

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

**AGENDA**  
November, 20 2023 at 6:30 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL:  
Cooley-Kistler\_\_\_\_ Ebbesen\_\_\_\_ Lindstrom\_\_\_\_ Stockford\_\_\_\_  
  
COUNCIL LIAISON:  
Councilmember Wehyee\_\_\_\_  
  
STAFF PRESENT:  
Van der Werff\_\_\_\_
  
- C. PRESENTATION:
  
- D. APPROVAL OF MINUTES:  
1. July 17, 2023 Community Engagement Commission Meeting Minutes
  
- E. AGENDA:  
1. Neighborhood Liaison Handbook and List  
2. Human Rights Day/ Winter Coat Drive  
3. Snowman Kits
  
- F. INFORMATION/ ANNOUNCEMENT
  
- G. ADJOURNMENT:

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

**MINUTES**

October 16, 2023 at 6:30 P.M.

A. CALL TO ORDER: 6:37 PM

B. ROLL CALL:

Cooley-Kistler  Ebbesen  Lindstrom  Stockford

COUNCIL LIAISON:

Councilmember Wehyee

STAFF PRESENT:

Van der Werff

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. September 18, 2023 Community Engagement Commission Meeting Minutes

Cooley-Kistler motions to approve the meeting minutes; approved 4-0

E. AGENDA:

1. Neighborhood Liaison Handbook and List

Ebbesen wants to continue going over the liaison handbook with the other commissioners to make edits.

The commissioners discuss ideas for community activities to create connectivity within the city that also don't require a lot of planning, such as a s'mores day, sidewalk art, pumpkin carving, snowman competitions, etc. The City could help organize and have pictures in the newsletter or on Social Media.

Ebbesen suggest for each commissioner to bring 5 activities to the next meeting that are not complicated to organize.

Stockford suggest that Spire might have scarves available for snowman kits.

Stockford wonders how the Neighborhood Liason Program can tie into the City's Strategic Plan. Van der Werff will locate the plan and see how that can match up.

Van der Werff adds that she invited Kris Grangaard to the next commission meeting as Grangaard was one of the originators of the Neighborhood Liaison program and has a wealth of information and history about the program and the commission.

Van der Werff mailed out letters to current liaisons in the listing to collect responses.

2. Human Rights Day

Stockford wonders if the Community Engagement Commission is part of the Minnesota Department of Human Rights as some commissioners received an email from the director looking to increase communication.

Van der Werff suggests adding the state information to the Falcon Heights Website as a resource for residents.

Van der Werff has been in contact with the Falcon Heights Elementary School regarding a Human Rights Day event. The school's Families for Equity Committee is wanting to continue planning their own event. She suggests we could still hold a vaccine clinic for Human Rights Day or hold a Diversity, Equity and Inclusion (DEI) training session for the community. The City has been partnering with Third Sphere to provide DEI training for staff. The session could be at City Hall. Van der Werff will reach out to Third Sphere to get ideas on a community session.

3. Winter Coat Drive

Van der Werff informs the commission we can have a Winter Coat Drive at City Hall. The conference room will be available for storage after the elections are done as equipment is currently stored there. The commission could select a Saturday in December to hold a coat drive and the City can help facilitate and promote it.

F. INFORMATION/ANNOUNCEMENT

Stockford informs the commission of a list of events that are being held by the Lions Club. All proceeds will benefit the Keystone Community Services Foodmobile program.

G. ADJOURNMENT: 8:05 PM

Ebbesen motions to adjourn; approved 4-0

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| <b>Meeting Date</b> | November 20, 2023                                               |
| <b>Agenda Item</b>  | E1 Neighborhood Liaison Handbook and List                       |
| <b>Attachment</b>   | Neighborhood Liaison Handbook<br>Neighborhood Liaison List      |
| <b>Submitted By</b> | Elke van der Werff, Administrative & Communications Coordinator |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Item</b>        | Neighborhood Liaison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description</b> | <p>The goal of the Community Engagement Commission is to review and update the Neighborhood Liaison Handbook. The current online version was last revised on May, 2020.</p> <p>The Neighborhood Liaison List on the Falcon Heights website was last updated on March, 2020. Staff has reached out to the list to confirm who is still interested in being a neighborhood liaison and received an answer from 1/3<sup>rd</sup> of the list.</p> <p>Staff wrote and mailed interest letters to neighborhood liaisons. The updated list is attached.</p> <p>Suggestions made by Chair Ebbesen:<br/>Goals:<br/>Curate relationships with neighbors to create safe spaces, safe streets and a welcoming community.<br/>Be a communication conduit between the city and your neighbors to help keep residents informed of important city updates and notify the city of concerns among a given neighborhood.</p> <p>Identify individuals throughout the city that have already or are willing to develop a neighborhood network.</p> <p>What does a Neighborhood Liaison do?<br/>Help connect residents in your neighborhood by gathering and sharing contact information amongst neighbors.<br/>Find ways to connect neighbors through gatherings of any size. These could include Night to Unite, block parties, cookie exchanges, happy hours, etc.<br/>Receive and share regular updates from the city about upcoming city meetings and events, safety alerts and other news. If concerns or issues are raised in the neighborhood the Neighborhood Liaison can send information to the city.</p> <p>Does it take a lot of work to be a Neighborhood Liaison?<br/>Absolutely not! Many neighborhoods already have one or some people who already are connected on their blocks or neighborhood. We're just hoping to connect with those individuals to be a point of contact for the city.</p> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                            | <p>There may be occasions to gather liaisons to share concerns or success stories as a group but there will not be more than 3-4 voluntary meetings each year.</p> <p>What kind of information is the city looking for? The only contact information that the city will request is that of the individual(s) who volunteer to be connected with the city as a liaison. Any information gathered among neighbors will not be sent to the city, only shared with neighbors.</p> <p>How will the city support the neighborhood liaisons? The city will recommend communications, communication techniques and occasions to create neighborhood gatherings throughout the year. For some events the city may supply kits or supplies to help facilitate events.</p> |
| <b>Budget Impact</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Attachment(s)</b>       | <p>Neighborhood Liaison Handbook<br/> Updated Neighborhood Liaison List Online</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Action(s) Requested</b> | Review and continue to identify needed updates of the Neighborhood Liaison Handbook and Neighborhood Liaison List                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| First Name | Last Name           | Address                                                | Zipcode | Phone                           | Email                                                                          | Neighborhood            | Reached out to confirm |
|------------|---------------------|--------------------------------------------------------|---------|---------------------------------|--------------------------------------------------------------------------------|-------------------------|------------------------|
| Andrea     | LaDouceur           | 1776 Albert st n                                       |         | 2197795570                      | <a href="mailto:andrea.ladouceur@gmail.com">andrea.ladouceur@gmail.com</a>     | Northeast Quadrant      | yes                    |
| Barbara    | Brokopp             | 1849 Holton Street                                     | 55113   | (651) 307-1490                  | <a href="mailto:bbrokopp@gmail.com">bbrokopp@gmail.com</a>                     | Northeast Quadrant      |                        |
| Beth       | Mercer-Taylor       | 2231 Folwell Ave                                       |         | 646-2925                        | <a href="mailto:bethmt@umn.edu">bethmt@umn.edu</a>                             | University Grove        | yes                    |
| Bruce      | Mielke              | 1506 Crawford Ave                                      |         | 651-492-3918                    | <a href="mailto:bruce.mielke@comcast.net">bruce.mielke@comcast.net</a>         | Northeast Quadrant      | yes                    |
| Cari       | Kokotovich          | 1896 Sheldon street                                    | 55113   | (651)408-5677/<br>(651)406-5061 | <a href="mailto:cmkokotovich@gmail.com">cmkokotovich@gmail.com</a>             | Northeast Quadrant      |                        |
| Carol A    | Johnson             | 1530 Larpenteur #105                                   | 55113   | 644-7621                        | <a href="mailto:cjohnson19174948@gmail.com">cjohnson19174948@gmail.com</a>     | Falcon Heights Town Sq. |                        |
| courtney   | billing             | 1457 Iowa Ave West                                     | 55108   | 6512712756                      | <a href="mailto:courtney.billing@gmail.com">courtney.billing@gmail.com</a>     | Northome                |                        |
| Darla      | Burbach Lindquist   | 1847 Simpson Street                                    | 55113   | (612)889-<br>8113/(651)646-1413 | <a href="mailto:darlakbl@gmail.com">darlakbl@gmail.com</a>                     | Northeast Quadrant      |                        |
| Dena       | Larrabee            | 1358 Larpenteur                                        | 55113   | 651-226-8298                    | <a href="mailto:dena.r.larrabee@gmail.com">dena.r.larrabee@gmail.com</a>       | Northome                |                        |
| Don        | Pitlik              | 1841 Arona St                                          | 55113   | (612)201-3585                   | <a href="mailto:dcharles4@me.com">dcharles4@me.com</a>                         | Northeast Quadrant      | yes                    |
| Erin       | Kaufenberg Reichelt | 1759 LINDIG ST                                         | 55113   | (612)396-1515                   | <a href="mailto:erin.reichelt@gmail.com">erin.reichelt@gmail.com</a>           | Fairview-Lindig-Tatum   | yes                    |
| Geogriana  | May                 | 1477 California                                        |         | 651.792.6558                    | <a href="mailto:gmav@umn.edu">gmav@umn.edu</a>                                 | Northome                | yes                    |
| Jane       | Bykowski            |                                                        |         |                                 |                                                                                |                         |                        |
| Jill       | Bartyzal            | 1791 Tatum St                                          |         | 6123666037                      | <a href="mailto:Jilleo@gmail.com">Jilleo@gmail.com</a>                         | Fairview-Lindig-Tatum   | no                     |
| Julie      | Stegman             | 1860 Snelling                                          | 55113   | 920.676.3758                    | <a href="mailto:julie.kaye.stegman@gmail.com">julie.kaye.stegman@gmail.com</a> | Northeast Quadrant      |                        |
| Karen      | Kloser              | 1596 Northrop Street                                   |         | 643-0876                        | <a href="mailto:klose004@umn.edu">klose004@umn.edu</a>                         | University Grove        | Maybe                  |
| Kari       | Kilbride            | 1522 Idaho Ave W                                       |         | 644-2379                        | <a href="mailto:karikilbride@mac.com">karikilbride@mac.com</a>                 | Northome                | yes                    |
| Katie      | Kohn                | 1929 Summer                                            | 55113   | 651.276.2586                    | <a href="mailto:kathryn.kohn@gmail.com">kathryn.kohn@gmail.com</a>             | Falcon Woods            |                        |
| Kim        | Johnson             | 1359 Iowa                                              | 55108   | 612.597.9318                    | <a href="mailto:kij73@comcast.net">kij73@comcast.net</a>                       | Northome                | no                     |
| Kris & Tom | Grangaard/Prather   | 1777 Simpson Street                                    |         | 647-4419                        | <a href="mailto:ktd4@comcast.net">ktd4@comcast.net</a>                         | Northeast Quadrant      | yes                    |
| Linda      | Barnes              | 1828 Moore Street                                      |         | 644-0758                        | <a href="mailto:lindabarnes7880@yahoo.com">lindabarnes7880@yahoo.com</a>       | Falcon Woods            | yes                    |
| Marva      | Ballentine          | 1893 Snelling Ave                                      | 55113   | 651-646-4485                    |                                                                                | Snelling West           | no                     |
| Michael    | Baker               | 1530 Larpenteur #314                                   | 55113   | 612-280-0584                    | <a href="mailto:Mdb_991@outlook.com">Mdb_991@outlook.com</a>                   | Falcon Heights Town Sq. |                        |
| Michele    | SWANSON             | 1901 ARONA ST                                          | 55113   |                                 |                                                                                | Northeast Quadrant      |                        |
| Michelle   | Vojacek             | 1915 Arona St                                          | 55113   | 651-324-3338                    | <a href="mailto:Vojacek4839@msn.com">Vojacek4839@msn.com</a>                   | Northeast Quadrant      | yes                    |
| Michelle   | Cone                | 1907 Snelling Ave                                      | 55113   |                                 | <a href="mailto:michelle432@comcast.net">michelle432@comcast.net</a>           | Snelling West           | no                     |
| Mike       | Tracy               | 2007 Garden Ave                                        | 55113   | 795-8023                        |                                                                                | Falcon Woods            | yes                    |
| Mona       | McGarthwaite        | 1412 Idaho Ave W                                       |         | 646-2188                        | <a href="mailto:mehowley@hotmail.com">mehowley@hotmail.com</a>                 | Northome                | yes                    |
| Pamela     | Becker              | 1905 N. Albert ST                                      | 55113   | 651-894-4998                    | <a href="mailto:pibecker55113@yahoo.com">pibecker55113@yahoo.com</a>           | Northeast Quadrant      |                        |
| Peter      | Lindstrom           | 1505 Idaho Ave W                                       |         | 917-2977                        | <a href="mailto:plindstr@umn.edu">plindstr@umn.edu</a>                         | Northome                | yes                    |
| Rice'      | Davis               | 1407 California Ave W                                  |         | 644-4602                        | <a href="mailto:mimosamom@aol.com">mimosamom@aol.com</a>                       | Northome                | yes                    |
| Rick       | Wagner              | 1595 Northrop Street                                   | 55108   | 644-1202                        | <a href="mailto:wagne003@umn.edu">wagne003@umn.edu</a>                         | University Grove        | yes                    |
| Roger      | Aiken               | 1589 Hollywood Court                                   | 55108   | 644-8318                        | <a href="mailto:rogeraiken@creedproject.org">rogeraiken@creedproject.org</a>   | Hollywood Court         |                        |
| Sallee     | Dawson              | 1864 Simpson St                                        |         | 612-868-2454                    | <a href="mailto:salleedawson@centurylink.net">salleedawson@centurylink.net</a> | Northeast               |                        |
| SHERI      | LANGVIN             | 1865 Holton St                                         | 55113   |                                 |                                                                                | Northeast Quadrant      | no                     |
| Stephan    | Kistler             | <a href="mailto:2211.FOLWELL.AVE">2211 FOLWELL AVE</a> |         | (651)895-<br>6203/(651)645-7706 | <a href="mailto:stephankistler@gmail.com">stephankistler@gmail.com</a>         | University Grove        | yes                    |
| Sue        | Majerus             | 1381 Iowa Ave W                                        | 55108   | 917-9544                        | <a href="mailto:surejam2000@yahoo.com">surejam2000@yahoo.com</a>               | Northome                |                        |

Active



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| <b>Meeting Date</b> | November 20, 2023                                               |
| <b>Agenda Item</b>  | E2 Human Rights Day/ Winter Coat Drive                          |
| <b>Attachment</b>   | N/A                                                             |
| <b>Submitted By</b> | Elke van der Werff, Administrative & Communications Coordinator |

|                            |                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Item</b>                | Human Rights Day                                                                                                                                                                                                                                                                                                                                              |
| <b>Description</b>         | <p>The Community Engagement Commission started conversations about this year's Human Rights Day at an earlier meeting on July 17, 2023.</p> <p>The CEC will continue planning the Human Rights Day Event.</p> <p>Staff suggest holding the Winter Coat Drive as a Human Rights Day Event and moving the DEI community session to a later date in January.</p> |
| <b>Budget Impact</b>       | TBD                                                                                                                                                                                                                                                                                                                                                           |
| <b>Attachment(s)</b>       | N/A                                                                                                                                                                                                                                                                                                                                                           |
| <b>Action(s) Requested</b> | Continue discussions about this year's Human Rights Day Event.                                                                                                                                                                                                                                                                                                |

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| <b>Meeting Date</b> | November 20, 2023                                               |
| <b>Agenda Item</b>  | E3 Snowman Kits                                                 |
| <b>Attachment</b>   | N/A                                                             |
| <b>Submitted By</b> | Elke van der Werff, Administrative & Communications Coordinator |

|                            |                                                                                                                                                                                    |
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| <b>Item</b>                | Human Rights Day                                                                                                                                                                   |
| <b>Description</b>         | The Community Engagement Commission started conversations about providing Snowman Kits to create a competition and connectiveness in the City for during the colder winter months. |
| <b>Budget Impact</b>       | TBD                                                                                                                                                                                |
| <b>Attachment(s)</b>       | N/A                                                                                                                                                                                |
| <b>Action(s) Requested</b> | Continue discussions about having a Snowman Competition.                                                                                                                           |