

**CITY OF FALCON HEIGHTS**

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

**AGENDA**

September 21, 2020 at 7:00 P.M.

**Note: This meeting will be held by web conference.\***

A. CALL TO ORDER:

B. ROLL CALL:

May\_\_\_ Kohn\_\_\_ Johnson\_\_\_  
Larrabee\_\_\_ Cooley-Kistler\_\_\_ LaDouceur\_\_\_  
Ebbesen\_\_\_

COUNCIL LIAISON

Wehyee\_\_\_

STAFF PRESENT:

Nandkumar\_\_\_ Walter\_\_\_

C. Presentation

D. Approval of Minutes:

- July 20, 2020

E. DISCUSSION

1. Paper/cost saving option for welcome packets
2. Human Rights Day
3. Subcommittee updates
4. Neighborhood liaison virtual meetup

F. INFORMATION/ANNOUNCEMENTS

G. ADJOURNMENT:

\*To Join the Zoom meeting go to <https://us02web.zoom.us/j/88060791235>

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City Hall  
2077 West Larpenteur Avenue

**MINUTES**

July 20, 2020 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

May\_X\_\_ Kohn\_X\_\_ Johnson\_X\_\_  
Larrabee\_X\_\_ Cooley-Kistler\_X\_\_ LaDouceur\_X\_\_

COUNCIL LIAISON

Wehyee\_X\_\_

STAFF PRESENT:

Nandkumar\_X\_\_

C. Presentation

D. Approval of Minutes:

- June 15, 2020 minutes

Approved 6-0

E. DISCUSSION

1. Sanctuary/Welcoming City Ordinance

- Council Member Wehyee has brought the Welcoming City ordinance at previous Council workshops. It would work to help protect our vulnerable community members (based on immigration status). If there is not a legal subpoena this ordinance will prohibit the City for using immigration status in violations.
- This ordinance was created based off of the Minneapolis ordinance.
- One common question that was discussed amongst Commissioners would be "how would Ramsey County implement this ordinance?"
- Commission recommends Council adopts the ordinance.

2. Quarter 3 Goals/ Quarter 2 Updates

- Policing: Contract does not discuss strategies about policing. The contract discusses the legal components between the City and County. Commission would like to know who creates the policies and how this can be communicated with the community.
- Sheriff's Office has not been able to schedule a time to hold a town hall meeting.
- Council has asked City Staff to send a formal written request to the Sheriff's department asking for a town hall meeting.

- Chair Kim Johnson and staff will work on creating a community engagement web page for residents.

3. Human Rights Day

- Human Rights Day is Thursday, December 10<sup>th</sup>.
- Subcommittee will be created for brainstorming topics.
- Commission will plan for the event to be held virtually. Staff will look into the option of streaming on live cable network.

F. INFORMATION/ ANNOUNCEMENTS

- Julie Ebbesen will be appointment to the CEC at the July 22<sup>nd</sup> City Council Meeting.
- Commission will not meet in August. Subcommittees are to work on their assigned tasks. Next meeting will be September 21<sup>st</sup>.

G. ADJOURNMENT:



**The City That Soars!**

## ITEM FOR DISCUSSION

<b>Meeting Date</b>	September 21, 2020
<b>Agenda Item</b>	E1
<b>Attachment</b>	Welcome Packet, Door hanger design
<b>Submitted By</b>	Ashleigh Walter, Administrative & Communications Coordinator

<b>Item</b>	Paper/cost saving option for welcome packet distribution
<b>Description</b>	<p>The City, through volunteers, currently distributes welcome packets to all new residents. The packet, which was updated in 2020, provides new residents with helpful information on City services and amenities, local reference numbers, staff and council contacts, and history on the city. The packet is currently 16 pages in length. Property managers were contacted and some requested up to 40 printed packets, representing a large printing cost to the City.</p> <p>Staff have developed an option that would significantly reduce paper/printing costs and enable residents to quickly locate an electronic version. Paper door hangers could be placed on door handles with brief information, and a QR code for residents to locate the packet online. The door hangers could be designed and printed in-house and distributed to property managers at apartment buildings, and given to liaisons to deliver to new home owners. If residents request a printed version, staff could work with liaisons to make arrangements for pick-up or mailing. Per unit cost would be around \$0.20.</p>
<b>Budget Impact</b>	NA
<b>Attachment(s)</b>	Welcome Packet Door hanger design
<b>Action(s) Requested</b>	Staff are requesting a recommendation on whether door hangers can replace printed welcome packets for new residents.

# Welcome to Falcon Heights



**Your handbook for living in Falcon Heights**

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# Welcome to the City of Falcon Heights!

Dear New Residents,

On behalf of all your Falcon Heights neighbors, we want to welcome you to your new home in our "Fair" city! You have chosen a truly unique place to live. It is located just ten minutes from the downtown districts of both St. Paul and Minneapolis. Falcon Heights has access to several parks, shopping malls, and numerous other attractions. We also boast several attractions within city boundaries including the Minnesota State Fair, the Gibbs Farm Museum, the University of Minnesota Institute of Agriculture and the University's Les Bolstad Golf Course are all located in Falcon Heights. Convenient public transportation is always available through the MCTO and the Roseville Area Circulator systems.

People are surprised to find so much available in a city of just 5,521 residents -- all the convenience of larger cities with a "small city" feel. As a small city, we rely heavily on the talents and energies of our residents of all ages to help maintain the quality of life we have come to enjoy. A wide range of community events are planned each year to bring people together to strengthen community bonds. Watch for notices of these events in the bi-annual City Newsletter website. Also, sign up for our city's listserv link found on the city's homepage, and Like or Follow us on Facebook or Twitter for the latest city news.

We look forward to getting to know you!

Sincerely,



Randy Gustafson

Mayor

## History of Falcon Heights

The present City of Falcon Heights originally was contained within the boundaries of the old Rose Township, which also included the cities of Lauderdale and Roseville, as well as sections of St. Paul, Minneapolis and St. Anthony.



Settlement of the area began as early as 1843, six years before Minnesota became an official territory. Credit for the first settlement is generally granted to Stephen Desnoyer, who established his home on the banks of the Mississippi River near the present site of the Town and Country Golf Course. The family of Isaac Rose also settled in the area in 1843. Rose Township was named after Isaac Rose as a reward for his assistance in the federal land survey of 1850.

Soon to follow the Rose family in settlement was Heman Gibbs, who established his home on a land grant west of Cleveland Avenue, and north and south of Larpenteur. In his home, Gibbs established the first school in Rose Township. The school remained in service until 1959, one of the longest periods of use in the state's history.

The original sod house built by Heman Gibbs is no longer standing, but the second house built for the family in 1854 still remains on the site. The Ramsey County Historical Society purchased the Gibbs' farm in 1949, and operates it as a museum, while the homestead itself is listed on the National Register as a designated historical site.

In 1859, one year after Minnesota was granted Statehood, Rose Township organized a voting precinct, and with all 22 legal voters present, town officers were duly elected and taxes were levied for the coming year. Nearly half of the original Rose Township was absorbed by St. Paul in 1881. Of the remaining area, the first urban area to arise was Rosehill, now known as Lauderdale.

It was in the 1930's, that the area known as Falcon Heights received its name. The secretary of Minnesota Mining and Manufacturing Company (3M), John Cable, owned a larger parcel of land in the present City. Cable made plans to plat the area with his real estate agent, a gentleman named Faulkner, who named the development after himself. The Keller Corporations bought the land owned by Cable in 1936. They retained the name of the development, Falcon Heights, completed the platting, and constructed the first house in 1937.



In the early 1940's, retail business construction began in the area, with development centering on the intersection of Snelling and Larpenteur and on Hamline between Hoyt and Iowa. At one time, a small airfield occupied one of the fields near Snelling and Larpenteur. The city park that now occupies the site is named after the airport, Curtiss Field



With the incorporation of Roseville in 1948, and the continued development of the area, the residents were faced with a choice regarding the form of government they desired to serve their needs. On April 1, 1949, by a vote of 5 to 1, the citizens rejected petitioning either Roseville or St. Paul for annexation, and chose instead to establish their own independent village government.



The incorporation of the Village of Falcon Heights brought in all of the remaining unincorporated areas of Rose Township, including the State Fairgrounds, University of Minnesota Campus Golf Course, and Test Fields. These public lands comprise two-thirds of the total land area in our City.

In 1973, the State Legislature mandated a change in municipal government from Village to City. The following year the Village of Falcon Heights officially became the City of Falcon Heights. Some longtime residents still call it "The Village."

Residential development began in Falcon Heights in the 1920s, mostly southeast of the Snelling/Larpenteur crossroads and along the main roads north of Larpenteur. After World War II the fields northeast of Snelling/Larpenteur of Larpenteur were rapidly developed into a grassy suburb typical of the era.

The University of Minnesota, north of Hoyt Street and west of Cleveland Avenue created University Grove, one of the Twin Cities' most unique neighborhoods. The homes, each individually designed and built, were intended to provide convenient, affordable housing for University faculty and staff.

Homebuilding spread west of Larpenteur in the 1960s and 1970s, filling up the remaining pockets of land not owned by the University of Minnesota. The newest developments - Maple Court, Questwood, and 1666 Coffman - follow the townhome or condominium model, reflecting the scarcity of land in the inner suburbs and the need to fit more households into less space and provide life-stage housing for retired residents.

In 2003, the 50-year-old shopping center at the southeast corner of Snelling and Larpenteur was razed, and a new mixed-use development took its place. Falcon Heights Town Square includes an apartment building for senior citizens, a multi-family apartment building with retail businesses on the ground floor, and a cluster of 14 townhomes, adding over 170 households to Falcon Heights' population.

## Administration




The Administration Department is responsible for many City operations; include management of licenses, City Code and Ordinances, and finances.

### City Council

The mayor and City Council are the elected policy makers for the City of Falcon Heights. The City Council meets the 2nd and 4th Wednesday of each month at 7:00 p.m. at City Hall, 2077 W. Larpenteur Avenue. Meetings are streamed live from CTV and televised on public access channel 15.

Council members and the mayor are elected to four year terms. City Council elections are held in odd numbered years. The next City Council Election is in 2021. Access the elections page [here](#).

				
<b>Mayor</b> Randy Gustafson Term Expires 2023	<b>Council Member</b> Melanie Leehy Term Expires 2021	<b>Council Member</b> Mark Miazga Term Expires 2021	<b>Council Member</b> Kay Andrews Term Expires 2023	<b>Council Member</b> Yakasah Wehyee Term Expires 2023

## City Commissions

All City Commissions consist of volunteers who are appointed to their posts by the Mayor with the Council's approval. Commission members may not serve more than two consecutive terms.

- **The Planning Commission** serves in an advisory capacity to the City Council. The Planning Commission makes recommendations to the Council concerning zoning issues and assures that proposed regulations and other land use issues are compatible with the City's Comprehensive Plan.
- **The Community Engagement Commission** is charged with advising the Council on matters related to community needs and issues, crime and prevention, public awareness, community involvement, and human rights issues. The Commission also helps plan, facilitate community events such as Human Rights Day, and block parties.
- **The Parks and Recreation Commission** provides input on parks and trail maintenance and helps promote healthy activities and lifestyles for residents. It also develops plans for existing and expanding community recreation.
- **The Environment Commission** makes recommendations for current and future handling and recycling of solid waste materials in the City, developing environmentally friendly initiatives.
- **Youth Commission** is a place where youth plays a role in shaping Falcon Heights' future and making the city a better place to live. Youth Commissioners will get the opportunity to enhance their civic leadership skills, serve as role models and represent their peers in school and neighborhood.

If you want to serve in one of the commissions, please contact City Hall 651-792-7600 or [mail@falconheights.org](mailto:mail@falconheights.org) for openings.

## City Newsletter

A bi-annual publication that informs residents of Council action, ordinances, recreational opportunities, services, and items of interest. Contents of the Newsletter are provided by the Mayor, Council Members, and staff.

## Follow us on Social Media

Facebook: <https://www.facebook.com/CityofFalconHeights/>

Twitter: <https://twitter.com/FalconHeights>

LinkedIn: <https://www.linkedin.com/company/1732049/>

## **Public Works**

The Public Works maintenance facility is located at 2077 W. Larpenteur Ave. (connected to City Hall). This facility handles the streets, sewer, utilities, and park divisions.

### **Street**

Falcon Heights rights-of-way include most residential streets and all alleys. Snelling Avenue is Minnesota State Highway under the jurisdiction of the Minnesota Department of Transportation.

The following streets are under Ramsey County jurisdiction:

- Larpenteur Avenue
- Cleveland Avenue
- Fairview Avenue
- Hamline Avenue (north of Larpenteur)
- Fulham Avenue (north of Larpenteur)

### **Pot Holes**

After harsh winter weather, our roads tend to develop the occasional pot hole. If you become aware of a pot hole please report it! If the pot hole you would like to report is on a Falcon Heights street, please contact City Hall, and the Public Works Department will be notified.

### **Street Lighting**

- Xcel Energy maintains most of the city streetlights.
- To report an outage of a streetlight, call Xcel at 1-800-960-6235 or report online at <http://www1.xcelenergy.com/ODL/OUTAGEREPORT/>
- If you witness accidental damage to a streetlight, or see evidence of vandalism, call 911, 24 hours a day, 7 days a week, and they will send the appropriate aid.

### **Street Sweeping**

Local streets and alleys are swept in the spring around mid-April and again in mid-November after most of the leaves have fallen.

### **Sealcoating**

Streets are sealcoated about every four years to assure maintenance.

### **Seasonal Load Limits**

Please check MNDOT's website for current restrictions.

<http://www.dot.state.mn.us/materials/pvmtdesign/sll/index.html>

## Snow Removal and Enforcement

Winter in Minnesota involves snow, and sometimes lots of it. The City's snow removal period begins automatically when the City receives two inches of snow. A snow emergency is not called, as happens in other cities. The Public Works Department begins plowing city streets after two to four inches of snow has fallen and may go out multiple times during large snow events. For more information on streets, parking, and sidewalks during snow events, please visit the city website.

- A Falcon Heights **snow removal period** begins automatically whenever there is new snowfall of two inches or more, not when the snow stops falling.
- There will be no announcement on the radio or TV.
- St. Paul and Minneapolis snow emergencies do NOT apply to Falcon Heights.
- The snow removal period ends 48 hours after it has stopped snowing or when the streets have been plowed full-width.
- **All parked vehicles must be removed from the street during a snow removal period. Vehicles left on the street during a snow emergency are considered a public nuisance and are subject to being ticketed and towed. Streets must be clear and open for emergency vehicle access.**
- During large snow events, the Public Works Department will often plow multiple times during the event. **If streets have been plowed once but an additional two inches of snow has fallen, cars must remain off the street.** If you have any questions about the snow removal period, please contact City Hall.

## Sidewalks

Sidewalks must be cleared by the adjacent property owner(s). City Code states that sidewalks must be cleared of snow and ice within 24 hours after a storm has ended. Snow and ice that is not cleared could result in a nuisance violation and abatement by the city, billed to the adjacent property owner(s).

## Alleys

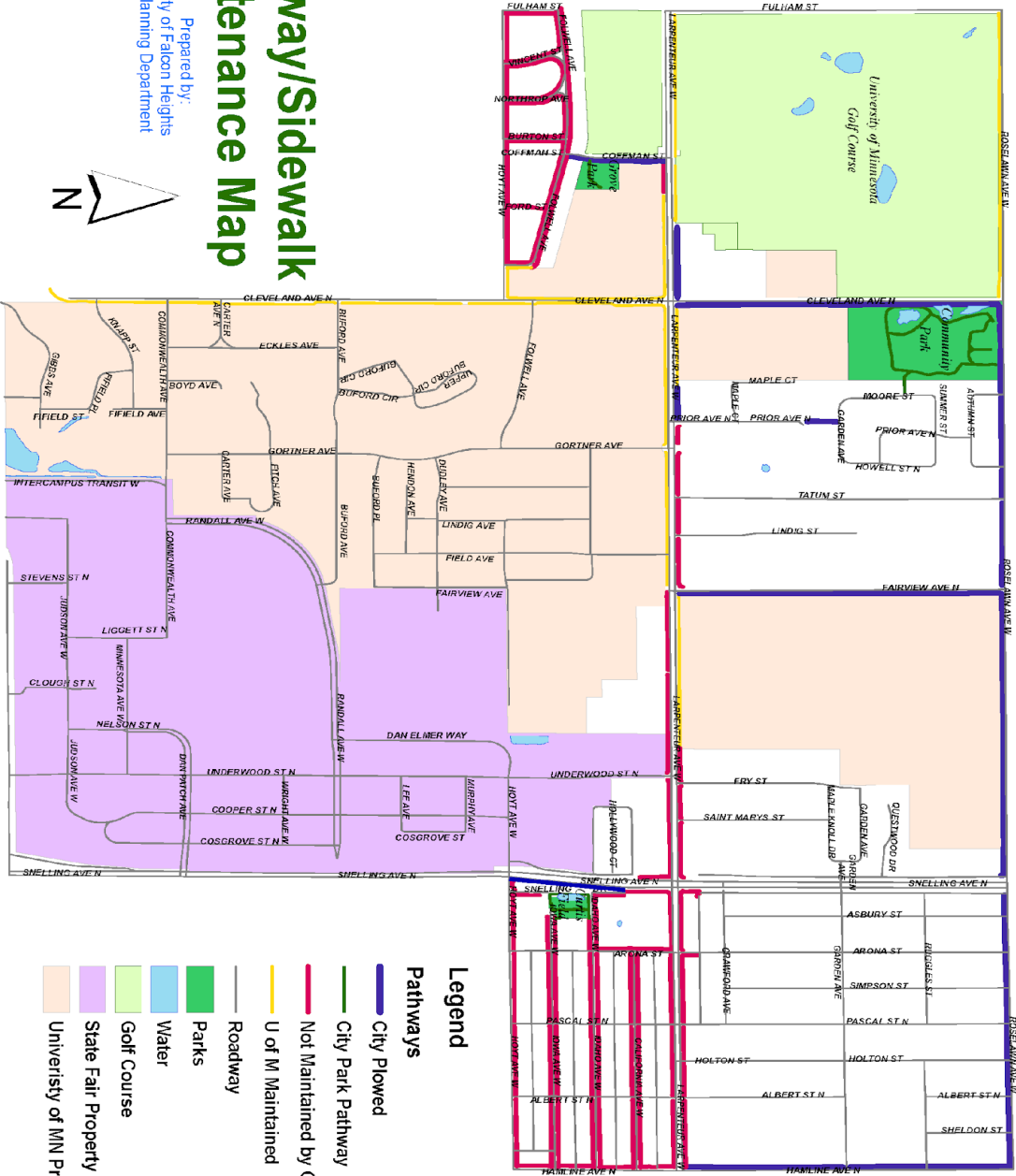
Like sidewalks, alleys must be cleared by the adjacent property owner(s). In Falcon Heights, property owners usually get together as a block and hire a snow plowing service, pre-paid for the season. Divided among all owners, the cost is usually very reasonable.

New residents should talk to their neighbors or seek out their Neighborhood Liaison to find out the arrangements for their block. If you do not know who your Neighborhood Liaison is, call City Hall, 651-792-7600 during office hours.



# Pathway/Sidewalk Maintenance Map

Prepared by:  
City of Falcon Heights  
Planning Department



## Ramsey County Sheriff's Office

The City of Falcon Heights contracts police services through the Public Safety Services Division of the Sheriff's Office and can be contacted by 651.266.7300.

### Patrol Station:

1411 Paul Kirkwood Drive  
Arden Hills, MN 55112

### Headquarters:

425 Grove St.  
St Paul, MN 55101  
General Line: 651.266.9333

**EMERGENCY: 911 | Non-Emergency Dispatch: 651-767-0640**

## Falcon Heights Fire Department



Falcon Heights maintains a paid on call Volunteer Fire Department of about 20 persons. A Fire Chief and two Assistant Fire Chiefs are appointed by the Council to a three-year term of office. The department maintains three fire engines to meet the emergency needs of Falcon Heights and Lauderdale. All volunteer firefighters are equipped with a pager, which notifies them of a fire, or rescue call at any time.

Those interested in becoming a volunteer firefighter should contact the Fire Department at 651-792- 7635 or go to [www.falconheights.org](http://www.falconheights.org) for an application and more information.

A Fire Marshal is employed by the City part-time to perform such tasks as preventive and new construction inspections, and rental and business inspections.

### **Volunteer Opportunities**

Falcon Heights relies on a paid-on-call, volunteer fire department. The work is very rewarding – you can see firsthand what you have accomplished, and people are very grateful for your service. Although the Falcon Heights Fire Department is not a full-time department, you will be trained as a professional, and you will work as a professional. Fires do not recognize the difference between fulltime and paid-per-call firefighters!

Remember, the Falcon Heights Fire Department also serves the City of Lauderdale. Residents of Lauderdale and people who work in Lauderdale are welcome to apply online!

## Neighborhood Liaison

Falcon Heights Neighborhood Liaisons are citizen volunteers who help with everything from organizing block parties to preparing for emergencies. The Community Engagement Commission sponsors this community network.

### **Why do we have Neighborhood Liaisons?**

We want to connect residents of Falcon Heights' neighborhoods with each other with the city through the Community Engagement Commission (CEC). Liaisons do this by building relationships to more effectively cultivate a caring, supportive, and inclusive community.

### **What do Liaisons Do?**

- Welcome new residents.
- Promote neighborhood gatherings, block parties, or other activities that work for your neighborhood.
- Be a connector and communicator between the neighborhood and City Council through the CEC.

Want to become more involved in your neighborhood? Sign up online, call city hall or in person.

The Neighborhood Liaisons Packet is available online and at City Hall.

## City Events

The city hosts a variety of events each year and it is a great way to engage with the community.

**Spring Together:** To honor the spirit of sharing and community, the meal will be potluck and a great opportunity to meet many neighbors, while enjoying many flavors. Bring your favorite dish to share!

**Ice Cream Social and Hot dog with a Deputy:** Join your neighbors for an Ice Cream Social and "Hot Dog with a Deputy." There will be games for all ages and live music in the park. Free hot dogs, chips, bottled water, and the Ramsey County Sheriff's Department will provide frozen fun pops.

**City Wide Garage Sale:** Want to get rid of things around the house or looking to buy? Falcon Heights' Garage Sale Day is held in September.

**Sustainability Fair:** This free event displayed sustainable practices going on in our community while educating others on how to bring sustainability home with them. The fair was geared up



for all ages to engage community members to work together protecting our natural resources and environment for a more resilient future.

**Falcon Heights Fire Department Open House:** In recognition of National Fire Prevention Week, the Falcon Heights Fire Department host an open house in October. The Fire station open house will include games, live-fire kitchen safety demonstrations, and an automobile extrication demonstration.

**Human Rights Day:** It is celebrated annually across the world on 10 December every year. The Community Engagement Commission hosts the event each year with different themes.

**Cultivating a Caring Community:** In the spring of 2018, elected officials, staff, and community representatives from Falcon Heights connected with other communities who are working to promote inclusion throughout the city. These relationships helped facilitate the upcoming events!

Check our website for updated dates and times and new events!

## **State Fair**

### **Parking**

To reduce the Fair's impact on your daily life, please keep in mind that the police enforce the following regulations in Falcon Heights:

**The following are not permitted in residential areas at any time of the year:**

- The parking of cars on lawns
- Advertising of parking spaces for sale
- Outdoor sales of merchandise, such as mini-donuts or sunglasses (Lemonade stand is acceptable)

**To report parking code violations, call the police via Ramsey County Dispatch, 651-767-0640, and they will contact the officers on duty.**

### **STREET PARKING WILL BE RESTRICTED**

Many streets will be posted "No Parking" on the water hydrant side during the Fair so that public safety vehicles have access through streets and to the hydrants.

Residents as well as fairgoers must abide by street parking restrictions.

Temporary parking permits and parking bags are not issued during the Fair except for very unusual and extenuating circumstances.

Some areas near apartment buildings and in a few cul-de-sacs will be posted “No Parking Except By Permit”. These permits will be issued only to persons living in apartment buildings with limited off-street parking. Permits will be issued through the individual apartment owner or manager.

### **Vendors**

The City of Falcon Heights does not allow temporary business vendors within the city limit and right-away except for kids's lemonade stands. The City of St. Paul allows vendors within their city limits. In order to obtain the temporary license, please contact St. Paul.

#### **St. Paul State Fair License Department**

651-266-8989

For more information, please visit St. Paul's official website.

## **Quick Reference Phone Numbers and Helpful Resident Information**

### **Licensed Refuse Haulers:**

Tennis Sanitation will pick recycling up every Friday. Any company can do general trash collection, so long as they are licensed in the City of Falcon Heights. Licensed Haulers for 2020 are:

Curbside Waste Inc - 763.504.2872  
Aspen Waste Systems Inc - 612.884.8000  
Republic Services (Allied Waste Systems) - 651.455.8634  
Walter's Recycling & Refuse - 763.780.8464  
Advanced Disposal - 651.487.8546  
Waste Management - 952.890.1100  
Gene's Disposal - 651.426.1224

For questions on yard or hazardous waste, call Ramsey County Disposal at 651-633-EASY (3279).

### **Food Scraps Collection**

You can now bring your food waste, non-recyclable paper, and compostable plastics to the Ramsey County collection sites. There is no charge to drop off, but you must show proof of residency in Ramsey County. **Falcon Heights has a food scraps collection site at City Hall at 2077 Larpenteur Ave West!**

### **Community Garden**

In 2007, the Falcon Heights Environment Commission spearheaded the efforts to establish a community garden for Falcon Heights residents who have no space to garden where they live. The garden is located at Community Park on the southeast corner of Roselawn & Cleveland.

Garden plots can be reserved each year for \$25 per plot. For more information visit <https://www.falconheights.org/residents/parks-recreation/community-garden>

### **Parking Permits**

If you live on Tatum, Lindig, Prior, Maple Court, University Grove, and Falcon Woods and need a parking permit, please complete the Resident Parking Permit form online or at city hall. Residents, who live on Larpenteur Ave. by Tatum, Lindig, Prior and need a parking permit, please complete the Resident Parking Permit form.

### **Phone Number Quick Reference**

Emergency	911
Police Department (Record Unit)	651-266-7300
Ramsey County Dispatch (non-emergency)	651-767-0640
Ramsey County Road Conditions	651-266-7100
City Hall	651-792-7600
Poison Center	800-222-1222
Crisis Intervention Center	612-873-3161
Comcast Cable (Residential)	651-222-3333
Recycling – Tennis Sanitation	651-459-1887

St. Paul Water Utility 651-266-6350

- Dispatch/Emergency 651-266-6868
- Meter Reading/Repair 651-266-6850
- Emergency Sewer Service 651-484-3366

Xcel Energy

- Lights Out 800-895-1999
- Gas Emergency/Odor 800-895-2999
- 24 Hour Information 800-895-4999
- Gopher State One Call 811 or 651-454-0002

### **Driver & Vehicle Licenses:**

Driver's License Bureau (renewals) Driver's Exam Station  
Roseville License Bureau  
2737 N Lexington Ave, Roseville  
651-484-2962

North Metro Driver's Exam Station  
I-35W & Co Rd I, Arden Hills  
651-639-4057

**Post Office**

**Roseville**

2000 W Co Rd B2, Roseville  
651-226-2171

**St. Anthony Park**

2286 Como Ave, St. Paul  
651-645-7182

**Libraries**

**Ramsey County Public Library**

2180 N Hamline Ave, Roseville  
651-631-0494

**St. Paul Public Library**

2245 Como Ave, St. Paul  
651-642-0411

**Public Schools:**

Falcon Heights Elementary 651-646-0021

Brimhall Elementary School 651-638-1959

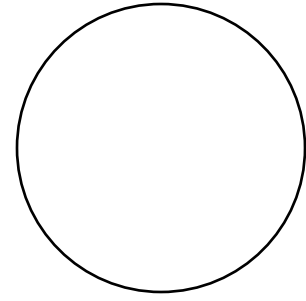
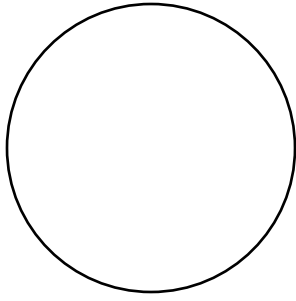
Roseville District #623 Offices 651-635-1600

Roseville Area Middle School 651-482-5280

Roseville Area High School 651-635-1660

**FOR MORE INFORMATION, PLEASE VISIT**

**[HTTP://WWW.FALCONHEIGHTS.ORG](http://www.falconheights.org)**



# Welcome to Falcon Heights!

*The City that Soars.  
Families, Fields, and Fair!*



**To access the New Resident Welcome Packet, scan the code:**

- City History
- Helpful reference contacts
- Get involved in City Commissions & Events
- Meet your Council Members



City of Falcon Heights | 2077 Larpenteur Ave W Falcon Heights, MN 55113  
falconheights.org | 651-792-7600

**Connect with us online!**

**Receive updates on snow plowing, public hearings, and other city news.**

 **@FalconHeights**

 **@CityofFalconHeights**

 **Sign up for e-notifications at <https://www.falconheights.org/residents/e-mail-notifications>**



**The City That Soars!**

## ITEM FOR DISCUSSION

<b>Meeting Date</b>	September 21, 2020
<b>Agenda Item</b>	E2
<b>Attachment</b>	NA
<b>Submitted By</b>	Ashleigh Walter, Administrative & Communications Coordinator

<b>Item</b>	Human Rights Day
<b>Description</b>	<p>The tentative date for Human Rights Day 2020 is Thursday, December 10. In the past, the event has been in-person and involved a speaker or film showing followed by a community discussion.</p> <p>Past Topics:</p> <ul style="list-style-type: none"> <li>• Movie Night: Trail of Tears and Selma. The guest speaker was Human Rights Commissioner Kevin Lindsey</li> <li>• Movie Night Eyes on the Prize: Bridge to Freedom with Civil Rights Activist Deborah Montgomery</li> <li>• Introduction to Sexual Exploitation and Trafficking with Dave Pinto and Allison Stiver</li> <li>• Discrimination in House/Fair Housing with Alice Hausman and Tim Thompson</li> <li>• Food Security &amp; Child Hunger with Stacy Koppen, Jessica Webster and Lindsey Torkilsen</li> </ul> <p>This year, the format will need to accommodate COVID-19 precautions. One option could involve a Zoom meeting where speakers participate as panelists and a staff member or commission volunteer acts as facilitator. It was also discussed in a previous meeting whether the event should be televised on CTV with live cable. Staff are looking for direction on topic/format in advance of a final decision being made no later than the October 19<sup>th</sup> CEC meeting.</p>
<b>Budget Impact</b>	NA
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Discuss topic/format for the event, prepare to make final decision no later than October 19 <sup>th</sup> CEC meeting.



**The City That Soars!**

## ITEM FOR DISCUSSION

<b>Meeting Date</b>	September 21, 2020
<b>Agenda Item</b>	E3
<b>Attachment</b>	NA
<b>Submitted By</b>	Ashleigh Walter, Administrative & Communications Coordinator

<b>Item</b>	Sub-committee Updates
<b>Description</b>	<p>The CEC currently has four active subcommittees that meet intermittently between CEC meetings:</p> <ol style="list-style-type: none"> <li>1. Supporting a Welcoming, Inclusive Environment Members: Kim, Georgiana</li> <li>2. Community Safety and Policing Members: Dena, Julie, Yakasah</li> <li>3. Events Members: Katie, Karen</li> <li>4. Communication &amp; Social Media Members: Andrea, Dena, Kim</li> </ol> <p>The topic of a community calendar was brought up in a previous meeting. Staff reached out to a few area cities and most do not maintain a calendar for non-City events. One city included a page with links to organizations known to host regular events. Staff are seeking direction on whether this is still of interest, and whether CEC members would like to delegate continued research on this topic to an existing subcommittee.</p>
<b>Budget Impact</b>	NA
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Hear/ discuss updates from subcommittees. Discuss whether an existing subcommittee would like to take on calendar research.



**The City That Soars!**

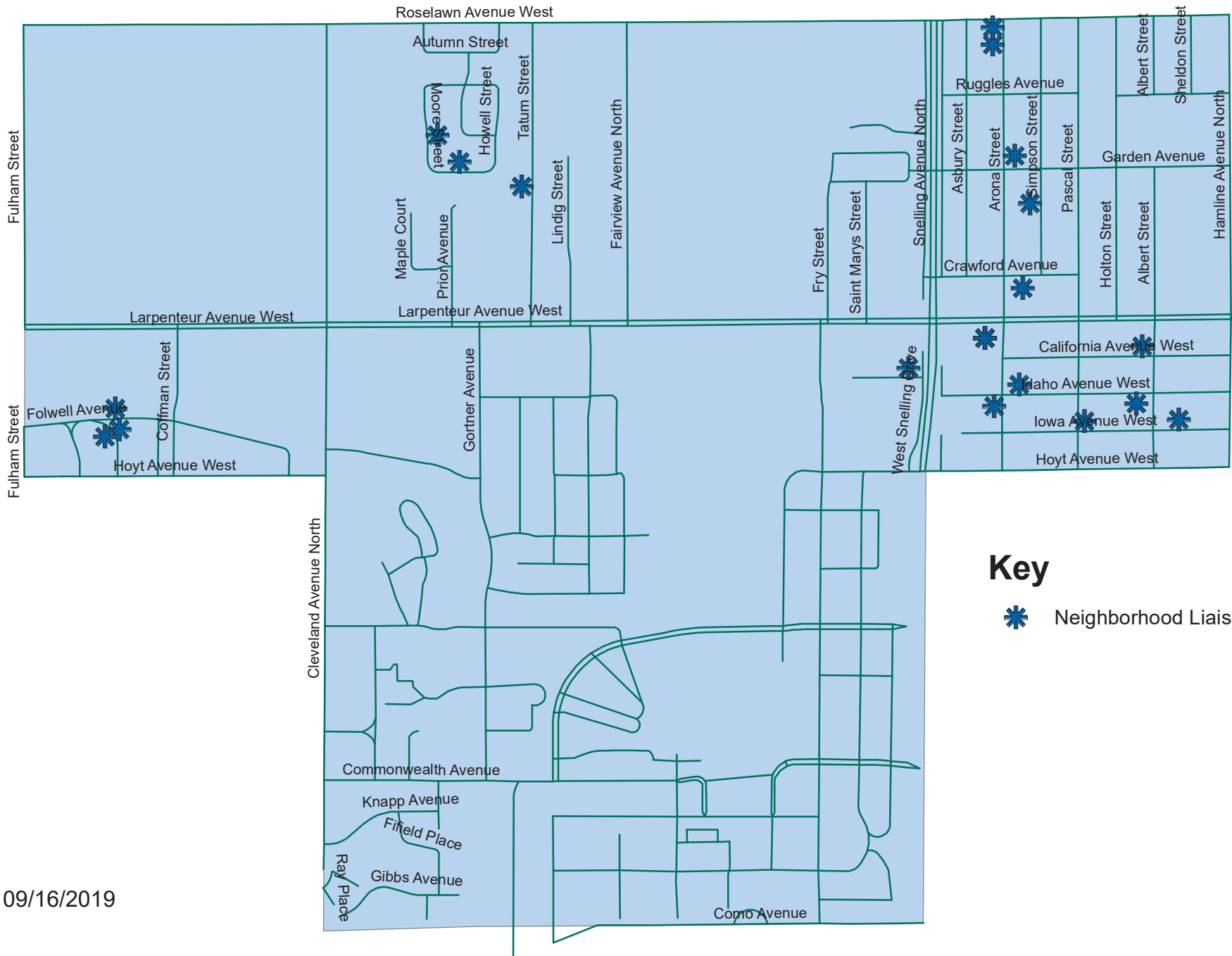
## ITEM FOR DISCUSSION

<b>Meeting Date</b>	September 21, 2020
<b>Agenda Item</b>	E4
<b>Attachment</b>	Neighborhood Liaison Map Neighborhood Liaison Handbook
<b>Submitted By</b>	Ashleigh Walter, Administrative & Communications Coordinator

<b>Item</b>	Neighborhood Liaison virtual meetup
<b>Description</b>	<p>The neighborhood liaison program is an extension of the CEC, including both commission members and others from around the city. About 40 liaisons (based on a list updated in March) work to build connections in the neighborhood, promote city and community services and resources, organize their blocks for <i>Night to Unite</i>, and distribute new resident welcome packets.</p> <p>Staff created a Facebook group in September 2019 to allow liaisons to connect and share information, and liaisons have met in person in the past at an annual event. Due to the COVID-19 pandemic, an in-person event may not be feasible this year. Staff would like feedback on whether there is any interest in a virtual event.</p>
<b>Budget Impact</b>	NA
<b>Attachment(s)</b>	Neighborhood Liaison Handbook; Neighborhood Liaison Map
<b>Action(s) Requested</b>	Staff would like direction regarding a virtual meetup for neighborhood liaisons this fall.



# Falcon Heights Neighborhood Liaisons

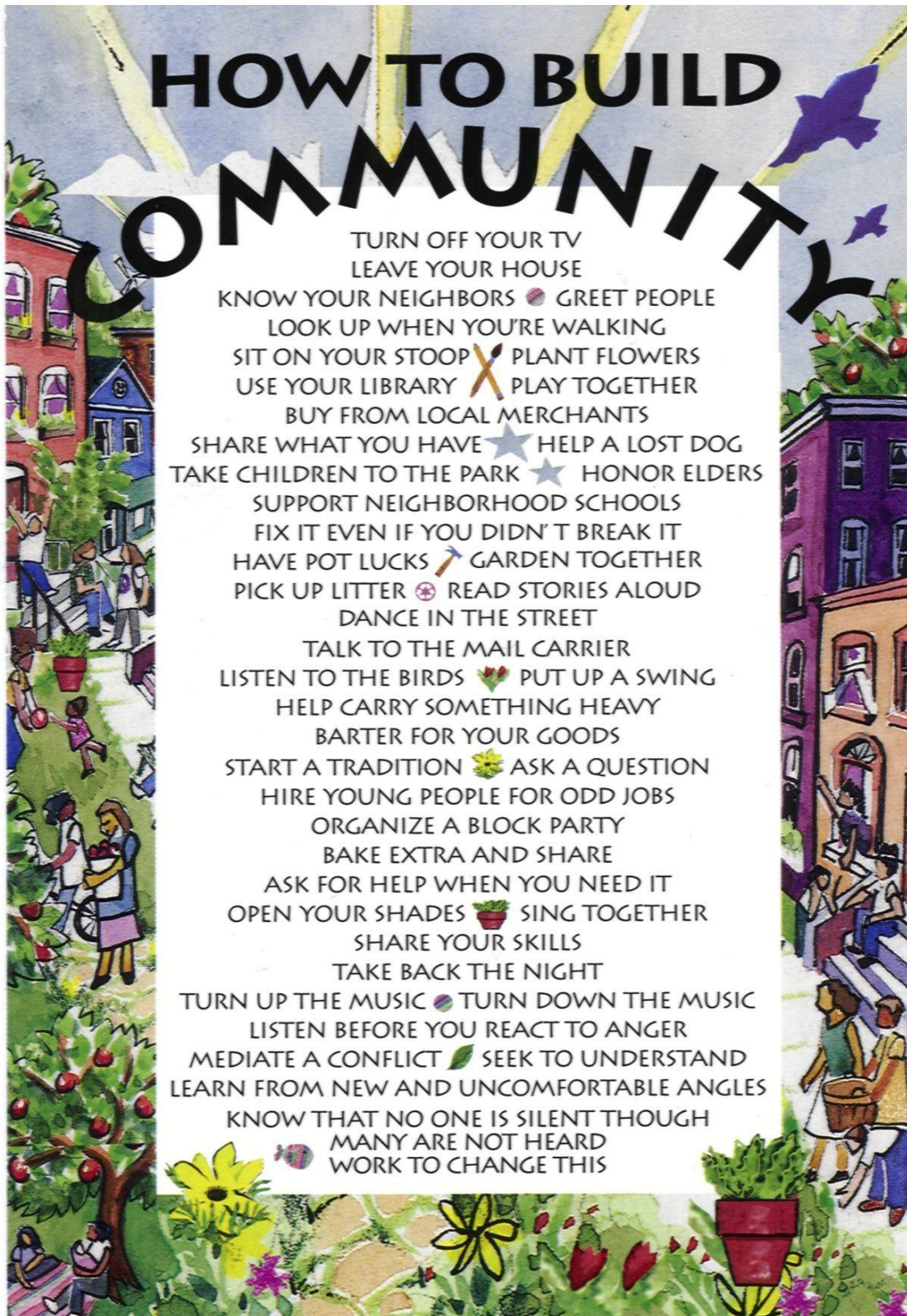


# NEIGHBORHOOD LIAISON HANDBOOK



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 ELDERLY
- 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

# 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	<a href="http://www.falconheights.org">www.falconheights.org</a>

### *City Hall*

City Administrator Sack Thongvanh	651-792-7611
City Hall	651-792-7600
City Website	<a href="http://www.falconheights.org">www.falconheights.org</a>

### *Police Department (Ramsey County Sheriff)*

Fire or Medical Emergency	911
Non-Emergency Dispatch	651-767-0640
General Questions	651-266-9333
Ramsey County Sheriff	<a href="https://bit.ly/2PMFvoO">https://bit.ly/2PMFvoO</a>

### *Falcon Heights City Calendar*

City Hall	651-792-7600
City Website	<a href="http://www.falconheights.org">www.falconheights.org</a>

Additional website information:

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

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

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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:

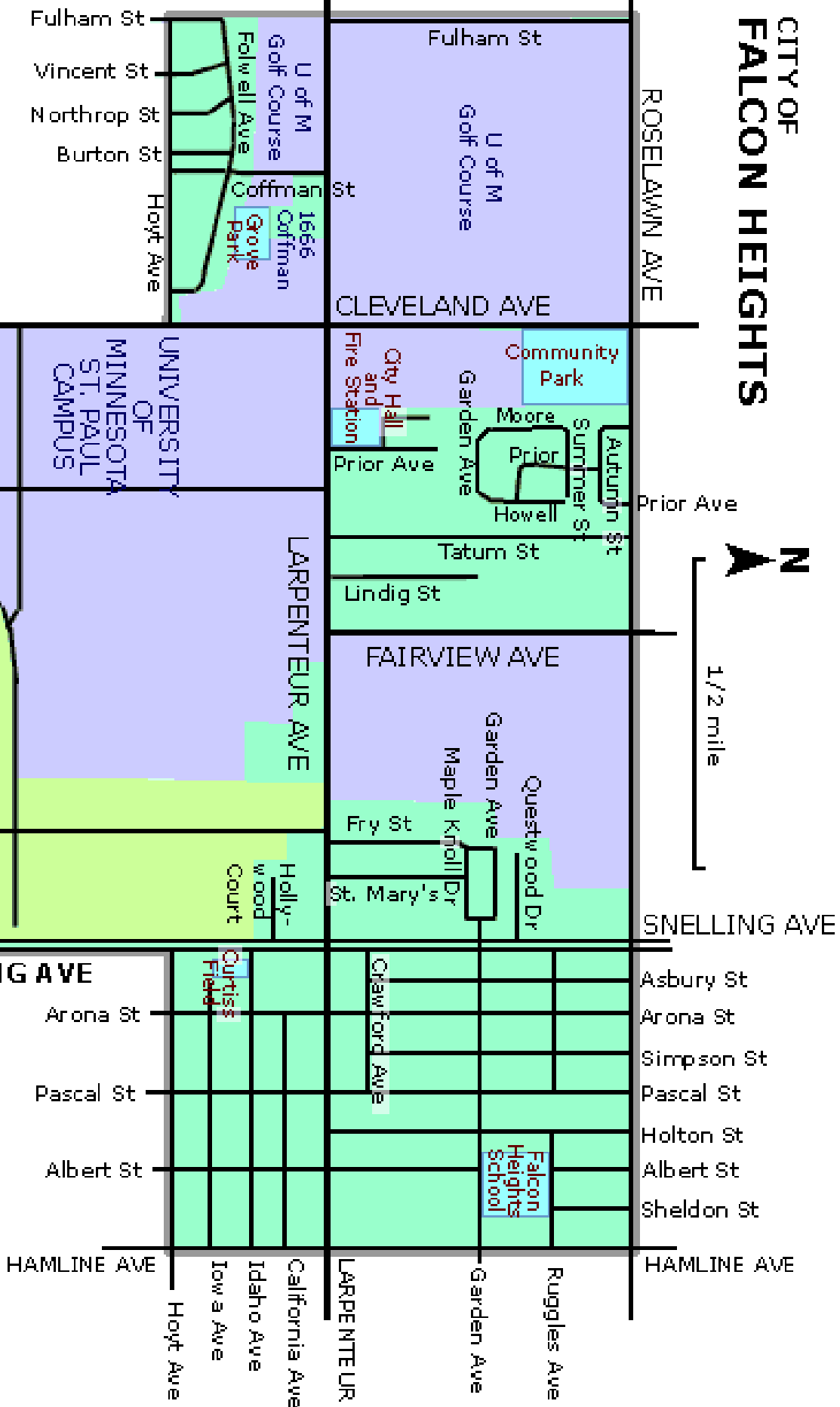
- Respect your neighbors.
- Maintain a positive attitude and image.
- Maintain local privacy of collected data.
- Be a community builder.



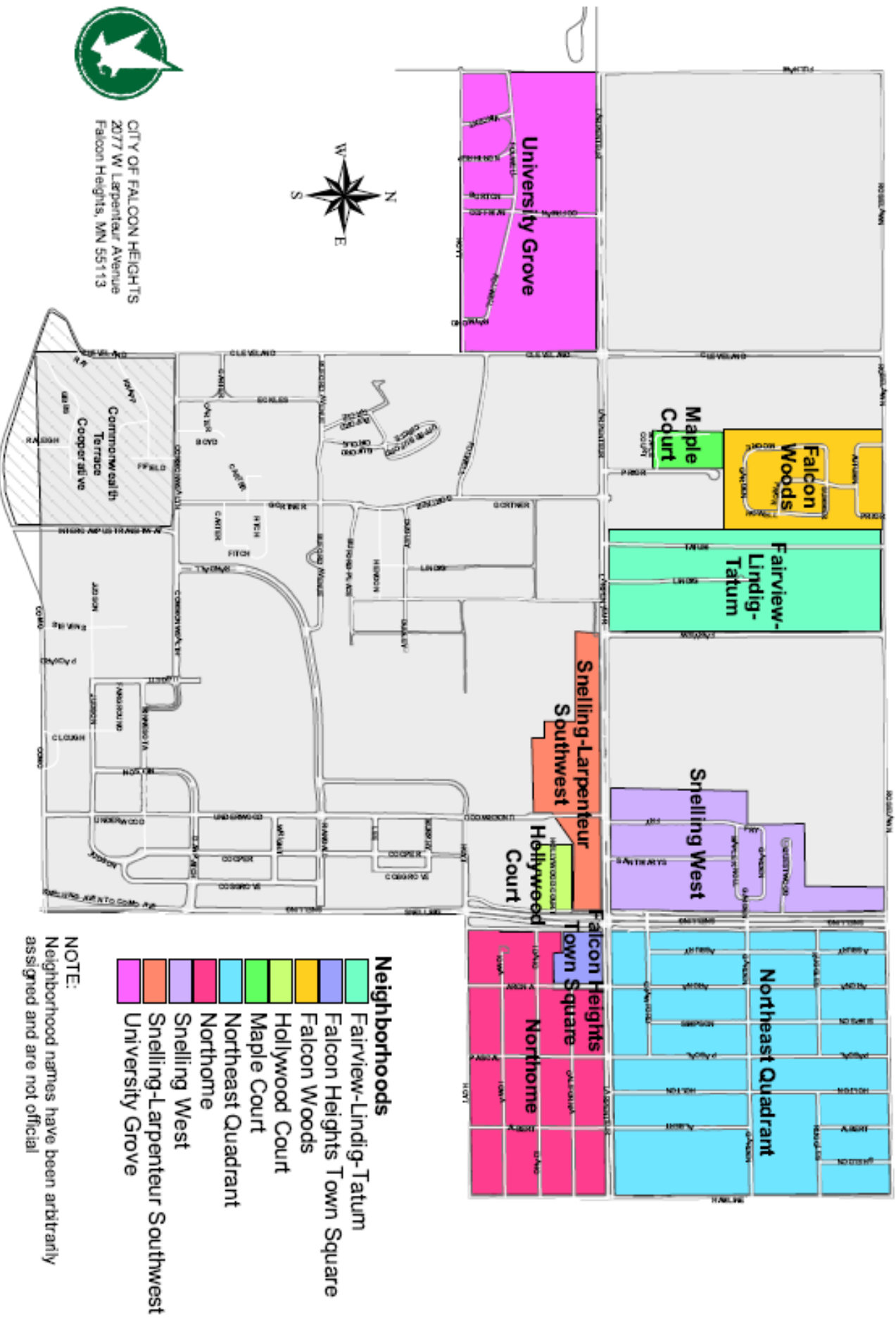
# CITY OF FALCON HEIGHTS



1/2 mile



# 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, contact information) on your block. 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. Preferred contact information

### OPTIONAL INFORMATION

Other information may be collected if it is useful and residents want to share it. Examples may include other means of contact, number of people living in household, pet names and characteristics, emergency equipment available for use (chainsaw, extension ladder, generator), or if someone in the home would need more help in an emergency due to medical problems.

### 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?)

## 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. Consider asking the resident in person, for they may be more receptive to providing information.

One way to manage 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.
- Ask for information in person.

## 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 Country website:
    - Law enforcement and squad car
  - To request the following go to [falconheights.org](http://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 Country website:
    - Law enforcement and squad car
  - To request the following go to [falconheights.org](http://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