALL EXPENSES BEFORE SUBMITTING FOR APPROVAL*</b>			
Water and chips from Costco / Sam's Club	75.00		159.22
Ice			18.47
Napkins and tablecloths - Dollar Tree	30.00	15	15.00
Big Bell Ice Cream Truck Deposit	30	39	39.00
Big Bell Ice Cream Truck Invoice	1500		1245.60
Name Badges from Staples	40	8.37	8.37
Sharpie Markers from Staples	15		0.00
Roulette Wheel (Hannah)	25		49.99
Handwashing Station - On Site	150		
Stickers from Amazon	9.99	18	18.00
Bubbles from Amazon	40		0.00
Banner for gazebo to pre-promote event	75	85.22	85.22

1914.99

165.59

**\$1,638.87 Actual Total**

2024 ICE CREAM SOCIAL EXPENSES

	Estimate	Individual totals	actual	
<b>EXPENSE CHECKLIST- *PLEASE ACCOUNT FOR ALL EXPENSES BEFORE SUBMITTING FOR APPROVAL*</b>				
Tablecloths from Dollar Tree	300		0	Paid on credit card
Temporary Food License	300		\$60.00	
Costco and Walmart 861 pcs Ice Cream Treats	40		\$530.88	
Addtl Ice Cream and Candy	15		\$0.00	
Tent and Bounce House Rentals	75		2282.52	
Bleach Strips and Freezer Thermometer	300		0.00	
Name Badges from Staples	600		0.00	
Ice			0.00	
Handwashing Station Rentals				
Portable Bathroom Rentals				
The Finn Band			500.00	
Date Stickers for Banners			75.00	
Carnival Prizes and Tablecloths			0.00	
Dum Dum suckers 200 ct.			0.00	
Bleach			0.00	
Bottled Water			0.00	
			81.69	

\$81.69 in water was part of the total spent on ice cream treats.

1630

**\$3,530.09 Actual Total**

**EXPENSE CHECKLIST- \*PLEASE ACCOUNT FOR ALL EXPENSES BEFORE SUBMITTING FOR APPROVAL**

Tablecloths from Dollar Tree	25.00	0	
Temporary Food License	60.00	\$31.00	Ramsey Co. paid on credit card
Froggy Hops Rentals	1400	1205.93	Paid on credit card
Markers and stencils from Amazon	40	38.00	Amazon
Mini Pumpkins	300	67.64	Trader Joe's
The Finn Band	500	500.00	Brad Finn (paid with check)
Banners	150	76.89	StickersBanners.com
Carnival Games	13	13.00	Amazon
Carnival Games	45	43.53	Oriental Trading Co.
<b>Expenses for 75th Anniversary</b>			
NineNorth Video		1362.50	NineNorth
Cake		24.99	Costco
Plates and Napkins		4.06	Dollar Tree
Bottled Water, coffee, cups and creamer		58.79	Costco

2533  
estimated

**\$3,426.33**  
**ACTUAL TOTAL**



**Sour Wower –**  
(Sour Blue Raspberry sherbet, on a stick)



**Fudge Bars –**  
(Classic Fudge bar on a stick)



**Homemade Vanilla –**  
(Vanilla Ice Cream covered in a shell of chocolate, on a stick)



**Orange Dream –**  
(Vanilla Ice Cream covered in an orange cream shell, on a stick)



**Chocolate Scooter Bar –**  
(Thick chocolate flavored center surrounded with smooth vanilla ice cream rolled in a cake crunch, on a stick)



**Strawberry Scooter Bar –**  
(Thick strawberry flavored center surrounded with smooth vanilla ice cream rolled in cake crunch, on a stick)



**Push-Ups –**  
(Classic Orange) Classic Orange Sherbet  
(Wild Monster Melon) Watermelon/Apple Sherbet



**Haagen-Dazs Almond Bar –**  
(Haagen-Dazs Vanilla ice cream, covered in a chocolate shell with almonds.)



**Bomb Pop –**  
(Classic Red, White and Blue treat on a stick)



**Bomb Pop: Extreme Sour Strawberry**  
(Starts with a pucker-inducing punch of sour, and cools off for a sweet & fruity Strawberry finish.)



**Profits from the sale of Jonny Pops - Summer Strawberry & Organic Rainbow Fruit Stack will be donated to "Crescent Cove – A Children's Respite & Hospice Center (crescentcove.org)**



**Jonny Pops: Summer Strawberry**  
(Strawberry smoothie, all-natural fruit bar, on a stick)



**Jonny Pops: Organic Rainbow Fruit Stack**  
(6 flavors all in one pop!)

🍒 Cherry, 🍊 Orange, 🍋 Lemon, 🍋 Lime, 🍷 Blue Raspberry, 🍇 Grape





**Drumstick – Vanilla Sundae**  
 (Vanilla ice cream, covered in a chocolate shell, covered in peanuts. Served in a cone.)



**Drumstick – Caramel**  
 (Vanilla ice cream, covered in a chocolate shell, covered in peanuts with caramel inside. Served in a cone.)



**Drumstick – Vanilla Fudge**  
 (Vanilla ice cream, covered in a chocolate shell, covered in peanuts with fudge inside. Served in a cone.)



**Faces:**  
**Sonic, Tweety, Batman, or Kung Fu Panda –**  
 (Sherbet flavors in favorite character shapes on a stick)



**FAT BOY Ice Cream Sandwich –**  
 (Premium Vanilla Ice Cream sandwich)



**Mississippi Mud –**  
 (Chocolate Ice Cream sandwich with swirls of chocolate fudge)



**TWIX Ice Cream Bar –**  
 (Creamy vanilla ice cream, caramel, and crunchy cookie covered in a layer of chocolate)



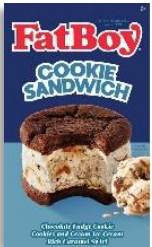
**SNICKERS Ice Cream Bar –**  
 (Creamy peanut butter ice cream, caramel, crunchy peanuts, covered in a chocolate shell)



**Cookies 'n Cream Ice Cream Sandwich –**  
 (Vanilla ice cream in-between two Oreo style cookies)



**Chips Galore Ice Cream Sandwich**  
 (Chocolate chip cookie with a vanilla ice cream center – covered with mini chocolate chips)



**Fat Boy Cookie Sandwich –**  
 (Premium cookies and cream ice cream, with rich caramel swirls sandwiched between chocolate fudge cookies)

**BOOK US FOR YOUR NEXT EVENT  
 SCAN THE QR CODE TO VISI OUR  
 WEBSITE: WWW.BLUEMOOICECREAM.COM**



\* Menu selections and pricing subject to change at any time without notice  
 \* Due to distribution issues, certain items may not be available at all times  
 \* Items may contain Allergens such as Milk, Soy, Wheat, Eggs or are manufactured in a facility that contains nuts

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	April 7, 2025
<b>Agenda Item</b>	E2
<b>Attachment</b>	Prior Year Expenses
<b>Submitted By</b>	Kelly Nelson, Administrative Services Director/Deputy Clerk

<b>Item</b>	2024-2025 Ice Rink End-of-Season Review
<b>Description</b>	<p>The PARC previously had usage data for Curtiss Field ice rink from Warming House Attendants staffed onsite to then help shape decisions for the ice rink for the upcoming season. For the 2024-2025 ice skating season, the City did not have a warming house or attendants onsite at Curtiss Field.</p> <p>The City did purchase a liner for the first time in an effort to extend the season and improve the ice quality.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	2022-2023 and 2023-2024 Expenses
<b>Action(s) Requested</b>	Although no decisions will be made at this time, commissioners should discuss their observations of rink usage, expenses, weather, etc. to help identify any future changes that they may want to make and areas to discuss more prior to the 2025-2026 skating season.

**MOBILE MINI WARMING HOUSE- CURTISS FIELD 2022-2023**

<b>Invoice #</b>	<b>Date</b>	<b>Price</b>	
9015922888	11/15/2022	\$1,187.00	Nov. Monthly Fee + Delivery and Pickup Fees
9016222928	12/14/2022	\$685.00	Dec. Monthly
9016507549	1/11/2023	\$685.00	Jan. Monthly
9016782724	2/8/2023	\$685.00	Feb. Monthly
9017117580	3/14/2023	\$120.00	Cleaning Fee

**\$3,362.00** TOTAL

**WARMING HOUSE ATTENDANTS 2022-2023**

<b>Timesheets</b>	<b>Date</b>	<b>Expense</b>
Tom	2/16/2023	11 hours @ \$15/hr.
Tom	2/6/2023	39.5 hours @\$15/hr.
Anja	2/14/2023	2 hours @ \$15/hr.
Anja	2/6/2023	32 hours @\$15/hr.

**\$1,267.50**

\$4,629.50

TOTAL WARMING HOUSE EXPENSE 2022-2023

**MOBILE MINI WARMING HOUSE- CURTISS FIELD 2023-2024**

<b>Invoice #</b>	<b>Date</b>	<b>Price</b>	
9019523312	11/27/2023	\$1,564.20	Nov. Monthly Fee + Delivery and Pickup Fees
9019770825	12/25/2023	\$853.00	Dec. 25 - Jan. 21
9019998283	1/22/2024	\$853.00	Jan. 22- Feb. 18 Monthly
	3/26/2024	\$33.64	Cleaning Fee
		<b>\$3,303.84</b>	<b>TOTAL</b>

**WARMING HOUSE ATTENDANTS 2022-2023**

<b>Timesheets</b>	<b>Date</b>	<b>Gross Expense</b>	
Mark Hove	1/22/2024	\$198.75	13.25 hours @ \$15/hr.
Tom	1/22/2024	\$240.00	16 hours @ \$15/hr. hours @\$15/hr.
Mark Hove	2/6/2024		13.25 hours @ \$15/hr.
Tom	2/6/2024		32 hours @\$15/hr.
		<b>\$1,267.50</b>	

\$5,010.09
TOTAL WARMING HOUSE EXPENSE 2023-2024