

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

AGENDA
May 2, 2022 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Eischen___ Bradbury___
Yager___ Curtin___ LaCasse___

Cooley-Kistler___ LaDouceur___
Ebbesen___ Locke___ Campbell___

COUNCIL LIAISON:

Andrews___
Mayor Gustafson___

STAFF PRESENT:

Pavek___ Sorensen___

C. PRESENTATION:

D. APPROVAL OF MINUTES:

E. AGENDA:

1. Spring Together/Ice Cream Social

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:



ITEM FOR DISCUSSION

Meeting Date	May 2, 2022
Agenda Item	E1
Attachment	Big Bell Ice Cream Truck Quote 2022 ICS Task List
Submitted By	Megan Pavek, Assistant to the City Administrator

Item	Spring Together/Ice Cream Social
Description	<p>Public Works planned to have roughly 150 individuals attend the 2021 Ice Cream Social event. Historically, there has been a lower turnout for the Spring Together event. The \$4.00 Big Bell Ice Cream Truck menu would serve roughly 125 pieces of ice cream in two hours per the quote attached.</p> <p>The commissions are asked to solidify a sports and craft activity that can be provided for children at the Spring Together event. The following inventory is applicable:</p> <ul style="list-style-type: none"> • All sporting equipment used for summer programming • 3 boxes of sidewalk chalk • 5 kites • Miscellaneous clay pots/acrylic paint <p>Staff plans to move forward with advertising the event this week and will create an event on Facebook to gauge interest in attendance.</p> <p>Regarding the Ice Cream Social, the commissions are asked to review the task list and note their availability.</p>
Budget Impact	\$600.00
Attachment(s)	Big Bell Ice Cream Truck Quote 2022 Task List
Action(s) Requested	Solidify the remaining details for the Spring Together event, and review the 2022 Task List for Ice Cream Social and begin delegating tasks.



INVOICE #3921

ISSUED:

04/18/2022

DUE:

05/03/2022

RECIPIENT:

City of Falcon Heights

2077 Larpenteur Ave W
Falcon Heights, mn 55113

SENDER:

Big Bell Ice Cream

3218 Snelling Avenue
Minneapolis, MN 55406

SERVICE ADDRESS:

Curtiss Field
1551 Iowa Avenue West
Falcon Heights, Minnesota 55113

Phone: 612-729-5205

Email: BobF@bigbellicecream.com

Website: <http://www.bigbellicecream.com/>

2 hour Truck visit 4-6pm \$4 and \$6 menu

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
06/04/2022				
Nonrefundable Scheduling Fee	Failure to pay this fee by the date directly above may result in cancellation of your event.	1	\$25.00	\$25.00
Travel/mileage fee in the 7 county Metro Area	Per mile round trip from Big Bell Ice Cream Warehouse	18	\$0.40	\$7.20
Ice Cream truck with ice cream novelties	\$225.00 minimum in ice cream purchases per hour as discussed 2 hours x \$225	1	\$0.00	\$0.00
Gratuity for Driver	10% gratuity for server. Additional gratuity are always welcome at your discretion.	1	\$0.00	\$0.00

Thank you for booking an ice cream truck with Big Bell Ice Cream Company. You are responsible for a \$25 NON-REFUNDABLE scheduling fee before your truck can be booked. The best way to do this is via credit card when you set up your event. If you choose to pay the deposit via cash or check; they may be sent to the Big Bell address.
FAILURE TO PAY THIS FEE MAY RESULT IN CANCELLATION OF YOUR EVENT.

By paying this fee you confirm your visit and agree to the following terms.

1. Invoices will be sent to you within 5 to 7 business days.
2. Full or outstanding payment is due upon receipt of invoice. late fees of \$25.00 per month will be applied to your account starting 30 days after the initial invoice

Total **\$32.20**

Account balance **\$32.20**



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Notes Continued...

date.

- 3. Scheduling requires minimum purchases per hour as discussed. "In purchase of ice cream" is valid only during the ice cream truck visit.
- 4. If you release your driver before the duration of the of your scheduled event you are still responsible for the minimum purchase of ice cream per hour booked.
- 5. Truck model availability may vary by date and location.

CANCELLATION AND SCHEDULING ADJUSTMENT

Non-weather related cancellations with less than 24 hour notice are subject to an additional fee of \$25.00. Weather related cancellations are not accepted more than 12 hours in advance. Weather related cancellations may be rescheduled at no additional cost subject to availability.

City of Falcon Heights
2077 Larpenteur Ave W
Falcon Heights, mn 55113

2 hour Truck visit 4-6pm \$4 and \$6 menu

Invoice #: 3921
Due date: 05/03/2022
Amount due: \$32.20
Amount enclosed: _____

Mail to:
Big Bell Ice Cream
3218 Snelling Avenue
Minneapolis, MN 55406

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		