

CITY OF FALCON HEIGHTS

Regular Meeting of the Falcon Heights - Community Engagement Commission
City Hall
2077 West Larpenteur Avenue

AGENDA

October 15, 2018 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Reider ___ May ___ Kohn ___ Johnson ___
Larrabee ___ Ali ___ Stegman ___

COUNCIL LIAISON

Gustafson ___

STAFF PRESENT:

Lor ___

C. Approval of Minutes:
August 20th, 2018

D. DISCUSSION

1. Human Right Day Event - December 10th, 2018
 A. Speaker Suggestions

2. CEC Display Table

3. Neighborhood Liaison Packets

4. Updates on Youth Outreach Opportunities

E. INFORMATION/ ANNOUNCEMENTS

F. ADJOURNMENT:

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August 20, 2018 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Reider May Kohn Johnson
Larrabee Ali

COUNCIL LIAISON

Gustafson

STAFF PRESENT:

Sandvik Lor

- CEC would like to welcome new commissioner Julia Stegman. She has excellent experience in community events and outreach. She currently works at Hope Church in Hope Community Church. Julia is new to Falcon Heights and recently participated in Night to Unite.

C. Approval of Minutes:
March 19, 2018

Commissioner Kohn Moved, Approved 5-0

June 18, 2018

- Commission Member Larrabee was present at CEC meeting in June 18th, 2018 and Commission Member Ali was absent.

Commissioner Johnson Moved, Approved 5-0

D. DISCUSSION

1. Human Right Day Event - December 10th, 2018
 - a. Possible Topics - Food Insecurity, Education Gap, Discrimination in Housing, Immigration, other suggestions from Commissioners.
- The newsletter is in its final phase and will be mail out soon.

- Staff was able to attend the Minnesota Human Rights Commission Annual Summit. Staff was able to participate in different panels and connect with experts in the field of Discrimination in Housing, Immigration, and other systemic discrimination.
- Staffs put together a few ideas, and it was noted last week's email. Staffs welcome other suggestions from commissioners. We would need to have Human Rights Day to be finalized by October's meeting with either movie or speaker presentations. Staffs met with Denise Young, the Executive Director at the Bell Museum and they seemed interested to partner with the event. The only issue is the parking lot space and fees. Another location is to do it again at the City Hall.
- According to Task Force recommendations, it advised for the City to connect and partner with community organizations such as Science Museum and Minnesota Historical Society; therefore, the Bell Museum aligns with the recommendation, and it would be great to have it there.
- Topics:
 - **Immigration:** John Keller, Executive Director of the Immigration Law Center, presented at the 2018 HRC Summit. John spoke about Immigration discrimination and why it matters to educate Minnesota communities and professionals.
 - **Food Security:** The Bell Museum mentioned this topic because of Falcon Heights' agriculture land, Good Acre, and Gibbs Farm. Executive Director indicated that hunger and nutrition is an urban, suburban and rural problem. It would be a great topic to educate the community.
 - **Education Gap:** Minnesota continues to struggle and has the most drastic measures in education gap; such as academic performance and equal education. Common gaps are based on race, ethnicity, socio-economic status, gender, and disability.
 - **Discrimination in Housing:** Anne Smetak, Senior Attorney at Minnesota Housing Finance Agency. Anne spoke about systemic discrimination through housing at the MN HRC Summit. The agency and Governor Dayton helped formed a Task Force on Housing.
- Great topics to present at the HRD on December 10th. Staffs can contact speakers who presented at the HRC Summit event or someone we know who is an expert in the field. Staff mentioned that Human Rights advocates are interested in reaching out to communities about human

rights topics. An example can be when MN Human Rights Commissioner Kevin Lindsey presented at one of Falcon Heights' HRD event.

- Commissioners expressed to have it at the Bell Museum because it is a great way to know the community and gave a consent to pick Discrimination in Housing as the main topic. It is a topic that people of all ages can relate to such as rent, buying, and resources that residents don't have access. Falcon Heights seems not to show data on discrimination in housing, but it does not hurt to educate. Chair Commissioner Reider would like to have Alice Hausman as a speaker who supports affordable housing.
- In addition to affordable housing, the TIES building has met with a lot of housing developers. Staff and Council Liaison spoke that some developers want to turn it to affordable housing. Planning Commission wants the lot by the Good Acre to turn in to a senior house with 65 units. Adding on, during one of the Planning Commission meetings, U of M students expressed to have more affordable housing in Falcon Heights, so it is closer to campus, public transportations and grocery stores.
- Staff and commissioners will research about Discrimination in Housing and will bring the information to October's meeting.

2. Update on Task Force Recommendation List (provided as addendum)

- Staff discussed the Task Force Recommendation list in June and wanted it to be a reminder of ongoing recommendations. A document to help us to have, what kind of community we want Falcon Heights to be, and a way to share our successes.
- Ice Cream Social and Hot Dog with a Deputy is part of the Task Force recommendation by sponsoring events within the community to foster inclusion.
- Commissioners suggest having a table next year to provide engagement. The table can provide a list of Task For recommendations and talk about it to people, game, treats to engage more of the younger crowd, a box where people can put in their contact information if they want to volunteer, and a list of events that CEC holds throughout the year.
- Chair Commissioner Reider likes the idea and wants Commission Member Larrabee to lead the project and team up with other members. She would also like to thank Ramsey County Dispatchers,

RSCO, and FHFDS' presences at the event. RSCO showed a lot of engagement with families, games and answering questions. It was also great to see residents from other cities (St. Paul, Roseville, Shoreview, White Bear Lake, and Maplewood) to attend the event and hear about their Ice Cream Social event.

- Hope that next year will be another good turn out with numbers of attendees and weather so that we don't have to reschedule it on Election Day.

3. Updating of Neighborhood Liaison Packets – Commissioners

- There is a lot of history and would like for it to be short and straightforward. Something easy to follow and read. It is nice to know why the Neighborhood Liaison Packet was created but does not need to know year after year. It is better to tackle the packet little by little instead of doing everything at once.
- Chair Commissioner Reider would like to everyone to review the packet and come up with a proposal and bring it to the next meeting.
- Staff reminded that the September meeting is canceled so it gives time to review the packet and create an outline for Staff to work on.
- Council Liaison Gustafson reminded everyone that the City does have \$200 left from the St. Paul Foundation Grant and would like for CEC to spend the grant to produce packets. The grant needs to be used by October 31st and suggest that if CEC can come up with a proposal in September and send it to staff in October to work on it, then the packet can be printed on time.

4. Communication Updates – Commissioners

- How City would like to communicate to residents
- Need to find ways to take out dead links and remove old documents
- Website is difficult to navigate and will need to find solution
- Weekly newsletter is hard to read and will need to brainstorm ways to make it better
- Commission Member Johnson would like the website to have a resident inputs, neighborhood happenings, and community events sections to help residents know more about what is going on in the City.
- Would like everyone to look at the website and bring ideas, suggestions, or comments to the next meeting.

5. Youth Outreach Opportunities

- Staff was able to connect with someone from the Minneapolis district Paul Klym a Career Development Coordinator. Unfortunately, Minneapolis school programs are only offered to students in that area. He was able to redirect staff to connect with Roseville's Career Development Coordinator Heidi Sneltjes. Unfortunately, school is out, and the office will resume in September and Staff will reach out to Heidi Sneltjes to partnerships.
- The Carl D Perkins handout are programs that are offered in Roseville Area district, and Roseville High School is authorized to provide Career and Technical Education Programs as long as they have a teacher with the appropriate license.
- In the last meeting, the list staff provided was long; therefore, decided to focus on Roseville only. The handout with Roseville Area High School and Local Nonprofit Organizations Youth Programs are resources for students to attend and meet. Staff was able to find a College Possible program at Roseville Area High School but cannot reach them because school is out.
- Right Track YJPRO's website stated that it is only for St. Paul residents but will reach out next month and see if Falcon Heights youth residents can take part in the program and partnership.
- Lastly, Staff was able to connect with U of M 4-H. 4-H is an organization that helps counties, cities, schools, and residents build youth development clubs. CEC can look into forming a 4-H club like City of Lauderdale where the club promotes healthy interests in youth in a wide range of diverse subjects such as public speaking, leadership, and hands-on learning opportunities. Forming a club is a big step, but CEC can start little by creating leadership boot camps at the City Hall.
- Staff will connect with other local organizations in the list and will bring updates in the next meeting.

E. INFORMATION/ANNOUNCEMENTS

F. ADJOURNMENT: 8:55 P.M.



The City That Soars!

ITEM FOR DISCUSSION

Meeting Date	October 15, 2018
Agenda Item	Discussion C1
Attachment	Human Rights Day Event
Submitted By	Amanda Lor - Staff

Item	Human Rights Day Event
Description	<p>Falcon Heights’s Human Rights Day event is on Monday, December 10th at 7 pm. This year’s theme will be Discrimination in Housing.</p> <p>The primary goal is to have a least three speakers. Thirty minutes of presentation and Thirty minutes for Q&A</p> <p>Staff welcomes other suggestions from commissioners.</p>
Budget Impact	TBD
Attachment(s)	- Speaker List
Action(s) Requested	Discussion and make recommendation for staff to pursue conversations with identified individuals or organizations to advance Human Rights Day planning.

GUEST SPEAKERS

Alice Hausman – Local Rep, she has interest in housing. Recent article:

<https://www.tchabitat.org/blog/making-our-voices-heard-at-habitat-on-the-hill-mn-2018>

Anne Smetak, Senior Attorney at Minnesota Housing Finance Agency

Management office at 1550 Larpenteur (they can contribute to the conversation as to what is currently being done in FH)

FOLLOWING THE ELECTION, contact either Janie Rettman or Trista MatasCastillo

Governor Dayton Affordable Housing Taskforce:

<https://mnhousingtaskforce.com/task-force>

- Lael Robertson, Staff Attorney, Housing Justice Center



The City That Soars!

ITEM FOR DISCUSSION

Meeting Date	October 15, 2018
Agenda Item	Discussion C2
Attachment	Display Table
Submitted By	Amanda Lor - Staff

Item	Community Engagement Commission - Display Table
Description	<p>CEC Staff Dena Larrabee researched Display Table items. Staff researched and found that VistaPrint has the most reasonable price for custom table hangers.</p> <p>City Hall has paper display, Tri-fold board display and Board displays that can save money.</p> <p>Staff welcomes other suggestions from commissioners.</p>
Budget Impact	TBD
Attachment(s)	- Table Cost
Action(s) Requested	Discussion and make recommendation for staff to research more information

Item	Vendor	Qty	Cost per Unit	Total Cost
Table Runner (see sample)	VistaPrint	1	\$110.00	\$110.00
White Table Cloth	Sams Club	1	\$25.00	\$25.00
Leaflet Brochure Holder	Office Max	2	\$4.00	\$8.00
3 Tier Paper Display	Office Max	2	\$50.00	\$100.00
Tri-Fold Board Display	Office Max	2	\$8.50	\$17.00
Board Display Stand	Office Max	1	\$9.00	\$9.00
			Total Cost	\$269.00

Sample Table Runner

Leaflet Brochure Holder

3 Tier Paper Display





The City That Soars!

ITEM FOR DISCUSSION

Meeting Date	October 15, 2018
Agenda Item	Discussion C3
Attachment	Neighborhood Liaison Packets
Submitted By	Amanda Lor - Staff

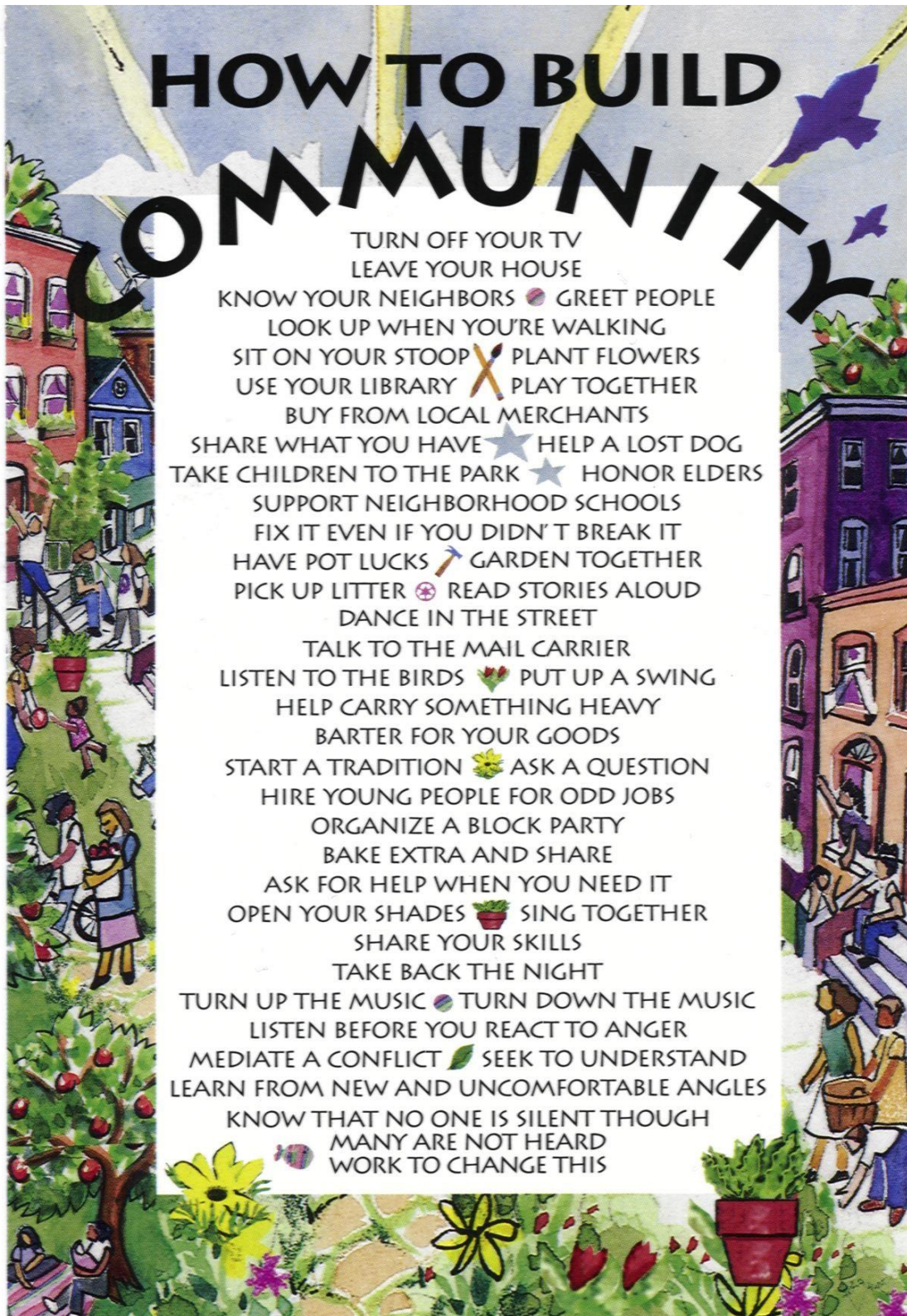
Item	Neighborhood Liaison Packets
Description	<p>CEC Staff Dena Larrabee, Kim Johnson, and Katie Kohn worked on the Neighborhood Liaison Packets. City Staff helped with edits and reviewed the packet.</p> <p>Staff will listen to recommendations to go back and update desired materials.</p>
Budget Impact	TBD
Attachment(s)	- Neighborhood Liaison Packets
Action(s) Requested	Staff requests the CEC provide their updated recommendations.

NEIGHBORHOOD LIAISON HANDBOOK



CITY OF FALCON HEIGHTS





HOW TO BUILD COMMUNITY

- TURN OFF YOUR TV
- LEAVE YOUR HOUSE
- KNOW YOUR NEIGHBORS ● GREET PEOPLE
- LOOK UP WHEN YOU'RE WALKING
- SIT ON YOUR STOOP ✂ PLANT FLOWERS
- USE YOUR LIBRARY ✂ PLAY TOGETHER
- BUY FROM LOCAL MERCHANTS
- SHARE WHAT YOU HAVE ★ HELP A LOST DOG
- TAKE CHILDREN TO THE PARK ★ HONOR ELDERS
- SUPPORT NEIGHBORHOOD SCHOOLS
- FIX IT EVEN IF YOU DIDN'T BREAK IT
- HAVE POT LUCKS ⚒ GARDEN TOGETHER
- PICK UP LITTER ♻ READ STORIES ALOUD
- DANCE IN THE STREET
- TALK TO THE MAIL CARRIER
- LISTEN TO THE BIRDS 🐦 PUT UP A SWING
- HELP CARRY SOMETHING HEAVY
- BARTER FOR YOUR GOODS
- START A TRADITION 🌿 ASK A QUESTION
- HIRE YOUNG PEOPLE FOR ODD JOBS
- ORGANIZE A BLOCK PARTY
- BAKE EXTRA AND SHARE
- ASK FOR HELP WHEN YOU NEED IT
- OPEN YOUR SHADES 🪴 SING TOGETHER
- SHARE YOUR SKILLS
- TAKE BACK THE NIGHT
- TURN UP THE MUSIC 🎵 TURN DOWN THE MUSIC
- LISTEN BEFORE YOU REACT TO ANGER
- MEDIATE A CONFLICT 🌿 SEEK TO UNDERSTAND
- LEARN FROM NEW AND UNCOMFORTABLE ANGLES
- KNOW THAT NO ONE IS SILENT THOUGH
- MANY ARE NOT HEARD
- WORK TO CHANGE THIS

Karen Kerney/SCW Community SCW © 1998

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Introduction

Where did the idea of Neighborhood Liaison come from?

The idea of Neighborhood Liaison was defined in 2002, but was the culmination of many years of community-minded efforts by Falcon Heights residents.

1. Early 1990's -- The Neighborhood Watch program was initiated by a dedicated resident volunteer. Falcon Heights was the first city in Minnesota where every block in the city had a Neighborhood Watch volunteer!
2. 1995 -- The city council began a group called Keeping Connected to brainstorm and implement ways to keep resident and neighbors connected, in addition to fighting crime.
3. 1997 -- Keeping Connected sponsored an intergenerational dialogue to develop recommendations for improving the quality of life for all ages of Falcon Heights' residents. Fifty-one residents ranging in age from 11 to 81, suggested (among hundreds of other ideas):
 - Have kids organize welcome parties for other kids.
 - Encourage informal block "lemonade on the front lawn", BBQ, or potlucks.
 - Encourage individual initiatives such as sharing meals, block caretakers, and phone contact to check on the welfare of the young and elderly.
 - Expand opportunities to match volunteer mentors with children and teens.
4. 1999 -- In response to concerns over potential computer problem (Y2K), the city sponsored an Emergency Preparedness meeting, developed recommendations for neighborhoods to keep them sustained in any type of emergency. Their long list of suggestions for each generation included:
 - Develop neighborhood "maps" which include names of residents, equipment owned and special needs.
 - Encourage people to exchange names and numbers of family members at the annual neighborhood meetings.
 - Organize "Citizen Emergency Response Teams" in each neighborhood.
5. 2001-- The city council sponsored an Intergenerational Dialogue, which brainstormed ideas for citizens to feel as prepared as possible for any situations in their own neighborhoods. Among the many:
 - Make a neighborhood phone tree with home, work and emergency phone numbers.
 - City Council to create a Neighborhood Security Task Force to develop materials for use by block leaders and formalizing this group into a permanent **Neighborhood Commission**, to oversee the training and recruitment of Neighborhood Liaisons.
6. 2015 – The Neighborhood Commission merged with the Human Rights Commission to form the Community Engagement Commission (CEC)

Community Engagement Commission (CEC) Role in the Neighborhood Liaison Program:

The Community Engagement Commission (CEC) promotes opportunities for residents to be involved by endorsing and facilitating community outreach events. They will act as a human-bridge defining ideas and activities that help to connect Falcon Heights City Council to the people they serve. The Commission shall serve as the city's liaison with the neighborhoods, and may make recommendations to the City Council regarding changes to the Neighborhood Liaison Program.

Emphasis shall be placed on the following activities:

- Recruit and retain neighborhood liaisons
- Update and distribute a neighborhood liaison handbook
- Responsible for implementing appropriate Neighborhood Liaison training
- Provide suggestions on how to best communicate with the residents to keep our neighborhoods connected
- Act as a resource for neighborhood activities
- Provide regular reports to the City Council on the Neighborhood Liaison Program
- Attend Neighborhood Liaison training sessions.

What is a Neighborhood Liaison?

A Neighborhood Liaison is an extension to the Community Engagement Commission (CEC) that formalizes a more localized outreach community engagement effort. They will provide a more familiar point of access to the assigned neighborhood community, while building and strengthening relationships. They will spend their time in the community talking with people, collecting suggested ideas, and forming relationships to keep the community connected. Roles among the different sub divided groups are easily overlapped and can be carried out by one person or a number of different people.

How we Define Neighborhood

The word neighborhood, in this handbook, will simply refer to a group of people living near one another; a community. Falcon Heights Neighborhood Liaison will coordinate with the City to define the neighborhood they represent. Some neighborhoods may include specific blocks on a street, one or more buildings, or one floor in a larger building complex. However, you define your neighborhood, the role of liaison will be similar.

Neighborhood Liaison Sub Divided Groups:

Information Liaison

Engage with assigned neighborhood by gathering block directory information about your neighbors of which they provide voluntarily. Update regularly the current block map, with names, addresses and phone numbers of people on the block and distribute routinely to neighbors. Welcome new neighbors and distribute the collected information so they may get familiar with their near community.

Social Organizer Liaison

Responsible for coordinating activities for the assigned neighborhood, such as block parties, potlucks, and Night to Unite (National Night Out), book clubs, or a kid's holiday parade, just to name a few potential ideas. Create group activities designed to promote community togetherness.

Communication Liaison

Communicate activities defined by the Social Organizer Liaison and other activities that may be sponsored by the Community Engagement Commission (CEC). This may include phone calls, emails, door knocking, letter writing or social media communication.

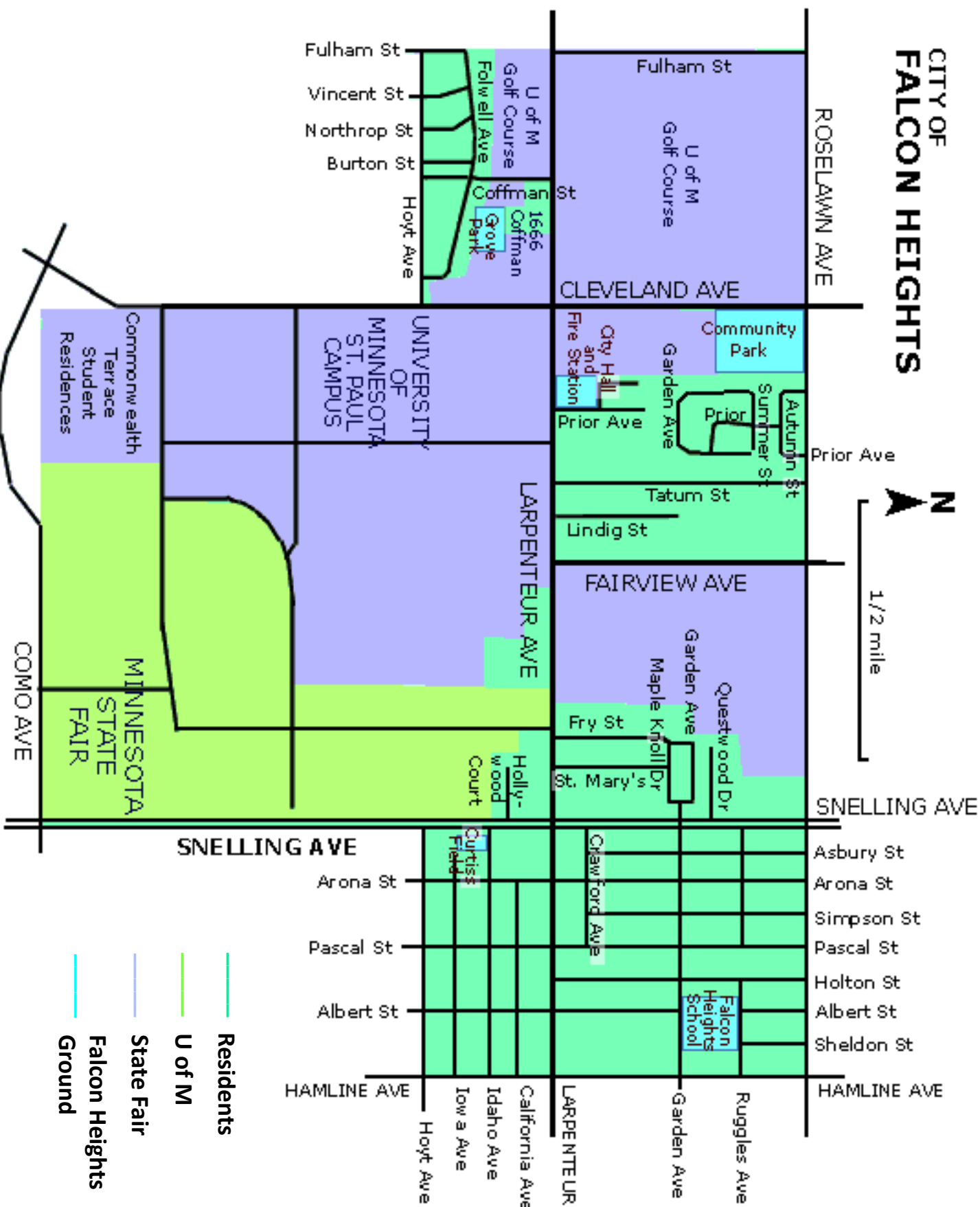
A Neighborhood Liaison has several roles and responsibilities:

- Welcome new residents
- Actively participate in training opportunities sponsored by Community Engagement Commission (CEC).
- Promote neighborhood meetings and/or block parties.
- Use this Neighborhood Liaison Handbook as a guide. Submit handbook suggestions and improvements to the Community Engagement Commission (CEC).
- Keep neighborhood data current.
- Distribute collected data only with neighbors.

Neighborhood Liaison Code of Ethics:

- Respect your neighbors.
- Maintain a positive attitude and image.
- Maintain local privacy of collected data.
- Be a community builder.

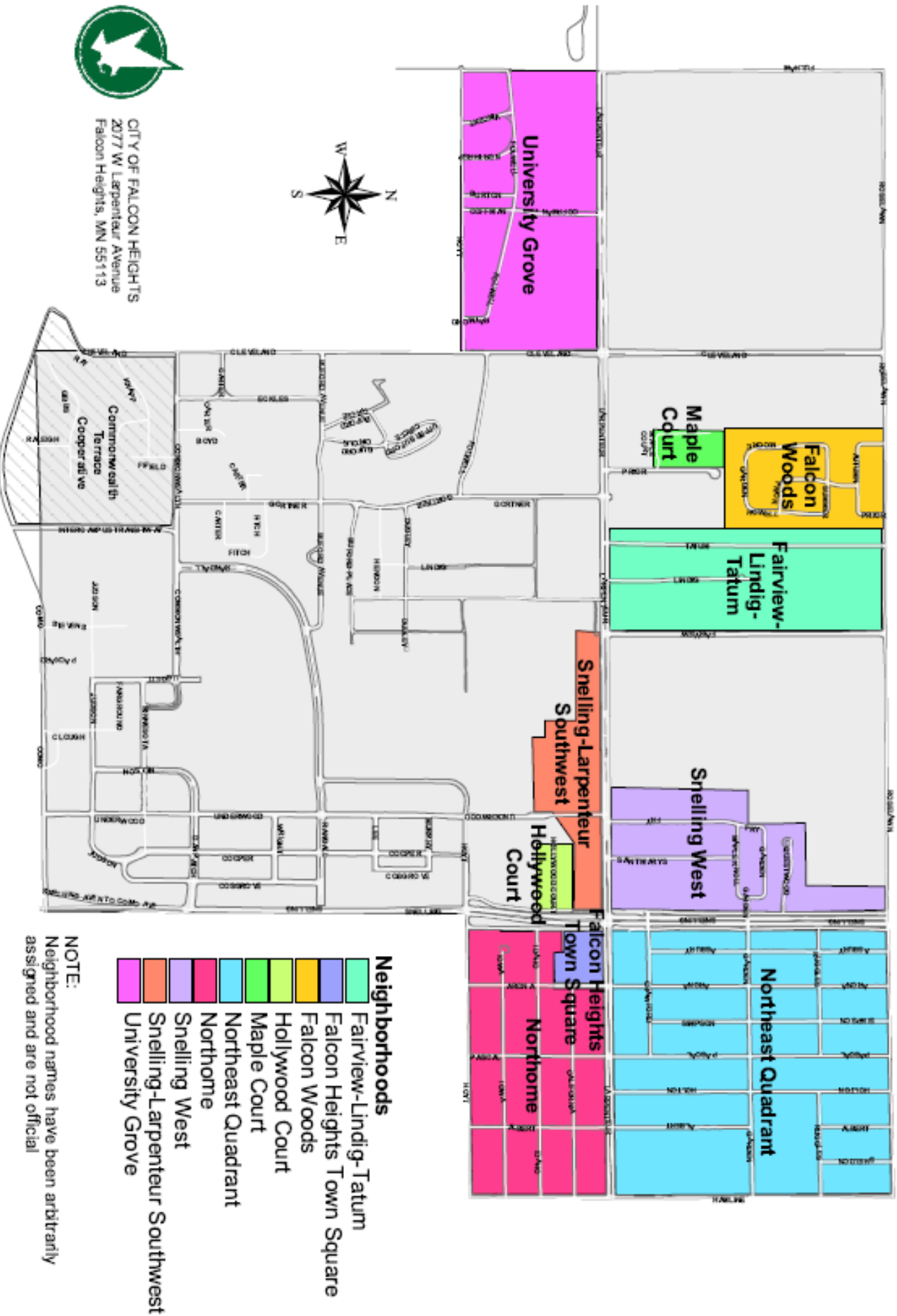
CITY OF FALCON HEIGHTS



1/2 mile

- Residents
- U of M
- State Fair
- Falcon Heights
- Ground

Falcon Heights Neighborhoods



NOTE:
 Neighborhood names have been arbitrarily assigned and are not official

Information Liaison

General Description

1. Keep the block directory or block map current.
2. Distribute the directory to neighbors each year.
3. Distribute information about each household to every resident.
4. Welcome new neighbors and give them the collected information about the neighborhood.

The liaison updates information (name, address, phone lists) on your block. This may include information on people living in each house, their professions, work numbers. Then the information is distributed to each resident. Please do not ask for more information than people are willing to share. As new neighbors arrive, provide them with collected information about the neighborhood residents in their area. As a community builder it is important to know your neighbors.

BASIC INFORMATION

1. Name
2. Address
3. Primary phone number(s)

OPTIONAL INFORMATION

- A. Cell phone numbers
- B. E-mail addresses
- C. Professions and work phone numbers
- D. Emergency phone numbers
- E. Children's names
- F. People who would need more help in an emergency due to medical problems
- G. Pet names and characteristics
- H. Cars, license number and make
- I. Work schedules
- J. Hobbies and activities
- K. Emergency equipment available for use (chainsaw, extension ladder, generator)

NEIGHBORHOOD-SPECIFIC INFORMATION

1. Neighborhood Newsletter editor
2. Alley-plowing contact(s)
3. Is anyone willing to snow shovel or baby-sit?
4. Does anyone provide services, free or for a fee (e.g., gardening advice, taxes, etc?)
5. Could we put our professions/businesses on a list to be contacted? Like mini-advertising?

How to Collect Information

A primary consideration for the collector of a neighborhood's information is **privacy**. Many neighborhoods in Falcon Heights have block maps and several have completed neighborhood surveys, with no issues arising and with no one objecting to giving this information to their neighbors.

People in the neighborhood should know that the information asked of them is voluntary and will only be seen by others in the neighborhood. You may find that neighbors are comfortable providing their phone numbers and work numbers and kids' names and ages, but they don't want anyone in the neighborhood to solicit them for business reasons. It must be clear at the outset that this isn't the intent of the list.

A way to get around this is to ask that no one solicit anyone else in the neighborhood for sales or business, but allow everyone to provide their job and business affiliations so if someone is looking for Avon, or insurance sales for example, they could see if someone in their neighborhood provides it.

- The liaison may drop a questionnaire at each home and ask people to return them by a certain date.
- The liaison may put a questionnaire out at a party and ask people to fill in the information.
- The liaison may use the library or phone books or the MN Secretary of State's office (for a fee) to get the information, ask neighbors if it may be used, and give it to the other neighbors.

Social Organizer Liaison

General Description

Coordinate activities for your block, such as block parties, potlucks, bridge night and Night to Unite (National Night Out) get-togethers.

Block Party Planning

Block parties do not need to be elaborate affairs. Depending on the amount of time you have and the amount of help you want to plan the party, you can take one of several approaches:

Easy

1. Plan the date, time, and location.
 - To request the following, fill out form through Ramsey County website:
 - Law enforcement and squad car
 - To request the following go to falconheights.org
 - Street barricades
 - Fire fighters and fire truck
 - City Council or Commissioners
2. Distribute flyers announcing the date, time, and place of the party.
3. Invite neighbors to bring a dish to share and their own table service.

Average

1. Plan the date, time, and location.
 - To request the following, fill out form through Ramsey County website:
 - Law enforcement and squad car
 - To request the following go to falconheights.org
 - Street barricades
 - Fire fighters and fire truck
 - City Council or Commissioners
2. Distribute flyers announcing the date, time, and place of the party.
3. Have neighbors contact you regarding what they'll bring, or circulate a sign-up sheet.
4. Arrange for table service, tables and chairs, and games for kids.

Advanced

1. Distribute flyers inviting neighbors to attend a planning session for a block party.
2. At the meeting:
 - Select a date, time, and place.
 - Decide who will bring what. (Make a list.)
 - Select a spokesperson to call the city.
 - Plan additional related activities, such as games, entertainment, decorations, or inviting the Crime Prevention Liaison to make a presentation.

Neighborhoods in Falcon Heights have done parties at all of these levels. Some have simple ice cream socials where they send out a note with a date and everyone volunteers for paper supplies, ice cream and toppings. The leader makes sure there are tables and garbage cans.

Another neighborhood has combined several blocks, raised money, solicited donations from local businesses for door prizes, and hired ponies for rides for the kids. Following that fun is a potluck meal.

It depends on how much energy, volunteer help, contacts, and imagination you have. The page that follows takes you through the steps for planning any type of event.

Remember, there is no right or wrong way to plan or conduct a block party. The most important things to keep in mind are the needs and personality of your block and its residents!

Steps in Organizing Successful Events

I. **WHY:** Define the Purpose of the Event (Why hold the event? What need should it fill?)

Will your event inform, improve community relations, welcome new people to the neighborhood, etc...? Be sure to recognize if one of the purposes is to have fun. It's much easier to involve volunteers in a cause or need if you can make it fun.

II. **WHAT:** Choose the Right Event (pot-luck, picnic, ice cream social ...)

- A. Remember your goals
- B. Who are your participants? (young, old, interests, schedules, ...)
- C. What is your neighborhood interested in or what have they done in the past?
Ask around to see what people would be interested in doing.
- D. Do you want to extend your event beyond your own neighborhood?
Involving other neighborhoods can contribute more resources and broaden the audience.
- E. How much will your event cost?
Very little, if it's a potluck. Talk to others who have tried a similar event in the past. Were there any hidden costs?
- F. What are your resources?
Who are your volunteers? Are there any businesses that would help sponsor your event? Is there someone in your neighborhood who could make a contact?

III. **WHEN/WHERE:** Set the Date and Location

- A. Check the calendar to avoid conflicting community events
- B. Choose the location and get confirmed reservations
Most neighborhoods in Falcon Heights have used barricades to block off their street and just use the street itself. Some smaller groups have used city hall or alleys.

If you decide to rent a space, be sure to plan ahead, get enough room, and have something that fits your budget. Considerations include requirements for deposits, insurance, and cleanup as well as facility features like floor plan, seating, lighting, electricity, and restrooms. And be sure to get any agreements in writing.

IV. **HOW:** Planning and Organization

- A. Leader
Informs others of process, delegates responsibilities to persons/committees, coordinates activities of different committees, sets time limits, settles disputes, praises progress
- B. "Committees" defined and staffed, as needed (many will have only one member!)

*Decorations, Entertainment, Refreshments/Concessions, *Publicity, Budget/RSVP List, Donations, Clean-Up*

If the Committee is larger than one, the members should hold scheduled meetings at set places. Specific agendas help provide logical steps for attacking tasks. Written descriptions of individual responsibilities help to avoid duplicating effort, chronologically order tasks, and clarify time requirements and deadlines. Always give praise to individuals meeting deadlines.

** Publicity types can include: group e-mail, phone calling tree, posters, balloons, sidewalk chalk, door hangers, mailings, plywood corner signs, t-shirts, city newsletter, website, ...*

V. **POST EVENT**

A. Follow-up

Return any borrowed items. Write thank you notes to recognize volunteers and donors.

B. Evaluation

What went right? What went wrong? Record each step for future reference. Determine the true cost (consider donations) and true benefit. Should it become an annual event? File it away in a folder for future reference.

C. Begin preparing for next year

Communication Liaison

General Description

Communicates activities defined by the Social Organizing Liaison or the Community Engagement Commission (CEC).

Includes:

- Organizes communication within and between blocks
- Liaison to the Community Engagement Commission (CEC) and assigned neighborhood
- Community news from city website

Types of communication:

- Email
- Phone
- Door Knocking
- Social media

Liaison Resource Page

City Information

Falcon Heights Elected Representatives

Mayor Peter Lindstrom	651-917-2977
Council Member Randy Gustafson	651-642-9694
Council Member Melanie Leehy	651-646-8113
Council Member Mark Miazga	651-252-5833

Community Engagement Commission (CEC)

Chair Shirley Reider
Council Liaison Randy Gustafson
Georgiana May
Katie Kohn
Kim Johnson
Dena Larrabee
Hibo Ali
Julie Stegman
Staff Liaison Amanda Lor
Fire Dept Liaison Anton Fehrenbach

Neighborhood Liaisons

Names of Neighborhood Liaisons can be located:

City Hall	651-792-7600
City Website	www.falconheights.org

City Hall

City Administrator Sack Thongvanh	651-792-7611
City Hall	651-792-7600
City Website	www.falconheights.org

Police Department (Ramsey County Sheriff)

Fire or Medical Emergency	911
Non-Emergency Dispatch	651-767-0640
General Questions	651-266-7300
Ramsey County Sheriff	https://it.ly/2PMFvoO

Falcon Heights City Calendar

City Hall	651-792-7600
City Website	www.falconheights.org

Additional website information:

Night to Unite Registration (Ramsey County): <https://bit.ly/24bTm80>
Night to Unite Party Planning Guide: <https://bit.ly/2PGD3A6>

*****Always reference Falcon Heights website for current information*****



The City That Soars!

ITEM FOR DISCUSSION

Meeting Date	October 15, 2018
Agenda Item	Discussion C4
Attachment	Youth Outreach Opportunities
Submitted By	Amanda Lor - Staff

Item	Updates on Youth Outreach Opportunities
Description	Staff has continued to pursue, with the added direction of CEC Commissioners, opportunities for youth engagement and outreach opportunities. Staff will provide updates for CEC consideration.
Budget Impact	TBD
Attachment(s)	- Updated Programs
Action(s) Requested	Staff requests the CEC provide their updated recommendations.

The Roseville Area High School

Enrichment

- **[Gifted & Talented Enrichment](#)** – a program for gifted and talented students and has partnered with many local organizations such as Future Problem Solving Program that emphasizes creative problem solving, teamwork, and reach and presentations skills. The U of M Children's Math Program offers math programs for children and Girls Excel in Math (GEM) during the summer.
- **[Youth Enrichment Programs](#)** – offers classes for youth to explore, expand personal abilities and improve social skills.

Career Resources

[Roseville Career Center](#) – A resource webpage to help Roseville students to explore careers, college, information on how to complete FAFSA and tuition, jobs, military and more. Webpage includes:

- **Minnesota Career Information System – [Career Exploration Tool \(MCIS\)](#)** – Help students with career development, create a career plan, and employment (resume, and tips on how to create a good job environment, resolve conflicts, and etc.)

User Name = Roseville

Password = mcis

- **ISEEK** – Use **[iSeek](#)** to explore careers, develop resume and cover letter, and explore education options.
- **[My Next Move](#)** – Search careers, browse by industry, do an interest inventory on My Next Move.
- **[Volunteer Opportunities](#)** – Check out the list of updated local volunteer opportunities.
- **[Advancement Via Individual Determination \(AVID\)](#)** – In Roseville Area Schools, AVID helps students in grades 7-12 to prepare for college and succeed in a global society. AVID's main homepage: <https://www.avid.org>

Academic Support

- **[Targeted Services](#)** – connect and provide students with extra help to succeed in school and excel in life.
- **[Unity Centers](#)** – a place for students and families to get extra help and participate in variety of academic, artistic, cultural, career, and social and emotional growth opportunities

Local Nonprofit Organization Youth Programs

College Readiness

- [U of M 4-H](#) – The U of M partners with 4-H, a global organization whose mission is to "engaging youth to reach their fullest potential while advancing the field of youth development"
- [College Possible](#) – an organization that helps college admission and success possible for low-income students with intensive curriculum of coaching and support.

Youth Internship:

[Minnesota Historical Society](#): The Teen Action Group is a school-year long program that helps introduce high school students to museums, what they do, and how communities are represented.

[YMCA Youth Internship Part time](#): position provides educational opportunities for youth as part of the Youth Employment initiative to work at the YMCA to gain business and operational experiences which transfer to work skills for their future employment.

[SPNN](#): provides young people with the opportunity to create community media with a lasting impact. Through our fun and engaging programs, youth develop skills in media production, critical thinking, and community awareness.

[3M Step:](#)

- High school junior or senior in the St. Paul Public School District (District 625)
- Weighted GPA of 2.0 or greater with minimal school absences
- School schedule must allow students to participate in twice-weekly classes at 3M from January through May