

Falcon Heights Community Engagement Commission
May 18, 2015
7:00 p.m.

Agenda

- 1) Review and Approval of Minutes from March 16, 2015
- 2) Thank You Cards for door prize contributors and former Commissioner
- 3) Update Commissioner Contacts
- 4) Review Community Engagement Commission Purpose
- 5) House Keeping Items
- 6) Little Free Library Report
- 7) Music for Block Parties plan
- 8) CERT Cultural Services Unit and other trainings
- 9) Prevention Incident Committee Report
- 10) Apartment Relations
- 11) Upcoming Events
 - a. Established events
 - b. Potential events
- 12) Events & Outreach Committee Report
- 13) Meeting Schedule & Adjourn

BLANK PAGE

Falcon Heights – Community Engagement Commission Minutes of the March 16, 2015 Meeting

Members Present: Chair Melanie Leehy; Commissioners Dick Carlson, Jay Colond, Helen Foster, Clem Kurhajetz, Gary Kwong, Shirley Reider, Felicia Turner, Gwen Willems; Staff Liaisons Tim Sandvik, Katie Thrasher; Fire Liaison Chief Rich Hinrichs; Police Liaison Chief John Ohl

Members Absent: Commissioners Ahmed Hassan, Amino Mohamed; Council Liaison Mayor Peter Lindstrom; Fire Liaison Assistant Chief Anton Fehrenbach

1. Call to order: 7:06 pm
2. Approval of 2.23.15 Minutes
 - a. Clarification and edits
3. Community Engagement Commission Purpose
 - a. Reading of Purpose from Ordinance No. 15-01 which merged the Human Rights and Neighborhood Commissions. “2-119 Community Engagement Commission: The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city’s public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city’s communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs. The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.”
4. Goals
 - a. Commission Goals incorporate the goals from both the Human Rights and Neighborhood Commission. Focus includes Human Rights incidents, annual events, Neighborhood Liaisons, CERTs, block parties.
 - b. Discussion about the value and structure of the Neighborhood Liaison program.
 - c. Discussion about the role and growth of the CERT program.
 - d. Discussion about neighborhood safety and crime prevention meetings.
5. Events

- a. List: Annual Event (January), Spring Together, Block Parties, Ice Cream Social (July 23), Fire Dept. Open House (Oct. 3), Human Rights Day (Dec. 10)
 - b. Block Parties are encouraged to be held on Minnesota Night to Unite (aka National Night Out). This provides best opportunity for Fire Department, Police Department, and Council Member to visit.
 - c. Spring Together event cannot take place at Curtiss Field this year as it is under construction.
 - d. Began discussion about doing a City Forum on City Hall's green space as an alternate to the Spring Together event. This creates a reaching out to apartments in the West portion of the City.
- 6. Establish Teams on a volunteer basis.**
- a. Prevention/Incident Committee: Felicia, Clem, John
This team will deal with incident review, safety, CERTs and crime prevention.
 - b. Events/Outreach Committee: Jay, Shirley, Helen, Dick, Gwen, Gary
This team will work on the logistics of decided events, and apartment connectors outreach.
 - c. Although there will be teams, we are all able to have input to plans.
- 7. Designate individual responsibilities**
- a. Each Committee shall select their own Coordinator. It is highly recommended that Committee meetings take place at City Hall.
 - b. Clem Kurhajetz has volunteered to track the Little Free Libraries.
 - c. Dick has volunteered to coordinate music for block parties.
- 8. Housekeeping Items**
- a. Request to all: When responding to an email to someone please use "reply" and not "reply all" unless absolutely necessary. Too many emails may cause people to become desensitized.
 - b. Send request for the agenda to Staff Liaison Tim Sandvik.
 - c. Updating the brochure: Please verify contact information. Having contact information on the brochure is optional.
- 9. The next meeting will be May 18 at 7:00pm. If the time changes notification will be made one month prior. A May meeting allows time for the Committees to meet in April.**

Meeting adjourned at 8:22pm

Prevention & Incident Committee Report
Meeting Date: Thursday, Apr 23, 2015

Below is what was discussed:

We see our subcommittee responsible for three things:

I. Human Rights

Violations- Incident review and response

- A. Contact victim and express our concern and empathy
- B. Formulate a response plan keeping the victim's wishes as our utmost guiding principle

II. Crime Prevention

- A. SAPD has a full line of programs that are available ...just ask
- B. Make suggestions for CP programs based on community issues
- C. Promote list serve
- D. Promote community engagement

III. CERTs

- A. We see our subcommittee as overview of Certs, not operational
- B. Discuss joining Ramsey County CERT Team
- C. Continuing education concerns

Submitted by John Ohl, Chief of Police
City of St. Anthony
3301 Silver Lake Road
St. Anthony, MN
55418
P612-782-3350/F612-782-3390
John.Ohl@ci.saint-anthony.mn.us

BLANK PAGE

Events and Outreach Team Meeting, April 7, 2015

Framework and notes by Gwen Willems, Team Coordinator

Community Engagement Commission

Upcoming Activities and Events

1. City hall forum

When: Possibly Monday, June 15

(June 19 is movie night at Community Park; Ramadan is July 17.)

What: To welcome apartment-dwellers and others, have them meet the mayor and council members, and learn how to access city services

Where: City hall

Key volunteers:

Needs:

2. Commission meetings

When: Ongoing

What: Meetings

Where: Vary place of meetings at Town Square apts., 1666 Coffman, etc.

Key volunteers: Commission members

Needs:

3. Ice-cream social

When: Thursday, July 23, 6:00 – 8:00 p.m.

What: Food, socializing, face painting, games, and information sharing

Where: Community Park building

Key volunteers: 4 volunteers (2/shift) to welcome and engage attendees one-on-one

Needs: Commission materials to have at our table

Cards to hand out: “Do you know who your liaison is?”

Check with Chief John Ohl if he or another officer will attend.

Publicity and perhaps transportation for apt. dwellers

Transport Somali youth directly from school

Big buttons for our commission members so they’re readily identifiable

4. Block parties

When: Most are Tuesday, August 4

What: Casual evening get-togethers

Where: Throughout Falcon Heights

Key volunteers: All Community Engagement Commissioners

Needs: Commission members to attend their block parties and know their liaisons.

Melanie wants a team of commissioners to work with apts.—same person at each

apt. over time, visit 4-5 times/year (Is this feasible?), help to publicize block

parties, let apt. dwellers know how to sign up for the city’s weekly

listserve/newsletter

How to access apts.? Do we have contacts in each apt. building?

How to get a list of block parties?

Dick will get in touch with Tim at the Underground Music Cafe and work on having some music available to share that evening.

5. Film series by directors of color

When: Fall 2015

Where: Roseville Library

What: Co-sponsorship opportunity

Key volunteers:

Needs: Materials about our commission

6. Fire Department open house

When: Saturday, October 3

What: Tour and chats

Where: Fire Department

Key volunteers: Prevention and Incidents Team (Clem, Felicia, John, Anton)

Needs: Volunteers at our table and to circulate

Materials to hand out

Reach out/publicize heavily to targeted groups

Label ingredients on all food

7. Human Rights Day

When: Thursday, December 10

What: Film and guided discussion about a human rights topic, such as the Universal Declaration of Human Rights, Islam/religion, defining human rights, life in Somalia, culture (defined, how it's changing, meaningful, life enriching, ritualistic, etc.)

Where: City hall

Key volunteers: Jay, Gwen, Ahmed, Shirley

Needs:

8. Annual neighborhood liaisons and CERTS meeting

When: January

Where: City hall

What: One hour update for CERTS-trained volunteers

Key volunteers: Prevention and Incidents Team (Clem, Felicia, John, Anton)

Needs: Materials in other languages and illustrated

CERTS training for youth and adults in Town Square Apts. Complex

When:

Where: Town Square Apts.

What: CERTS training for new volunteers

Key volunteers: Prevention and Incidents Team (Clem, Felicia, John, Anton)

Needs: Buttons or name tags with our commission name