

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

**AGENDA**  
May 6, 2024 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Jeff Yager\_\_\_\_\_ Mike Bradbury\_\_\_\_\_ Eric Brenton\_\_\_\_\_  
Bob Haight\_\_\_\_\_ Tom Faust\_\_\_\_\_ Randi Lundell\_\_\_\_\_ Erin Williams\_\_\_\_\_

Cooley-Kistler\_\_\_\_\_ Ebbesen\_\_\_\_\_  
Lindstrom\_\_\_\_\_ Stockford\_\_\_\_\_ Wang\_\_\_\_\_ Leighton\_\_\_\_\_ King\_\_\_\_\_

COUNCIL LIAISON:

James Wassenberg \_\_\_\_\_  
Melanie Leehy \_\_\_\_\_

STAFF PRESENT:

Kelly Nelson\_\_\_\_\_  
Elke van der Werff \_\_\_\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. March 18, 2024 – Parks and Recreation Meeting Minutes - Joint Meeting - Community Engagement Commission
2. April 3, 2024 – Parks and Recreation Meeting Minutes - Joint Meeting - City Council Workshop

E. AGENDA:

1. Spring Together 2024 Event
2. Ice Cream Social 2024 Event

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT:

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## Final Task List for Spring Ahead 2024

### Status

City event flags	
Confirm music equipment	
Onsite handwash station	PW ordered.
Recycling/food scrap bins (3 of each, 10 bags each) – Borrow from Roseville PW	Kelly requested on 3/19/24 and confirmed for pickup on 5/16.
Back-up location in event of inclement weather	
St. Paul Fire/ RCSO presence at event	Kelly requested on 3/19/24
City Council & Commission members formally invited to event	Done
Flyers/promotion sent to business owners, apartment complexes	
Follow-up with ice cream truck/ confirm there is nothing else that they need from us	Deposit paid.
Purchase bottled water, individual chips & napkins	
Set up Tent	
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 programming table	
Name tags for Council/Commission members	
Set up table advertising any commission vacancies	
Collect public input for amenity added to Curtiss Field Park	
Reserve Big Bell Ice Cream Truck	Kelly reserved on 3/19/24

Expenses	Vendor/Artist	Budgeted	Actual
Ice and chips from Costco		75.00	
Napkins and tablecloths - Dollar Tree		30.00	
Big Bell Ice Cream Truck Deposit		30	39.00
Big Bell Ice Cream Truck Invoice		1500	
Name Badges from Staples		40	8.37
Sharpie Markers from Staples		15	
Bottled Water - Target		25	
Handwashing Station - On Site		150	
Stickers from Amazon		9.99	
Bubbles from Amazon		40	
Banner for gazebo to pre-promote event		75	85.22
<b>*SEE TAB 2 FOR ADD 'L CHECKLIST</b>			
<b>EXPENSE ITEMS</b>			

**TOTAL  
EXPENSE                    1,914.99           132.59**

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## 2023 Ice Cream Social Summary

In 2022, the City handed out 360 pieces of ice cream.

In 2023, the City purchased 649 pieces of ice cream (only about 20 popsicles remained).

Expenses	Vendor/Artist	Budgeted	Actual
Tablecloths from Dollar Tree		25.00	0
Temporary Food License		60.00	<b>\$60.00</b>
369 pcs Ice Cream Treats	Costco	241.26	<b>\$241.26</b>
Addtl Ice Cream and Candy	Walmart	200.00	<b>\$101.23</b>
Banner for Park Purchase	StickersandBanners.com	100	<b>67.33</b>
Bleach Strips and Freezer Thermometer	Amazon	300	<b>15.00</b>
Name Badges from Staples		40	<b>19.78</b>
Ice from Costco		15	<b>5.00</b>
Handwashing Station Rentals		300	
Portable Bathroom Rentals		600	
The Finn Band		500	<b>500.00</b>
Date Stickers for Banners	Signarama	50	<b>50.00</b>
Carnival Prizes and Tablecloths	Amazon	200	<b>221.30</b>
Dum Dum suckers 200 ct.	Cub	13	<b>10.73</b>
Bleach			
Backup Bottled Water (if Sheriff ran out; not needed)			
<b>TOTAL EXPENSE</b>		<b>\$2,619.26</b>	<b>1,291.63</b>

### RESOURCE FAIR PARTICPANTS

Ramsey County Master Gardeners  
 Saint Anthony Park Healthy Seniors

Gibbs Farm  
Como Park Block Nurse  
Bell Museum  
The Falcon Heights Church  
City of Falcon Heights (2 tables)  
League of Women Voters  
Be SMART  
The Good Acre  
Falcon Heights-Lauderdale Lions Club  
Ramsey County Sheriff's Office  
Saint Paul Fire Department  
Ramsey County Environmental Health

## ICS 2024

TASK	Person Responsible	Date Needed	SPECIAL INSTRUCTIONS	DATE COMPLETED
Contact Resource Fair Organizations		May-June		
Save the Date- Social Media & Newsletter		May		
Posters		June		
Contact/Reserve Band	Kelly	June		Done
Reserve Bouncy Castle		June	Have not done this in years	N/A
Work with CEC on outreach to apartments		June		
Order craft/activity supplies- Face painting, rocks, brushes, jellybeans, hand tattoos, etc.		June		
Confirm/order porta potties, hand washing stations	Colin	June		
Banner at Community Park		June		
Contact Saint Paul Fire Department/Ramsey County Sheriff	Kelly	June		3/19/24
Schedule staff & volunteers		July		
Order Ice Cream products & Bottled water		July- before temp food license		
Temporary Food License	Kelly	July		
Order hand sanitizers – resource fair area, ice cream area				
Talk to Colin about freezer in park building				
Set up the tent – rent any others?		July 17 or morning of		
Confirm organizations @ resource fair		July		
Make table signs & directory for resource fair		July	Still need to make signs	
Prep craft/activity supplies		July		
Inform Public Works of supplies needed/set up at Community Park		July	Set up tables, garbage/recycling locations	
Trash/recycling set up near ice cream				



Pick up ice cream/water				
Prep Name tag supplies for volunteers, attendees		July		
Reserve Recycling / Scrap Food Containers w/ Roseville PW	Kelly	April		Done on 3/19/24. Confirmed for pickup on 7/17 and dropped off on 7/22.
Create volunteer sign-up		July		