

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

**AGENDA**  
April 3, 2023 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager\_\_\_\_ Mike Bradbury\_\_\_\_ Eric Brenton\_\_\_\_  
Paula Mielke\_\_\_\_ Tom Faust\_\_\_\_ Randi Lundell\_\_\_\_ Mike Tracy\_\_\_\_

Cooley-Kistler\_\_\_\_ LaDouceur\_\_\_\_  
Ebbesen\_\_\_\_ Locke\_\_\_\_ Lindstrom\_\_\_\_  
Stockford\_\_\_\_

COUNCIL LIAISON:

James Wassenberg\_\_\_\_\_  
Yakasah Wehyee\_\_\_\_\_

STAFF PRESENT:

Kelly Nelson\_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. March 6, 2023 - Parks and Recreation Commission and Community Engagement Commission -Joint Meeting Minutes

E. AGENDA:

1. Spring Together 2023 Event : Survey Questions and Polling Tactics; Task List
2. Ice Cream Social 2023 - Begin Discussions

F. INFORMATION/ANNOUNCEMENT

Update on Lion's Club's involvement in Spring Together 2023  
Updates on Community Park purchase and summer programming

G. ADJOURNMENT:

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**CITY OF FALCON HEIGHTS**

Joint Meeting

Parks & Recreation Commission  
Community Engagement Commission  
City Hall  
2077 West Larpentour Avenue

**MINUTES**

March 6, 2023 at 6:30 P.M.

A. CALL TO ORDER: 6:36 PM

B. ROLL CALL:

Jeff Yager  X  Mike Bradbury  X  Eric Brenton  X   
Paula Mielke  X  Tom Faust   Randi Lundell  X  Mike Tracy

Cooley-Kistler  X  LaDouceur  X   
Ebbesen  X  Locke  X  Lindstrom  X   
Stockford  X

COUNCIL LIAISON:

James Wassenberg  X   
Mayor Gustafson

STAFF PRESENT:

Kelly Nelson  X

C. PRESENTATION: N/A

D. APPROVAL OF MINUTES:

1. February 6, 2023 - Parks and Recreation Commission Regular Meeting

Yager motions to approve the Park minutes;  
approved 5-0

2. February 15, 2023 – Community Engagement Commission Regular Meeting

LaDouceur motions to  
approve the CEC minutes; approved 5-0  
(Cooley-Kistler not yet present)

E. AGENDA:

**1. 2023 Parks and Recreation Budget Overview**

Staff liaison, Nelson, shared the 2023 event budget with the commissioners; no action was requested. The 2023 event budget is \$7,000, which would be used for City events such as Spring Together, Ice Cream Social and Snowstravaganza (which did not take place in 2023). Stockford asked for clarification in regards to whether the CEC had its own event budget. This is a City budget, not commission-specific. Event budget was increased from \$4,000 in 2022 to \$7,000 in 2023.

LaDouceur asked what was spent on the 2022 Ice Cream Social event at Community Park but that information was not pulled for this meeting.

## 2. Spring Together 2023 Event

Mielke asked whether the objectives remained the same from the first event held in 2017 – connect renters with Northhome residents, which was affirmed by the commissioners.

The success of 2022 event was discussed: that the new City Administrator and Assistant to Administrator were both present. Plus, there was an ice cream truck, which also served as a helpful billboard for residents passing by the park. Approximately 220 ice cream treats were served at Spring Together 2022 but this was likely more than the number of actual attendees, as some enjoyed more than one treat. Commissioners discussed how to limit treats to 1 per attendee to help manage expenses.

Mielke suggested attendees earn a ticket by responding to a survey or quiz.

Yager suggested earning a ticket for signing up for the City's newsletter.

Bradbury suggested having a roll of tickets, giving attendees a ticket for one frozen treat and marking their hand.

LaDouceur suggested having a sandwich board by food truck to direct attendees to the welcome tent for their ticket.

Ebbesen suggested giving each attendee one ticket to be redeemed for one ice cream treat; attendees could purchase additional treats at their own expense, if desired.

Brenton asked if there could be a check in table, a prompt/easy question, and you put the answer in the bucket to receive an ice cream ticket.

Wassenberg suggested giving a ticket for just showing up.

Stockford suggested we ask for community input at every possible opportunity to help us shape Community Park. Stockford proposed commissioners wear name tags, have 3 prepared questions and engage with attendees.

Commissions then discussed coming up with a survey and working on the types of questions / prompts to ask attendees at Spring Together 2023.

Bradbury asked, "What do we want to know?"

Wassenberg suggested asking what attendees would like to see in Community Park.

LaDouceur recommended Parks and Rec ask about parks.

Stockford said much input will be needed for Community Park.

Wassenberg said placing Post-its under headings allows for passive engagement and we can use responses to build a survey.

Lindstrom suggested Post-it Notes plus QR Codes so that attendees could complete the survey from their phone; it could be multiple questions for adults, and/or a simple question about favorite color or animal to engage children. Discussed how to tie placing Post-Its on board(s) and/or questionnaire to getting ticket for ice cream treat.

Staff liaison, Nelson, proposed having a QR code that would connect people to the City webpage to sign up for the weekly newsletter and/or a QR code to the City's Facebook page so that residents would be more informed and receive time-sensitive notifications.

LaDouceur recommended keeping questions at Spring Together light, asking Community Park-specific questions at the Ice Cream Social. Yager agreed with that suggestion, since that event takes place at Community Park. Bradbury and Ebbeson will brainstorm 3 to 4 simple questions. Staff liaison, Nelson, expressed wanting to find ways to expand our reach so that all residents see our invitation and all feel invited; Nelson raised point of language barrier in some cases impedes reach. Nelson discussed how to promote Spring Together to both renters and homeowners. Staff distributed flyers to houses on nearby Hollywood Court last year. Attempts will be made to connect with rental property owners.

LaDouceur said that her impression of the residents in the apartment building nearest the park came because of commissioner Bradbury inviting them.

Commissioners discussed the translation of questions and event promotional materials. Stockford reminded the commissioners that the school district may be able to help us translate posters. Wassenberg suggested a postcard sent in multi-languages or with a QR code to scan for translation.

Bradbury summarized: Display/poster with QR codes for connecting to newsletter and Facebook, Parks and Rec promote summer programming.

Nelson showed a previous example of a social media post and flyer design. Mielke suggested simplifying language. LaDouceur proposed doing a less floral and more playful design and stating information in bullet points rather than paragraphs. Nelson will share a revised draft at the next joint meeting.

Nelson said we may have to rent a tent for event. Stockford has been in touch with Lion's Club who may purchase new tents and be willing to loan them to the City.

Bradbury asked about additional food trucks. Stockford suggested Lions provide/serve a snack. Stockford said that the Lion's Club might have access to equipment such as a popcorn machine. Stockford will attend a meeting on March 13<sup>th</sup> and get more information to share at the commissions' next joint meeting on April 3<sup>rd</sup>.

Nelson asked about entertainment. Bradbury suggested yard games like ones used in 2022. Ebbeson recommended having bubbles and chalk again this year.

CEC Commissioner LaDouceur motioned to adjourn the  
CEC from the remainder of the meeting at 7:47 PM.  
Motion carried 6-0.

### **3. The 2023 Goals of the Parks and Recreation Commission**

The Parks and Recreation Commission was presented with a list of potential goals that Staff liaison, Nelson, had been compiling at previous commission meetings. Using that as a starting point, the PARC established 10 final goals for 2023, as follows:

1. To have the basketball court painted at Curtiss Field
2. Develop a fall event
3. Draft and implement a weather and discipline policy for summer/fall programming.
4. Develop marketing strategies to expand the areas and people we currently reach to promote City events, news and programming to.
5. To have regular meetings of the Park and Recreation Commission, having quorum at least every quarter.
6. To create an events calendar
7. To visit/revisit area park buildings to gain knowledge in order to improve our own building at Community Park.
8. To establish an annual park audio assessment, completing park audits annually so that a list of recommendations can be provided.
9. To do an annual assessment of programming and ice rink usage, looking for ways to improve.
10. To develop a commission agenda calendar

#### **4. An Update on 2023 Summer Programming and Marketing it**

Nelson shared 2023 program offerings and materials. Summer programming will be the same as in 2022, minus Blast Ball. Nelson reported that classes would again be offered for the Commonwealth Terrace Cooperative residents but that the CTC wants to keep their programs separate.

Commissioner Yager said it was great to see the summer programming posted earlier this year. Hope to see enrollment increase!

#### **5. Parks and Recreation Weather Cancellation Policy and Discipline Policy**

Nelson shared a draft of the weather cancellation policy. Commissioners recommended some minor changes, which included reducing the temperature at which classes and/or the warming house would be canceled/closed. For summer programming, classes may be canceled when the heat index reaches 100 degrees (previously, 105). For the warming house at Curtiss Field, that may be closed when the actual temperature is 0 degrees and/or the windchill is -10 degrees. Commissioners discussed how to alert parents to cancellations. The City currently doesn't have push text capabilities. Cancellation announcements are currently communicated on the City website, on Facebook and via a recorded message on the City weather line. Commissioner Yager stated it would be nice to send out information rather than parents have to seek it. Some options will be explored. Agreed that best option for 2023 is for Nelson to check weather forecasts in morning and post and record a cancellation announcement at least thirty minutes prior to class time. The final version of the Parks and Recreation Weather Cancellation Policy can be viewed online: [www.falconheights.org.docx](http://www.falconheights.org.docx) (live.com)

Discussed draft of discipline policy. Commissioners proposed minor tweaks. The final Rules of Conduct and Discipline Policy can be viewed here: [www.falconheights.org.docx](http://www.falconheights.org.docx) (live.com)

#### **6. 2023 Ice Rinks and Warming House Usage**

Roughly 180 people used the rink at Curtiss Field during the 2023 season, down from 260 last year. This year's season was also a couple of weeks shorter. Commissioners discussed whether ice rink condition was a factor. Should more money be invested in creating and maintaining a better rink at Curtiss Field and have just a picnic table to put skates on at rather than renting and staffing a warming house? If we do have a warming house, could that be placed on basketball court so it's nearer the ice rink and does not require walking up/down a hill in skates? Bradbury wondered if a liner could be placed over the basketball court to protect the pavement and to make for more level ice and reduce melting. It was also suggested that the rink be flooded and snow cleared more often. Bradbury suggested reaching out to the broomball league that has used Curtiss Field rink in past, get their feedback on why no longer using rink, and encourage them to use it again. The rink at Grove Park was used very little.

#### **F. INFORMATION/ANNOUNCEMENT**

Staff liaison, Nelson, said that all 2023 Community Garden plots had been assigned. Staff had a fairly significant waiting list and not enough plots to fill those requests. The job posting for a Summer Program Coordinator has also been posted to various college job boards as well as the City's website.

Commissioner Wassenberg updated the commissioners on Community Park and said that the University of Minnesota approved the sale of it to the City for \$1.1 million.

Proposed March Agenda Items:

- Spring Together 2023: Establish the information to be gathered and the method for gathering it from attendees ; task list.
- Begin Planning Ice Cream Social 2023

G. ADJOURNMENT: 9:06 P.M.

Brenton motions to adjourn  
the meeting;  
Approved 5-0

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## REQUEST FOR ACTION

<b>Meeting Date</b>	April 3, 2023
<b>Agenda Item</b>	E1
<b>Attachment</b>	'22 Invoices; Task List; Flyer & Social Media
<b>Submitted By</b>	Kelly Nelson, Assistant to the City Administrator

<b>Item</b>	Spring Together 2023
<b>Description</b>	<p>The CEC and the Parks and Recreation Commission will continue to plan the 2023 event. Staff and commissioners will share details for the event, which may include updates on:</p> <ul style="list-style-type: none"> <li>• Lions Club update food, coolers, tents, etc.</li> <li>• Focus on engaging renters</li> <li>• Firm up list of questions and the what how to survey attendees</li> <li>• Ice cream truck</li> </ul>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	Previous year invoice; task list; updated drafts of flyer and social media post
<b>Action(s) Requested</b>	Staff recommends commission members continue discussions, making decisions for the 2023 Spring Together event and assigning 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
<b>06/04/2022</b>				
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**



# INVOICE #3921

ISSUED:  
04/18/2022

DUE:  
05/03/2022

## 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



# INVOICE #4110

<b>ISSUED:</b>	<b>DUE:</b>	<b>PAID:</b>
06/06/2022	06/21/2022	06/18/2022

**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: 952-388-4961 (emergency)  
612-729-5205 (office)  
Email: [events.bigbellicream@gmail.com](mailto:events.bigbellicream@gmail.com)  
Website: <http://www.bigbellicream.com/>

**Truck June 4. \$4 Classic menu**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
<b>06/04/2022</b>				
Ice Cream truck menu	\$4.00	200	\$4.00	\$800.00
Gratuity for Driver	10% gratuity for server. Additional gratuity are always welcome at your discretion.	1	\$80.00	\$80.00



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.

- Invoices will be sent to you within 5 to 7 business days.
- 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

<b>Total</b>	<b>\$880.00</b>
Paid	- \$880.00
<b>Invoice balance</b>	<b>\$0.00</b>
Account balance	<b>\$0.00</b>



# INVOICE #4110

ISSUED:

06/06/2022

DUE:

06/21/2022

PAID:

06/18/2022

## 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.

PAID

Facebook post  
(it's in Canva)

CITY OF FALCON HEIGHTS

Games for kids  
Free ice cream  
Family Activities

# SPRING TOGETHER

Saturday, May 20 4 to 6 pm *2:30*

Curtiss Field - 1551 Iowa Ave. W

Confirm CEC  
11/16/16 →

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! *PR* An ice cream truck will be onsite providing treats for free!

*PR*





CITY OF FALCON HEIGHTS

# SPRING TOGETHER

...-----...  
Saturday, May 20 4 to 6 pm

Curtiss Field - 1551 Iowa Ave. W.  
...-----...

Meet your neighbors and enjoy  
family fun, games and free ice  
cream!





# Spring Together

FREE  
ICE CREAM!

OUTDOOR  
ACTIVITIES!

FAMILY  
FUN!

**The City of Falcon Heights Welcomes All!**

**SATURDAY, MAY 20  
4:00 - 6:00 PM**

**CURTISS FIELD - 1551 IOWA AVE. W.**

**Enjoy free ice cream, meet your neighbors and have fun!**





## Final Task List for Spring Ahead 2023

'22 Recap

'23 Assignments

City event flags	Ordered: Expected Arrival 6/3	
Onsite handwash station	Ordered: Coordinated by Tim	
Recycling/food scrap bins (3 of each, 10 bags each)	Scheduled for Public Works to Pick-up 6/3 from Roseville	
Back-up location in event of inclement weather	Confirmed with Falcon Heights Church	
St. Paul Fire/ RCSO presence at event	Confirmed	
City Council & Commission members formally invited to event	Completed	
Flyers/promotion sent to business owners, apartment complexes	Completed	
Follow-up with ice cream truck/ confirm there is nothing else that they need from us		
Purchase bottled water & napkins	Assigned to Public Works	
Confirm tent set-up with the Lions	Completed	
Bring the following from Community Park Building: <ul style="list-style-type: none"> <li>- Tables/chairs</li> <li>- Yard games (2)</li> <li>- Chalk/Hula Hoops</li> <li>- Other sports equipment (confirm with Mike)</li> </ul>		
Set-up summer program registration table (& bring bubbles from Julie)	Assigned to Megan	
Name tags for Council/Commission members		
Set-up table advertising any commission vacancies		
Collect public input for new park building	Pending	

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## REQUEST FOR ACTION

<b>Meeting Date</b>	April 3, 2023
<b>Agenda Item</b>	E2
<b>Attachment</b>	Lauderdale '22 Overview; Task List; '22 Invoice; Resource Fair
<b>Submitted By</b>	Kelly Nelson, Assistant to the City Administrator

<b>Item</b>	2023 Ice Cream Social
<b>Description</b>	<p>The CEC and PARC had discussed having the Ice Cream Social event on July 20<sup>th</sup> and would like to work together to plan the 2023 event. Various topics to discuss include:</p> <ul style="list-style-type: none"> <li>• Barbeque/Lions Club serving food/food truck</li> <li>• Possibility of combining our event with Lauderdale's; develop questions for them, if applicable</li> <li>• Entertainment</li> <li>• Hand out ice cream treats (no truck)</li> <li>• Resource Fair</li> </ul>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	Overview of Lauderdale's 2022 Event; Task list; previous invoices from 2022; Resource Fair info. from 2022 event
<b>Action(s) Requested</b>	Staff recommends commission members discuss the 2023 Ice Cream Social event and start assigning preliminary tasks to be completed.

## COMMUNITY UPDATES

### **Day in the Park: Thursday, July 21 from 5-8 p.m. Lauderdale Community Park, 1885 Fulham Street**

**Featuring a community kickball game!!**

**Have a beer and food: Bent Brewstillery  
and El Burrito Mercado will be here!!**

#### **Event Highlights:**

5:00-8:00 Farmers Market, Community Partners,  
Games, Water Slide, Inflatable

5:00-6:00 Lazy Does It Dixie Land Band

6:00-6:30 Speakers

6:30-7:00 Puppet Wagon

6:30-7:30 Lazy Does It Dixie Land Band

**6:30-7:30 All Ages Kickball Game  
(East vs West of Eustis Street)**

7:30-8:00 Neighborhood Dances Troup

Community partners include: Watershed  
Districts, St. Anthony Park Area Seniors, Nine  
North, Eureka Recycling, League of Women  
Voters, Northeast Youth and Family Services,  
and Be Smart for Kids.

Volunteers Needed - [https://signup.com/  
Dashboard?unlock=4419689#/](https://signup.com/Dashboard?unlock=4419689#/)

### **Hello from St. Anthony Park Area Seniors!**

We host an in-person Walk With Ease class on Wednesday and Friday mornings from 10-11 a.m. at Como Lake.

On August 10 at 7 p.m. we will have an online presentation, "Sightseeing from the Sofa" with Shaul Hanany. It will be a live online presentation about his trip to Antarctica where he launched a balloon for science.

Our in-person services for individuals are available. If you need support with rides to health-related appointments, home chores, cell phones, computers, or care for a loved one while you "take a break," contact us to get connected with one of our volunteers.

Our virtual lunch meet-ups allow us to stay in touch every other Wednesday. We catch up on what we have been doing, play BINGO for prizes, and watch a short video that relates to the season or the National Day. Participants can join these gatherings by phone or smart device (computer, mobile phone or tablet).

We exercise together online. We will start a beginning Tai Ji Quan class on Tuesday and Thursday mornings in September and resume chair yoga on Monday mornings in August.

To find out more about our program, visit our website at [www.sapaseniors.org](http://www.sapaseniors.org). Contact us at 651-642-9052 or [office@sapaseniors.org](mailto:office@sapaseniors.org) to join any of these programs.

### **City Council Hosting a Food Drive for Keystone at Day in the Park!**

When you come out to enjoy visiting with your friends and neighbors on Thursday, July 21 for Day in the Park, you can also support neighbors in need by donating to our food drive for Keystone Community Services Food Shelf!

Keystone Community Services is our regional food shelf and provides a variety of programs supporting more than 40,000 neighbors in Ramsey County, including Lauderdale. Ramsey County's food insecurity rates have increased during the COVID-19 pandemic. 27% more food was distributed in Ramsey County during this time to families in need. The need continues to rise and has left food shelves struggling to provide for families.

At Day in the Park, you can help to restock the food shelves! The City will be accepting non-perishable food donations, personal care items, feminine hygiene products, baby items, and school supplies. We also can accept financial contributions to Keystone Community Services. Keystone can stretch financial donations through their bulk purchasing programs.



## 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"> <li>• Face paint</li> <li>• Painting rocks</li> <li>• Tug of war rope</li> <li>• Jelly bean guessing contest</li> </ul>	
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		

## ICS 2023

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations		April/May		
Save the Date- Social Media & Newsletter		April/May		
Posters		June		
Contact/Reserve Band		April		
Reserve Bouncy Castle		April/May		
Work with CEC on outreach to apartments		April		
Order craft/activity supplies- Face painting, rocks, brushes, jellybeans, hand tattoos, etc.		June		
Confirm/order porta potties, hand washing stations		June	Need 5 porta potties at minimum	
Banner at Community Park		June		
Talk to Commissions/ Council about tug of war tournament?		June		
Contact Saint Paul Fire Department/Ramsey County Sheriff- equipment display?		June		
Schedule staff & volunteers		July	Do online sign-up?	
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		June		
Confirm organizations @ resource fair		June		

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



# Bruce's Foods Ice Cream Quote:

Pick-up on 7/21. Day of Ice Cream Social

360 Units (variety of ice cream sandwiches, choc covered bars, dreamsicle bars & crunch bars)

- 123 Ice Cream Bars
- 132 Ice Cream Sandwiches
- 84 Dreamsicles
- 12 Crunch Bars

10% Loyalty Discount

---

Total Due: \$138.71

VS.

Blue Bell food truck was \$4 / pc.

In 2022, we served 351 ice cream treats and ran out with approx. 20 minutes to go. Use above order as a guide for 2023. Dreamsicles were a popular item and notes said to get more.

Date	Tran	Reference	Description	Amount	Vendor	Invoice	PO	Encumbrance	R...
01/21/2022	A49706	CHK: 09107	Snowshoe Event	100.00	06290	3033274.001		0.00	1
01/31/2022	A49763	CHK: 09109	SAFETY GLASS/1ST AID KI	43.94	05153	202201318068		0.00	2
01/31/2022	A49769	CHK: 09110	TROLLEY WINTER FEST E	1,350.00	06335	202201318064		0.00	3
02/02/2022	A49885	CHK: 09115	Smores Ingredients	66.39	06301	202202168078		0.00	4
02/20/2022	A50109	VOID: 09107	REVERSE VOIDED CHECK	100.00CR	06290	3033274.001		0.00	5
02/28/2022	A50111	VOID: 09110	REVERSE VOIDED CHECK	1,350.00CR	06335	202201318064		0.00	6
03/22/2022	A50033	CHK: 09120	Winterfest	9.35	06301	202203228104		0.00	7
04/28/2022	A50271	CHK: 09129	WATER	12.76	03089	202204288134		0.00	8
05/04/2022	A50285	CHK: 09130	DEPOSIT FOR ICE CREAM	32.20	00032	3921		0.00	9
05/11/2022	A50375	CHK: 09133	Music for Ice Cream Social	500.00	06584	202205118150		0.00	10
06/08/2022	A50501	CHK: 09138	Ice Cream Social <i>Spring ahead</i>	880.00	00032	4110		0.00	11
06/10/2022	A50563	CHK: 09141	Water	31.74	03089	202206108174		0.00	12
06/10/2022	A50563	CHK: 09141	Ice	13.98	03089	202206108174		0.00	13
06/10/2022	A50572	CHK: 09142	Temporary Food Service Lice	60.00	07295	202206108177		0.00	14
06/14/2022	A50605	CHK: 09143	Flags for Spring Event	360.77	06301	202206148180		0.00	15
06/14/2022	A50605	CHK: 09143	Supplies for Spring Event	70.27	06301	202206148180		0.00	16
07/12/2022	A50770	CHK: 09150	Ice Cream for Ice Cream Soc	138.71	01047	202207128204		0.00	17
07/12/2022	A50771	CHK: 09150	Banner	175.97	04419	39400		0.00	18
07/19/2022	A50816	CHK: 09152	Dog Treats	12.98	06301	202207198209		0.00	19
07/26/2022	A50848	CHK: 09153	Ice Cream Social Supplies	2.48	03089	202207268219		0.00	20
08/17/2022	A51009	CHK: 09160	Tent for Ice Cream Social	300.00	06301	202208178244		0.00	21
08/17/2022	A51009	CHK: 09160	Ice Cream Social Supplies	54.51	06301	202208178244		0.00	22
08/25/2022	A51033	CHK: 09161	Tent for Ice Cream Social	300.00	06301	202208258248		0.00	23
08/25/2022	A51033	CHK: 09161	Ice Cream Social Supplies	54.51	06301	202208258248		0.00	24
11/30/2022	B08782	Deposit 0084	Void Lost Check #91604	300.00CR				0.00	25
11/30/2022	B08782	Deposit 0084	Void Lost Check #91604	54.51CR				0.00	26
12/14/2022	A51740	CHK: 09188	TREATS-FOOD WINTER CC	150.00	06301	202212148359		0.00	27

27 records

2,916.05

**Subject:** Ice Cream Order- Bruce Foods  
**Date:** 2022-06-14 12:12:43  
[Download](#)  
**From:** Megan Pavek  
**To/Cc:** Tim Pittman

Help

[View Message](#)

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Hi Tim,

Please note that we can only purchase the following ice cream listed on our Ramsey County License:

- Old fashioned Ice Cream Cones
- Ice Cream Sandwiches
- Crunch Bars

Just an FYI!

Thank you,

Megan Pavek

Assistant to the City Administrator

**City of Falcon Heights**

**2077 West Larpentour Avenue**

**Falcon Heights, MN 55113**

**Subject:** CEC/PARC Joint Meeting- May 2nd @ 6:30  
**Date:** 2022-04-22 16:06:25  
[Download](#)  
**From:** Megan Pavek  
**To/Cc:** Megan Pavek  
**Bcc:** laure.campbell@comcast.net; dlocke@mac.com; cooleykistler@msn.com; andrea.ladouceur@gmail.com; julie.ebbesen@gmail.com

Help

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Hello CEC,

The PARC prefers to hold a joint meeting on May 2<sup>nd</sup>. Please let me know if you have any schedule conflicts. I have attached the minutes from our last meeting. Unfortunately I am having a difficult time finding how much ice cream we purchased last year for Ice Cream Social. I've called the grocery store multiple times and searched through our city files. I'm hoping I can speak to a manager on Monday who can provide more information but as of now I only have the prices provided by our finance department:

\$60.00

\$168.00

\$27.36

We purchase the ice cream from Bruce's and they do not list their products/pricing online. Please note that these prices are cheaper than the blue bell quote, however, we do not have the quantity information at this time. Our public works director guessed we were planning for 150 people to attend. The \$4.00 blue bell menu would serve 125 pieces of ice cream roughly. Let me know your thoughts!

Sincerely,

Megan Pavek

5/10/22

TO : Megan Pavek  
City Of Falcon Heights  
2077 W Larpenteur Ave  
Falcon Heights, Mn 55113

From Brad Finn – The Finn Band

Re : Falcon Heights Ice Cream Social 7/21/22 Performance Invoice

The Finn Band will perform from 5pm – 7pm on Thursday July 21<sup>st</sup>  
2022

At Falcon Heights Community Center Corner of Cleveland And Roselawn  
2050 Roselawn Ave Falcon Heights , Mn 55113

The Finn Band will supply full production / own sound system

Performance Cost - \$ 500.00

Please make check payable to Brad Finn – The Finn Band

Fee is due day of performance and is honored if event is canceled due  
to weather.

We look forward to performing for this event and appreciate the  
opportunity as we have enjoyed previously

Please call me with any questions

Brad Finn  
612-414-5794  
[www.thefinnband.net](http://www.thefinnband.net)



# City of Falcon Heights RESOURCE FAIR

## 2022

[Directory](#)

[MN State Fair](#)

[Gibbs Farm](#)

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[Como Block Nurse Program](#)

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## MN State Fair

The 2022 Minnesota State Fair runs Aug. 25-Labor Day, Sept. 5. This end-of-summer tradition is held the 12 days leading up to and through Labor Day.

The "Great Minnesota Get-Together," is one of the most popular tourist destinations in the region.

The State Fair's mission is to educate and involve our guests by providing a world-class showcase that is innovative, entertaining and fun. We strive to showcase Minnesota's finest, provide outstanding customer service, offer exceptional value, provide a safe, clean environment and create unique experiences that are accessible to all!

The fair employs approximately 70 year-round full-time staff members. During the summer, about 450 seasonal staff are added. More than 2,300 people are hired as fair-time staff members.

Come by our table to learn more about our employment opportunities!



## Gibbs Farm

Gibbs Farm is an 8-acre historic farmstead. Our Mission at Gibbs Farm is "Experience, Understand, Grow". Through field trips, day camps, and weekend and evening programming we bring mid-19th century Minnesota history to life. The life of Jane Gibbs connects Dakota lifeways to farmstead stories in a way that is accessible and exciting to children and adults.



## League of Women Voters

The LWV of Roseville educates individuals on primary/general election day information, vote-by-mail/absentee ballot requests, local polling locations, candidate forums, election judge (bilingual) opportunities, and LWV VOTE 411 MN (ballot/candidate information).

Participants will also have the opportunity to spin the voter education wheel and win giveaways.



## Como Block Nurse Program

The Block Nurse Program links older adults in the Como Park/Falcon Heights area with community resources, using staff and volunteers. Our services support independence, increase opportunities for socialization, and promote safety for adults as they age. CBNP provides rides to appointments, homemaking, grocery delivery, dog walking, chores support, yard clean up, friendly visits, telephone reassurance, blood pressure clinics, chair yoga, foot care and more!



## Ramsey County Service Centers

Ramsey County Service Centers are a one-stop option to connect residents with a wide range of county services that include in-person assistance. Our ultimate goal is to become more visible in the community and assist residents in navigating through Ramsey County's complex systems & public programs.

Our Ramsey County Navigators can help connect residents to a variety of public programs. Some of those programs include: Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), MNsure assistance, home and community based services, cash assistance programs, general assistance, emergency assistance, medical assistance and various other county programs.

## Be SMART Program

The Be SMART program is the non-partisan educational wing of Moms Demand Action for Gun Sense in America and was started in 2015 to take action to prevent children's access to guns. The message is clear as it encourages all adults to "Be SMART" and take these simple steps to help protect children from unsupervised access to guns:

- S**ecure all guns in your home and vehicles;
- M**odel responsible behavior around guns;
- A**sk about the presence of unsecured guns in other homes;
- R**ecognize the roles of guns in suicide; and
- T**ell your peers to be SMART.



The Be SMART program is intentionally non-political and is grounded in these assertions:

Everyone wants children to grow up happy and healthy.

We all have the right to make responsible decisions about how to protect our homes, families, and communities (including whether or not to have a gun in our home).

If we can prevent even one child gun death, or injury, it's our collective responsibility to do so.

## Ramsey County Family Health Division

Social Services is the largest county department that provides critical social service supports including: child protection, licensing, foster care connections, pre-petition screening for civil commitment, adult protection, mental health, detox, case management, prevention, and chemical dependency services.

Social Services is the local authority for mental health services and adult protection and is responsible for helping individuals, families, and communities in Ramsey County survive and thrive.

The Family Health Division will be stationed at the Resource Fair to provide information about the BECC (Birth Equity Community Council) Program.

## The Bell Museum



The Bell Museum is Minnesota's state natural history museum, founded in 1872 and serving learners of all ages for 150 years. Experience our world-renowned wildlife dioramas, visit the hands-on Touch and See Lab, and tour the cosmos in the Whitney and Elizabeth MacMillan Planetarium. For more information, visit [bellmuseum.umn.edu/](http://bellmuseum.umn.edu/)

## Ramsey County Master Gardeners

Our mission is to educate residents in University-based, eco-friendly gardening to improve physical and environmental health.

The Ramsey County Master Gardeners is a 501(c)(3) nonprofit whose volunteers are trained by the University of Minnesota Extension Program and educate the public about a variety of horticulture topics.



## *Falcon Heights Families for Equity & Justice*

Our organization (FFEJ) started at Falcon Heights Elementary, soon after the murder of George Floyd. Parents at our school wanted to make it clear that we stood with all people in our community, and are here to guide our children to be good citizens who value all people. We organize solidarity marches, hold space for all to talk at our meetings, we hold inclusive reading events, and discuss ways inclusion is being brought to the district with district leaders.

We will have a few coloring pages and color materials at our table along with bookmarks from a past event. The bookmark has thoughtful questions on it that parents can ask their children while reading with them.



## *Ramsey County Sheriff's Office*

The Ramsey County Sheriff's Office has provided law enforcement services for Falcon Heights since January 2018. In addition to providing law enforcement and public safety services, RCSO also provides valuable crime prevention resources to residents. RCSO is committed to leadership in public safety through professionalism and partnership with other agencies.



## *Saint Paul Fire Department*

In January of 2021, the City of Saint Paul began providing fire services to Falcon Heights. SPFD is a dedicated all hazard response agency comprised of firefighters, public educators, support staff and maintenance personnel- creating an effective team to help protect our City.

Aside from providing active fire response, SPFD has been involved in the community through Project Safe Haven, which is a free program to help residents with smoke/carbon monoxide alarms installation in their homes. Firefighters will also help coordinate escape plans, and teach general safety tips in the home.



*The City of Falcon Heights would like to thank all of the organizations that participated in the Resource Fair & all of the people who attended the Ice Cream Social!*



*We can't wait to see you next year!*