

CITY OF FALCON HEIGHTS
Community Engagement Commission
City Hall
2077 West Larpenteur Avenue

AGENDA
February 28, 2022 at 7:00 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

A. CALL TO ORDER:

B. ROLL CALL:

Ebbesen____ LaDouceur____
Cooley-Kistler____ Locke____ Campbell____

COUNCIL LIAISON:
Mayor Gustafson____

STAFF PRESENT:
Pavek____

C. PRESENTATION:

D. APPROVAL OF MINUTES:
1. Joint Meeting- January 3, 2022
2. Joint Meeting- February 7, 2022

E. NEW BUSINESS
1. Officer Position Nominations
2. Adopt the Standing Rules
3. 2022 Priorities

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

*To join the webinar go to:
<https://us02web.zoom.us/j/82355169009> or dial +1312-626-6799 or 877-853-5247 (Toll Free)
and enter the Webinar ID: 823 5516 9009.

CITY OF FALCON HEIGHTS
Joint Meeting- Virtual
Parks & Recreation Commission
Community Engagement Commission

MINUTES

January 3, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:35 PM

B. ROLL CALL:

Eischen_X_ Bradbury_X_ Carlson_
Yager_X_ Curtin__ LaCasse_X_

Cooley-Kistler_X_ LaDouceur_X_
Ebbesen_X_ Locke_X_ Campbell_X_

COUNCIL LIAISON:

Andrews_X_
Mayor Gustafson_X_

STAFF PRESENT:

Thammavongsa_X_
Pavek_X_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. DISCUSSION:

1. Finalize the Winter Event

- All commissioners agreed that the event should be held on Saturday, February 12 from 1-3 pm at the Community Park.
- The commissioners discussed having multiple bonfires to help promote social distancing at the event, and including hay bails for seating.
- Some expressed concerns with the rising number of COVID-19 cases. It could be difficult to social distance in the horse and carriage rides. If the event needs to be cancelled, would the city get its money back? Commissioners asked Pavek to call Roselawn Stables and ask what their cancellation policy is before deciding.
- Some expressed the need to prioritize activities/games for children at the event. Thammavongsa stated that the recreation programming could be used and small prizes could be provided to the winners. Commissioners liked the idea of "Falcon Heights Winter Olympics for Kids".

- If providing horse-drawn carriage rides was not an option, a dog parade and snow sculpture contest could also be coordinated. Commissioners noted it would be fun for residents to bring their dogs to the park in their festive winter gear and vote on “best dressed”.
- Commissioners asked staff to look into whether the following ideas would be feasible:
 - o Yard games
 - o Scavenger hunt/decorated trail
 - o Luminary walk
 - o Ice skate & cross-country ski rental
 - o Food truck (to help promote local restaurants)
- General consensus that snowshoe rental, smores, and hot chocolate should be provided as was done in past winter events

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT: 7:35 PM

CITY OF FALCON HEIGHTS
Joint Meeting- Virtual
Parks & Recreation Commission
Community Engagement Commission

MINUTES

February 7, 2022 at 6:32 P.M.

- A. Call to order
- B. ROLL CALL:
 - Eischen_X_ Bradbury__X_ Carlson__
 - Yager__X_ Curtin__ LaCasse_X__

 - Cooley-Kistler_X__ LaDouceur_X__
 - Ebbesen__X_ Locke__X_ Campbell__X__

 - COUNCIL LIAISON:
 - Andrews_X_
 - Mayor Gustafson_X_

 - STAFF PRESENT:
 - Thammavongsa__X_
 - Pavek_X_
- C. Presentation
- D. Approval of Minutes
- E. Agenda
 - a. Snowstravaganza

The commission members confirmed volunteer schedules for the event. Both commissions agreed that water bottles and more pre-packaged smores should be made available at the event.

Cooley-Kistler confirmed a table, chairs, and other miscellaneous materials would be available for the food drive and the photographer. She also asked that some form of photo waiver be provided.

Staff anticipated that NineNorth would be in attendance to cover the event. Locke volunteered to be the spokesperson and represent the CEC on camera.

- F. Information/Announcement
- G. Adjournment: 7:00 PM.



ITEM FOR DISCUSSION

Meeting Date	February 28, 2022
Agenda Item	E1
Attachment	
Submitted By	Megan Pavek, Administrative & Communications Coordinator

Item	Officer Position Nominations
Description	<p>The Commission must formally nominate and elect officers for 2022. This is a housekeeping item that is typically done at the beginning of each year. So far in 2022 the CEC has only had joint meetings with the PARC to plan the Winter Event. This is the first regular meeting of the year and the CEC must solidify officer positions for 2022. Here is a short summary of each position:</p> <p><u>Chairperson</u> The commission chair acts as a key facilitator by ensuring meetings follow the agenda, calling for motions when needed, and helping to delegate tasks and ensure that all voices are heard. The chairperson is typically the main contact between the commission and staff and helps set the agenda for upcoming meetings.</p> <p><u>Vice chairperson</u> The vice chairperson works with the chairperson as an additional facilitator, or alternate, in instances where the chairperson is unavailable. The two positions are encouraged to work as a team and communicate needs with staff.</p> <p><u>Secretary</u> This position is responsible for taking meeting minutes, sending them to staff for review, and ensuring they are put on the agenda for approval. Accurate meeting minutes are important for future conversations and transparency.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Nominate and elect members to serve as chairperson, vice chairperson, and secretary in 2022 (term ends December 2022).



ITEM FOR DISCUSSION

Meeting Date	February 28, 2022
Agenda Item	E2
Attachment	
Submitted By	Megan Pavek, Administrative & Communications Coordinator

Item	Adopt the Standing Rules
Description	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year. So far in 2022 the CEC has only had joint meetings with the PARC to plan the Winter Event. This is the first regular meeting of the year and the CEC is encouraged to review the standing rules attached in this memo.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • City of Falcon Heights Commission Standing Rules, Revised 2021 • Sikkink’s Seven Motion System
Action(s) Requested	Staff recommends approving the standing rules for 2022.

FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION
COMMUNITY ENGAGEMENT COMMISSION STANDING RULES

February 28, 2022

INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal commission membership consists of seven commissioners. All seven have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:

- a. Filling in time before a scheduled item, i.e., a public hearing.
- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Important Note: The previous page and the chart below are taken verbatim from the existing Administrative Manual of the City of Falcon Heights, now in revision. Please note that in the chart, the motions were put in order of rank from highest (#7) to lowest (#1).

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



ITEM FOR DISCUSSION

Meeting Date	February 28, 2022
Agenda Item	E3
Attachment	
Submitted By	Megan Pavek, Administrative & Communications Coordinator

Item	2022 Priorities
Description	<p>As the commission responsible for community engagement, the CEC is in a position to advise staff and council on ways to improve upon city communications and ways to engage residents more effectively.</p> <p>Staff has received comments from residents regarding the repetitive nature of the e-newsletter and desire for timely updates following council meetings. An example of a council recap from the City of Roseville has been attached. The commission is asked to discuss feasible ways to improve city communications amidst transitioning staff and prospective hiring of an intern to aid in these endeavors.</p> <p>Recently the winter event Snowstravaganza was canceled due to inclement weather. Staff would like to discuss how to implement aspects of this event into the upcoming Spring Together event that has historically been held in late April/May. This is also an opportunity to discuss other future events, projects, and overall goals for the commission.</p>
Budget Impact	N/A
Attachment(s)	City Code Article VI- Commissions, City Council Recap Example, Past Flyer for Spring Together
Action(s) Requested	Discuss CEC 2022 priorities, events, communication strategies, and other various ways to improve.

ARTICLE V - FINANCE

Sec. 2-85 - Fees and charges

Fees and charges imposed or required by the city shall be as established by resolution, except as to such fees and charges as are required by state law to be established by ordinance. Any fee or charge fixed by ordinance as of the adoption date of this Code shall continue in full force and effect even though not published in this Code until altered by resolution or ordinance as provided in this section.

Secs. 2-86 – 2-113 - Reserved

ARTICLE VI - BOARDS AND COMMISSIONS

Sec. 2-114 - City commissions

- (a) The city council has established the following commissions:
- (1) Planning commission.
 - (2) Park and recreation commission.
 - (3) Environment commission.
 - (4) Community engagement commission.

(Code 1993, § 2-4.01; Ord. No. 98-02, § 1, 4-8-1998; Ord. No. 07-07, § 1, 4-25-2007; Ord. No. 15-01, § 1, 2-11-2015)

Sec. 2-115 - Duties, membership, terms, officers and meetings

- (a) *Role of commissions; commissions composition.*
- (1) The commissions are designed to serve in an advisory capacity to the city council.
 - (2) The city commissions shall not consist of more than seven members. The majority of members shall be residents of the city, unless otherwise designated in the administrative manual.
- (b) *Specific duties.* Specific duties for each commission are included in the administrative manual.
- (c) *Terms, vacancies, oaths.*
- (1) The term of office of all commission members shall be three years. Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the term. No member shall serve more than two consecutive three-year terms unless otherwise specified in the administrative manual.
 - (2) Members shall hold office until their successors are appointed. All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council.

- (d) *Removal.* Commission members shall be subject to removal with or without cause, by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.
- (e) *Chairperson; officers.* Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.
- (f) *Meetings, records, reports.* The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.

(Code 1993, § 2-4.02; Ord. No. 15-01, § 2, 2-11-2015)

State Law reference – Minnesota Open Meeting Law, Minn. Stats. ch. 13D.

Sec. 2-116 - Reserved

Editor's note – Ord. No. 15-01, § 3, adopted February 11, 2015, repealed § 2-116 in its entirety. Former § 2-116 pertained to "Human rights commission," and was derived from Code 1993, § 2-4.03.

Sec. 2-117 - Park and recreation commission

The park and recreation commission shall serve in an advisory capacity to the city council on all policy matters relating to public parks and facilities and recreation programs.

(Code 1993, § 2-4.04)

Sec. 2-118 - Planning commission

- (a) The commission shall be the city planning agency authorized by Minn. Stats. § 462.354, subd. 1.
- (b) The duties of the planning commission are:
 - (1) To guide future development of land, services, and facilities;
 - (2) To ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
 - (3) To promote the public health, safety, and general welfare of the community.
- (c) These duties are to be carried out by:
 - (1) Establishing community objectives and policy;
 - (2) Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.;

- (3) Reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

(Code 1993, § 2-4.05; Ord. No. 98-02, § 3, 4-8-1998)

Sec. 2-119 - Community engagement commission

The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city's public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city's communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs. The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

(Ord. No. 07-07, § 2, 4-25-2007; Ord. No. 15-01, § 4, 2-11-2015)

Editor's note – Ord. No. 15-01, § 4, adopted February 11, 2015, amended § 2-119 to read as set out herein. Previously § 2-119 was titled "Neighborhood commission."

Sec. 2-120 - Environment commission

The environment commission shall serve in an advisory capacity to the city council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education.

(Ord. No. 07-07, § 3, 4-25-2007)

Secs. 2-121 – 2-139. - Reserved

ARTICLE VII - BACKGROUND CHECKS

Sec. 2-140 - Applicants for city employment

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non-criminal purposes of city employment background checks.

Criminal history employment background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for all regular part-time or full-time positions in the

The Falcon Heights Human Rights Commission
invites you to...



Spring



Together!

**Come together with your neighbors for this annual
celebration of the many cultures that make up
Falcon Heights!**

- ★ Potluck featuring multicultural specialties
- ★ Great opportunity for neighbors to meet
- ★ Free henna tattoos, games and more!
- ★ Event is free and open to everyone
- ★ City provides beverages, utensils,
and ICE CREAM!
- ★ Please bring food to share!

Saturday, May 31st

12:00 to 2:00 p.m.

Curtiss Field, 1551 W. Iowa Ave



**Falcon Heights
Human Rights Commission**

The City of Falcon Heights Human Rights Commission
welcomes you to



Spring
Together!

Kulanka Guga

Guddiga Xuquuqda Bani aadamka ee Magaalada Falcon Heights
waxay idiinku soo dhaweenaysaa isku imaanshaha kulanka Guga
(Spring Together)

Saturday, May 31st

12:00 to 2:00 p.m.

Curtiss Field, 1551 W. Iowa Ave

Waxaa Sidoo kale laga codsanyaa dhammaan dadkii horey u daganaa
Xaafada iyo kuwa cusuba iney ka soo qayb galaan sanad guuradii
soo bandhigidda dhaqanka Soomaaliyeed.

Waxaad ka heli doontaan:

- ★ Cunto Soomaaliyeed iyo weliba cuntooyinka dhaqamada kale ee dadka xaafada degan (Fadlan Cabitaanka iyo qalabka lagu cunteeyo meesha ayeey diyaar kuugu yihiin)
- ★ Fursad ay ku kulmaan dadka waa weyn iyo caruurta
- ★ Cayaaro, qoob ka cayaar, cilaan, maris iyp borograam gaaban
- ★ Xafladu waa FREE waxayna u furan tahy qof walba
- ★ Fadlan la omow cuntadii aad kaga qayb gali lahayd xaflada

Mahadsanidiin

ROSEVILLE

CITY COUNCIL MEETING RECAP

Roseville City Council Meeting

Unofficial report of the Roseville City Council meeting of February 14, 2022

Called to Order: 6:00 p.m.

Present: Mayor Dan Roe; Councilmembers Jason Etten, Wayne Groff, Julie Strahan,

Absent: Robert Willmus

Business Items

- **RECEIVED** 2022 AmeriCorps Housing Resource Navigator Presentation
- **PARTICIPATED** in Joint Meeting with Finance Commission, including consideration of adding equities investment option to the investment policy, reviewing 2022 Finance Commission work plan, and discussed Finance Commission scope, duties, and functions
- **ACCEPTED** Bid package 1 and 2 as set forth in requested Council for Action for the Guidant John Rose MN OVAL construction project
- **APPROVED** Taking the standard allowance for revenue loss and the proposed spending plan for the use of American Rescue Plan Act (ARPA) federal funds
- **DISCUSSED** Scope and timeline of a Community-Wide Visioning Process
- **APPROVED:** Consent Agenda items including:
 - Temporary Gambling Permit to Roseville American Legion, Final Payment for Marion St. Pathway Improvements, Accepted Public Improvements related to the Pointe at Lexington Public Improvement Contract, and Authorized execution of Professional Services Agreement and Cooperative Funding Agreement regarding continued funding of the Rice & Larpenteur Alliance
- **Next meeting is Monday, February 28, 2022**
Meeting Adjourned: 9:07 p.m.

Note: Council recaps are not official minutes of city council meetings. Official minutes are posted on the city website upon approval by the City Council.



- [Watch the entire February 14, 2022 City Council Meeting](#)
- [View the 2022 City Council and EDA Meeting Schedule](#)