

CITY OF FALCON HEIGHTS
Joint Meeting
Parks & Recreation Commission
Community Engagement Commission
City Hall
2077 West Larpenteur Avenue

AGENDA
March 21, 2022 at 6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

A. CALL TO ORDER:

B. ROLL CALL:

Eischen___ Bradbury___ Carlson
Yager___ Curtin___ LaCasse___

Cooley-Kistler___ LaDouceur___
Ebbesen___ Locke___ Campbell___

COUNCIL LIAISON:

Andrews___
Mayor Gustafson___

STAFF PRESENT:

Pavek___

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. AGENDA:

1. Spring Event
2. Ice Cream Social
3. Other Initiatives

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT:

* To join the Webinar, go to <https://us02web.zoom.us/j/82355169009>, or dial +1 312-626-6799 or 1-877-853-5247 (Toll Free) and enter the Webinar ID: 823 5516 9009.



ITEM FOR DISCUSSION

Meeting Date	March 21, 2022
Agenda Item	E1
Attachment	N/A
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Spring Event
Description	<p>At their last meeting, the CEC had discussed planning a smaller Spring Together event so that more energy and time can be put towards planning this year's Ice Cream Social. Both the CEC and the PARC are asked to discuss more details and begin planning this together. Discussion points from the last CEC meeting include:</p> <ul style="list-style-type: none"> • No potluck for this year's event • Focus on engaging renters • Hold a small event this year, and conduct more planning/lay the ground work for a full-scale event in 2023 • Ice cream truck could potentially come to Curtiss Field for one evening and City could provide free ice cream. The City can also provide a different snack if commissions would like to discuss further <p>Looking through the PARC meeting minutes from 2019, the Spring Together event was held on Saturday, June 8th. Commissioner Ryan Carlson introduced the game Kubb. This was a low impact, family friendly game that could be played at any park in the City. This was successful at the 2019 event, and mini soccer and a bounce house were also provided.</p>
Budget Impact	TBD
Attachment(s)	N/A
Action(s) Requested	Staff recommends commission members discuss the spring event and identify the goals/purpose of the event in 2022 vs. 2023.



ITEM FOR DISCUSSION

Meeting Date	March 21, 2022
Agenda Item	E2
Attachment	Ice Cream Social Task List 2021
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Ice Cream Social
Description	<p>The CEC and PARC are asked to discuss which aspects of the 2021 Ice Cream Social they would like to implement, change, etc. This will be an initial brainstorm for the event and commission members can start to assign tasks to one another and staff.</p> <p>The City has been contacted by last year's musical entertainment, the Finn Band. They are interested in performing again for the same cost of \$500.</p> <p>The League of Women Voters of Roseville Area (LWVRA) has also inquired about having a table to provide voter information and registration to attendees.</p>
Budget Impact	TBD
Attachment(s)	Ice Cream Social Task List 2021
Action(s) Requested	Staff recommends commission members review the Ice Cream Social Task List from 2021 and discuss which elements they would like to keep and what they would like to change for 2022.

ICS 2021

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations	A + CEC	May-June		Ongoing
Save the Date- Social Media & Newsletter	A	May		5/21/21
Posters	A	June		Done
Contact/Reserve Band	V	June		Done
Reserve Bouncy Castle	V	June		Done
Work with CEC on outreach to apartments	A + CEC	June	TBD- need more info from CEC	Not doing
Order craft/activity supplies- Face painting, rocks, brushes, jellybeans, hand tattoos, etc.	V	June		
Confirm/order porta potties, hand washing stations	Tim	June	Need 5 porta potties at minimum	Done- ordered hand washing stations
Banner at Community Park	? A will check with Tim	June		Not doing
Talk to Commissions/ Council about tug of war tournament?	A + V	June		
Contact Saint Paul Fire Department/Ramsey County Sheriff- equipment display?	Sack?	June		RCSO will be there
Schedule staff & volunteers	A & V	July	Do online sign-up?	
Order Ice Cream products & Bottled water		July- before temp food license		Tim ordered ice cream, need to get bottled water
Temporary Food License	A	July		
Order hand sanitizers – resource fair area, ice cream area				Done
Talk to Tim about freezer in park building	A & V			
Schedule walk-through of park with Tim & COVID-19 vaccine contact.	A & V	July		Done
Confirm tent delivery with Lions	A	July		Lions to bring 2 tents
Confirm organizations @ resource fair	A	July		Done

Make table signs & table map for resource fair organizations	A	July		Signs created
Prep craft/activity supplies	V + summer staff		<ul style="list-style-type: none"> • Face paint • Painting rocks • Tug of war rope • Jelly bean guessing contest 	
Inform Public Works of supplies needed/set up at Community Park	V + A	July	Set up tables, tents, garbage/recycling locations	
Prep money boxes- Roland (Roland always takes vacation during the ICS for checks and money need to be received the third week of July)	Ask Roland?			
Trash/recycling set up near ice cream	Ask Tim/PW			
Pick up ice cream/water	Tim/PW		Public Works will pick up	
Prep Name tag supplies for volunteers, attendees	A	July		
Create volunteer sign-up	A & V	July		



ITEM FOR DISCUSSION

Meeting Date	March 21, 2022
Agenda Item	E3
Attachment	N/A
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Other Initiatives
Description	At their last meeting, the CEC touched on some priorities for 2022. Both the CEC and PARC should continue that discussion and brainstorm additional ways to engage the community outside of seasonal events. Staff would like to identify projects from both commissions that can be prioritized for the summer months and utilize the Administrative Intern.
Budget Impact	TBD
Attachment(s)	N/A
Action(s) Requested	The CEC and the PARC should brainstorm other community engagement initiatives and summer projects.