

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

AGENDA
December 19, 2022 at 6:30 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL:
Cooley-Kistler____ LaDouceur____
Ebbesen____ Locke____ Campbell____
Lindstrom____ Stockford____

COUNCIL LIAISON:
Mayor Gustafson____

STAFF PRESENT:
Sorensen____

- C. PRESENTATION:

- D. APPROVAL OF MINUTES:
 - 1. October 17, 2022 Community Engagement Commission Regular Meeting Minutes

- E. AGENDA:
 - 1. Human Rights Day Recap
 - 2. 2023 Snowstravaganza Discussion
 - 3. Describe Officer Duties and Announce Upcoming Officer Elections

- F. INFORMATION/ ANNOUNCEMENT

- G. ADJOURNMENT:

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

AGENDA

October 17, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:29 p.m.

B. ROLL CALL:

Cooley-Kistler__X__ LaDouceur____
Ebbesen__X__ Locke____ Campbell__X__
Lindstrom__X__ Stockford__X__

COUNCIL LIAISON:

Mayor Gustafson__X__

STAFF PRESENT:

Sorensen__X__ Nelson__X__

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. September 19, 2022 Community Engagement Commission Regular Meeting Minutes

Campbell motions for approval of minutes;
approved 5-0

E. AGENDA:

1. Human Rights Day

Julie Ebbesen states to contact all the groups for Human Rights Day and the elementary school to reserve the cafeteria for a resource fair. If we cannot have it at the elementary school, we will hold the event at City Hall. The event is on December 8th from 6-730

Karen Cooley-Kistler states that she will update Brennan on what another group she is part of is doing for Human Rights Day.

Curt Stockford suggests we cater the event to kids/families a bit more, which prompted Zach to suggest a scavenger hunt or another kid-friendly activity, TBD.

Cooley-Kistler asks if we will just have water there or anything else.

Ebbesen states that she was thinking of water, but we could have something else.

Cooley-Kistler says we want it to be kid-themed, so I think cookies would be good.

Ebbesen states she will reach out to No Kid Hungry and a food truck. She then asked if anyone had reached out to the Roseville Food Shelf, which she thought was at either RAMS or RAHS.

Zach Lindstrom says maybe we can tape the mayor to the wall or something fun.

Stockford wonders if he were supposed to reach out to The League of Women Voters because he thinks they'd be an excellent fit.

Mayor Gustafson read the definition of the Human Rights Day theme, according to Twinkle.com, and said that food scarcity and how to recognize and abate racial covenants are a part of looking out for each other's rights.

Ebbesen says we should message Human Rights Day around kids and how they can get involved.

Kelly Nelson, the Assistant to the City Administrator, asks if it would be a good idea to have a local minority owner of a business make goodies for the event.

Cooley-Kistler suggests doing a food drive at the event and dividing donations between Keystone and Roseville Food Shelf. KC-K volunteered to gather and deliver the donations.

2. Update New Resident Packet

Ebbesen says we should eliminate the mention of the Roseville circulator from our message. A youth commission is mentioned. What is that?

The Mayor says It should read, "youth COMMISSIONER," since we have a spot on various commissions.

Ebbesen asks if we should keep the information about Spring Ahead. Do we have a date?

The Mayor says with the location of Curtiss Field, and we don't want to conflict with Ramadan.

Ebbesen says Ramadan ends on April 21, 2023; possible dates for a Spring Ahead event may be May 20 or June 3. Also, does the City still do a sustainability fair?

The Mayor states that the Environmental Commission handles that. It is mostly driven by the U of M for students looking for a service project.

Ebbesen suggests adding clarity/credibility to the description of the Sustainability Fair. Also, after "Cultivating Our Caring Community," it mentions an event that I don't think we have anymore.

The Mayor says In March 2020, we were going to have a big breakfast with the City Council, but the pandemic shut that down.

Stockford and the Mayor say A goal in 2023 is to re-establish the "Cultivating Our Caring Community."

The Mayor says it would be nice to have events at our larger apartment buildings. We've had success with events at Town Square, bringing Pizza Hut. The Mayor wants to restore and build back these types of things.

Ebbesen asks about edits for the Neighborhood Liaisons portion.

The Mayor says we call our neighborhood watch program "Neighborhood Liaisons " because it's about looking out for each other, not reporting things.

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT: 8:20 p.m.

Karen Motion to end

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ITEM FOR DISCUSSION

Meeting Date	December 19, 2022
Agenda Item	E1
Attachment	N/A
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Human Rights Day Recap
Description	The Community Engagement Commission is asked to review the Human Rights Day event and comment what went well and what can be improved upon for next year.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	The CEC is asked to review Human Rights Day.

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REQUEST FOR COUNCIL ACTION

Meeting Date	December 19, 2022
Agenda Item	E2
Attachment	List of 2022 Activities/Costs
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Disuss the proposed 2022 Winter Event in order to make recommendation for 2023.
Description	<p>The winter event, Snowstravaganza, was set to take place on Saturday, February 12, 2022 before cold temperatures cancelled the event.</p> <p>The Parks and Recreation Commission would like to discuss the details of the 2022 event and whether the event should take place in 2023. PARC would like to collaborate with and receive additional input from the CEC moving forward.</p> <p>The City has not held a winter event since 2016. Historically there would be a scavenger hunt, smores and a bonfire, sledding, ice skating, snowshoeing, and horse-drawn sleigh rides.</p>
Budget Impact	Estimated at approximately \$1,500 for 2022 event.
Attachment(s)	Itemized list of potential activities/cost
Action(s) Requested	Staff recommends commission members discuss if the event should happen in 2023, which activities they would like to offer, and consider how COVID-19 safety measures may or may not need to be implemented.

Activities	Cost
Horse Rides- Roselawn Stables	\$1,350 for 2-3 hours, trolley (25 people) or parade wagon (8 people)
Horse Rides- The Hitching Company	<ul style="list-style-type: none"> • Carriage (4 people) \$800 for the 1st hour, \$50 for each additional half hour • Wagon (12 people) \$950 for the 1st hour, \$75 for each additional half hour • Trolley (20 people) \$1,100 for the 1st hour, \$75 for each additional half hour **A \$200 non-refundable deposit is required
Snowshoe Rental- City of Roseville	Weekend rental (Friday pm- Monday am) \$5.00 per pair <ul style="list-style-type: none"> • \$5.00 x 20 = \$100.00
Smores Materials	\$29.95 for disposable biodegradable skewers (110 pack) \$35.00 (\$7.00 x 5) for firewood
Canned Food Drive	N/A

Kelly Nelson

From: Karen Cooley-Kistler <cooleykistler@msn.com>
Sent: Friday, January 7, 2022 3:46 PM
To: Kelly Nelson
Subject: RE: Snowstravaganza Update

Caution: This email originated outside our organization; please use caution.

Hi Megan,

I like all the ideas, but the horse rides would be the first to go if it were up to me for budget. Let me know when you have the Blurb done, that I can spread in the Grove. Thanx, kck

From: Megan Pavek <megan.pavек@falconheights.org>
Sent: Friday, January 7, 2022 3:07 PM
To: Vandara Thammavongsa <vandara.thammavongsa@falconheights.org>
Cc: Sack Thongvanh <sack.thongvanh@falconheights.org>
Subject: Snowstravaganza Update

Hello Commissioners!

I wanted to touch base with all of you before the end of the week. At the joint meeting I was asked to reach out to both horse carriage companies and ask for their cancellation policy:

1. The Hitching Company has been booked on the day of our event so they are no longer an option.
2. Roselawn Stables does not have a policy, meaning that should we cancel the event we will receive a full refund.

Please also note that if the weather is below 10 degrees, it is too cold for the horses and they will have to cancel.

My understanding is that if there is no strict cancellation policy we will move forward with booking the horses. If there are any strong opinions or concerns about this please reach out to me!

I have not been able to research and solidify all of the lovely ideas given at the joint meeting, but here is a current list of the activities we should be able to provide:

- Horse carriage rides from Roselawn Stables
- Snowshoe rental
- Hot chocolate/smores
- Winter olympics for kids
- Snow sculpture competition
- Dog parade
- Keystone food drive

Additional Notes:

- Our Public Works Director explained to me that in the past, they have only had one large bonfire and roughly 12 hay bales at the event. On average, the turnout was up to 40 people and the fire was adequate to accommodate all of them. The issue with having multiple fires is having enough staff/volunteers to be stationed at each.
- Individuals will be able to utilize the bathrooms at Community Park.
- City staff are unable to coordinate a scavenger hunt at the park, but if any commissioners would like to plan and set this up they are more than welcome to!

I will be in touch within the next week to provide additional information and promotional materials for the event. Staff have decided it would be beneficial to hold another **joint meeting on Monday, February 7th at 6:30 pm**. That way we are able to meet once more prior to the event and address any outstanding items.

As always please feel free to reach out to me with any questions or concerns.

Have a great weekend!

Megan Pavek
Administrative & Communications Coordinator

City of Falcon Heights
2077 West Larpentour Avenue
Falcon Heights, MN 55113

Office 651-792-7600

Fax 651-792-7610

Direct 651-792-7621

"The City that Soars"

"Families, Fields and Fair"

Roselawn Stables
Pete & Jane Karpe
24069 Rum River Blvd.
St. Francis, MN. 55070
763-753-5517

Date: January 26, 2022

Dear Valued Customer: **Falcon Heights Park & Rec Attn: Megan**

We have received your request for:

Trolley Sleigh Ride Other _____

On the Date of: **February 12, 2022** _____

Time of: **1:00 p.m.** ____ Until **3:00 p.m.**

You are scheduled for 1 trolley ____

Each trolley is \$1350.00 first 2 Hours.

The total charge for the service for requested is: \$1350.00 _____

We request a non-refundable deposit of **\$500.00** and the balance to be due before the ride.

Please note: an added surcharge will be added for any payments made after the date of service of 25% of the total amount due.

Currently that BALANCE amount (after deposit) is **\$ 850.00** _____

******I have read the following and agree to the terms**

(Sign) _____

(Date) _____

We look forward to seeing you soon.

Sincerely,

Pete and Jane

P.S. Please sign & date then make a copy of this confirmation letter and email or mail it back.

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REQUEST FOR ACTION

Meeting Date	December 19, 2022
Agenda Item	E3
Attachment	Officer Elections
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Officer Elections Overview (Voting to be done at a later date)
Description	<p>The Commission will discuss having a future election in March to nominate and elect officers for 2023. Descriptions of these positions are as follows:</p> <p><u>Chairperson</u> Main contact between the commission and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.</p> <p><u>Vice chairperson</u> Fills duties in the Chair’s absence and encouraged to work as a team and communicate needs with staff.</p> <p><u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff will discuss what the positions consist of and recommends nominating and electing officers in March 2023.