

## Falcon Heights- Community Engagement Commission

May 16, 2016

7:00 pm

### Minutes

**Members Present:** Commission Chair Melanie Leehy; Commissioners Clem Kurhajetz, Shirley Reider, Gary Kwong, Jay Colond, Felicia Turner, Gwen Willems, SAPD Liaison Sergeant Jon Mangseth, Council Liaison Tony Fischer, Staff Liaison Katie Thrasher

**Members Absent:** Commissioner Ahmed Hassan, FHFD Liaison Anton Fehrenbach

1. **Call to Order 7:02pm**
2. **Approval of April 18, 2016 Minutes** Shirley Moves
3. **Fire and Police Updates**
  - a. SAPD is coordinating logistics for Night to Unite. Two officers have been promoted to Sergeant: Mike Huddle and Mark Dokken. Mike will attend the Ice Cream Social and will hopefully attend a commission meeting this year. The reserve program is currently looking for applicants.
4. **Events Schedule and Volunteers**
  - a. Ice Cream Social
    - i. Table volunteers for 5:45-7pm: Jay and Gary; 7-8:15pm: Shirley and Felicia
  - b. Apartment Connector/Spring Together
    - i. Date set for Tuesday, August 2. Volunteer commissioners would host a citywide potluck event on the green space at City Hall (Gwen volunteered and Felicia is not available).
    - ii. Melanie will make phone calls to apt. managers/caretakers and requests commissioners be available to apartment staff if they have questions on hosting their own block party.
  - c. International Human Rights Day Observance
    - i. Potential date is December 8, Thursday.
    - ii. In order to qualify as an “educational setting” some vendors require it be part of a course, and others require that the academic/educational institution take the responsibility as a host. Staff requested we look at what is available in the public domain. Staff will provide search sites for guidance. Gwen mentioned League of Human Rights Commissions is looking into licensing legalities.

## **5. Documents**

- a. Block Party Packet (Corrections to Staff by 5/20)
  - i. Remove the Live Music option (Dick Carlson may be able to provide a consult sheet), add link to register a block party on the city website, and edit the neighborhood roster.
  - ii. Adding a column for those wanting assistance in an emergency will require staff to provide information to FHFD/CERTS. We want to make sure the right people know if people need assistance.
  - iii. A suggestion was made to have a 1:1 meeting with the person that identifies as needing assistance evacuating. A commissioner would contact that individual in Fall/Winter, after the neighborhood survey is completed. Gary and Shirley will coordinate follow-up calls. Melanie and Staff will prepare a template of questions to ask during the meeting.
- b. Response Plan Review
  - i. Sergeant Mangseth will provide the HR incident response plan to the commission.
- c. Other Resources/Neighborhood Liaison Library
  - i. For the next two months, three boxes of materials will be available from 6:30-7:00pm for commissioners to weed through resources.
  - ii. A CERT and a neighborhood liaison representative will be invited to our commission once a year to report on their work.
  - iii. Gwen shared that FH was ahead of its time by three years proposing ADA upgrades before it was put into law. FH was the first city in Minnesota to achieve compliance. Staff will inquire about generator availability at City Hall in case of an emergency.

## **6. Citizen of the Year Award**

- a. The Commission would promote it, and ideally the council would select an awardee so commissioners are eligible. Some things to consider are the criteria for eligibility, whether we would honor business owners, and how the awardee would be acknowledged. This could potentially be promoted at the Ice Cream Social if this is something the commission decides to do this year.
- b. Staff will send out links and attachments of other city examples. Melanie requested we have completed thoughts/research for our next meeting.

## **7. Immigrant Heritage Month Proclamation**

- a. We think it is too soon for us to make a well thought out decision. We will table it for this year.

**8. Housekeeping Items**

- a. May 25, there will be an acknowledgment before the 7pm Council Meeting for outgoing police officers Chief Jon Ohl and Dominic Cotroneo.

**9. Updates and Announcements from Commissioners**

- a. It was suggested we have a shredding event at City Hall like Roseville, and to consider a "Taste of Falcon Heights" 60<sup>th</sup> anniversary event similar to what was done when 1530 and 1550 Larpenteur opened.

**10. Meeting Schedule and Adjourn**

Next meeting June 20 at 7pm

Adjourn: 8:36pm

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Melanie Leehy, Commission Chair

Dated this 16<sup>th</sup> day of May, 2016

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Katie Thrasher, Staff Liaison