

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

AGENDA
April 18, 2022 at 6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

A. CALL TO ORDER:

B. ROLL CALL:

Cooley-Kistler___ LaDouceur___
Ebbesen___ Locke___ Campbell___

COUNCIL LIAISON:

Andrews___
Mayor Gustafson___

STAFF PRESENT:

Pavek___

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. March 21, 2022- Joint Meeting

E. AGENDA:

1. Reviewing 2021 Priorities
2. Spring Together/Ice Cream Social Updates
3. Human Rights Day Preliminary Planning

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.**

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

MINUTES

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

A. CALL TO ORDER: 6:38 PM

B. ROLL CALL:

Eischen___ Bradbury_X__ Carlson
Yager_X__ Curtin___ LaCasse___

Cooley-Kistler___ LaDouceur_X___
Ebbesen___ Locke_X__ Campbell___

COUNCIL LIAISON:

Andrews_X__
Mayor Gustafson_X__

STAFF PRESENT:

Pavek_X__

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. AGENDA:

1. Spring Event

- Mayor Gustafson shared insight from past events he'd worked on. Both commissions agreed that a small event should be held this year and stated that the event should not be held during Ramadan.
- Vice Chair Bradbury added that the spring event was a good opportunity to promote summer programming one last time before the registration deadline. Both commissions agreed to hold the event on Saturday, June 4th from 4-6 pm at Curtiss Field. Pavek confirmed that there were no conflicting reservations for that date/time.
- One of the main goals of the event is to engage renter/tenants in the nearby Townsquare Apartments.
- The commission members brainstormed the following activity ideas:

- Dog Parade
 - Soccer
 - Basketball
 - Arts & Craft Table
 - BYOYG (Bring Your Own Yard Game)
 - Ice Cream Truck
 - Sign-up Table for Summer Programming
 - Mayor or Council Members & Staff present as an opportunity to solicit community feedback
 - Meet the New City Administrator
- Chair Ebbesen confirmed she has been researching and contacting potential food trucks for the event.
 - All commission members agreed this should be an opportunity for kids to play sports/games while parents mingle and meet their neighbors.

2. Ice Cream Social

- Ebbesen planned to contact Ramsey County for participation in Resource Fair. Julie's daughter participated in a dance group which performed at last year's event and they plan to return. Staff was asked to coordinate a break in the live music for the dance group to perform without distraction.
- LaDouceur suggested offering better games/activities for children at this year's event:
 - Punt Pass Run
 - Whiffle Ball Game (with RCSO?)
 - Bounce House Maze
 - Temporary Tattoos
 - Fishing Game with Stuffed Animals
 - Dunk Tank
- Yager suggested offering the most successful summer program (blastball, soccer, etc).
- Commissions confirmed to hire the same band from last year's event for the same price. They planned to reach out to more small businesses and NYFS to have tables at the event.

3. Other Initiatives

- Commission members will continue to think about this and brainstorm at the next meeting.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:50 PM.



ITEM FOR DISCUSSION

Meeting Date	April 18, 2022
Agenda Item	E1
Attachment	2021 Priorities Document
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Reviewing 2021 Priorities
Description	<p>The Community Engagement Commission is asked to explore/brainstorm ways to engage residents outside of events. In 2021 the CEC was focusing on the following priorities:</p> <ol style="list-style-type: none"> 1. Leveraging Community Involvement 2. Showcasing our City 3. Creating Common Spaces 4. Enhancing Public Safety 5. Improving Communication
Budget Impact	TBD
Attachment(s)	N/A
Action(s) Requested	The CEC is asked to review the attachment, discuss what these priorities mean and brainstorm how they can be achieved.

Priorities 2021					Priorities 2022				
Strategy	Jan-Mar 2021	Apr-Jun 2021	Jul-Sep 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-Jun 2022	Jul-Sep 2022	Oct-Dec 2022	
Leveraging Community Involvement	Complete CEC Plan	Engage Renters - Event TBD	Food and Beer Truck Event	Clothing Drive - Inter Inst	Winter Frolic - Name TBD	Resource Fair - Location			Food donation
			Involve local restaurants						
			Ice Cream Social / Resource Fair - July 22						
Showcasing our City		History of Falcon Heights Topic	History of Falcon Heights Topic	History of Falcon Heights Topic	History of Falcon Heights Topic	History of Falcon Heights Topic	History of Falcon Heights Topic	History of Falcon Heights Topic	Planting common areas - worms
Creating Common Spaces			Night to Unite - Block Party				Night to Unite - Block Party		
			Monthly Free Concerts??						
Enhancing Public Safety		Neighborhood Liaison	Neighborhood Liaison	Neighborhood Liaison	Neighborhood Liaison	Neighborhood Liaison	Neighborhood Liaison	Neighborhood Liaison	
				Human Rights Day				Human Rights Day	
Improving Communication		Town Hall Meetings	Town Hall Meetings	Town Hall Meetings	Town Hall Meetings	Town Hall Meetings	Town Hall Meetings	Town Hall Meetings	Billboard outside City Hall
		Website Improvements	Website Improvements	Website Improvements	Website Improvements	Website Improvements	Website Improvements	Website Improvements	
		Door Hangers	Door Hangers	Door Hangers	Door Hangers	Door Hangers	Door Hangers	Door Hangers	



ITEM FOR DISCUSSION

Meeting Date	April 18, 2022
Agenda Item	E2
Attachment	Spring Together Promotional Materials 2022 Task List
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Spring Together/Ice Cream Social Update
Description	Details for Spring Together need to be confirmed so that staff can start advertising the event. Chair Ebbesen has started reaching out to contacts for the Ice Cream Social/Resource Fair. Other tasks need to be assigned.
Budget Impact	TBD
Attachment(s)	Spring Together Promotional Materials, 2022 Task List
Action(s) Requested	Review the draft promotional materials for Spring Together and let staff know if any changes need to be made. Review the 2022 Task List for Ice Cream Social and begin delegating tasks.

The background is a vibrant red color adorned with a repeating pattern of stylized floral elements. These include white daisies with yellow centers and red stamens, light blue-green branches with small yellow berries, and green leaves. The text is centered on the left side of the image.

FALCON HEIGHTS

Spring Together

June 4th | 4-6PM

Curtiss Field

1551 Iowa Ave. W.

Bring games to share with your neighbors! Dog parade, ice cream truck, and crafts for kids will also be provided!



FALCON HEIGHTS

Spring Together

June 4th | 4- 6PM

Curtiss Field

1551 Iowa Ave. W.

In hopes of cultivating connections with our neighbors and community, the City of Falcon Heights is excited to invite you to the annual Spring Together event! The event will be held outdoors and attendees are encouraged to bring a game to share. An ice cream truck will be onsite providing treats for free! We also recommend bringing lawn chairs if you have them!

BYOG (Bring Your Own Game- could be a yard game or board game!)

Ice Cream Truck

Dog Parade

Crafts for Kids

Hosted by the Community Engagement Commission & Parks and Recreation Commission

**EVENT IS WEATHER PERMITTING:
WEATHER HOTLINE 651-792-7607
OR FACEBOOK & TWITTER**

ICS 2022

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations	MP & JE	May-June		Ongoing- JE has reached out to the county and state
Save the Date- Social Media & Newsletter		May		
Posters		June		
Contact/Reserve Band		June		Done
Reserve Bouncy Castle		June		
Work with CEC on outreach to apartments		June		
Order craft/activity supplies- Face painting, temporary tattoos, fishing game with stuffed animals		June		
Confirm/order porta potties, hand washing stations		June	Need 5 porta potties at minimum	
Coordinate other games: punt pass run, whiffle ball game with RCSO, dunk tank, tug of war?		June		
Contact Saint Paul Fire Department/Ramsey County Sheriff	MP	June	Emailed AJ & Randy	Reached out via email 4/14/22
Schedule staff & volunteers		July		
Order Ice Cream products & Bottled water		July- before temp food license		
Temporary Food License		July		
Order hand sanitizers – resource fair area, ice cream area				
Talk to Tim about freezer in park building				
Schedule walk-through of park with Tim & COVID-19 vaccine contact.		July		
Confirm tent delivery with Lions		July		Lions to bring 2 tents
Confirm organizations @ resource fair		July		
Make table signs & table map for resource fair organizations		July		

Prep craft/activity supplies			<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		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		July		
Create volunteer sign-up		July		



ITEM FOR DISCUSSION

Meeting Date	April 18, 2022
Agenda Item	E3
Attachment	N/A
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Human Rights Day Preliminary Planning
Description	The CEC should start conversations on what a potential theme could be for Human Rights Day 2022. If any commissioners have interest in taking the lead on a theme they are passionate about this would give them significant time to conduct some research/seek out partnerships.
Budget Impact	TBD
Attachment(s)	N/A
Action(s) Requested	Starting having preliminary discussions about this year's theme for Human Rights Day.