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

AGENDA
April, 15 2024 at 6:30 P.M.

A. CALL TO ORDER:

B. WELCOME:

C. ROLL CALL:
Karen Cooley-Kistler____ Julie Ebbesen____ Zach Lindstrom____ Curt Stockford____
Mishy Wang___ Rebecca Leighton____ Denise King____

STAFF PRESENT:
Elke Van der Werff___

COUNCIL LIAISON:
Melanie Leehy____

D. APPROVAL OF AGENDA

E. PRESENTATION:
1. GET TO KNOW EACH OTHER

F. APPROVAL OF MINUTES:
1. March 18, 2024 Community Engagement Commission & Parks and Rec Commission Joint Meeting Minutes

G. AGENDA
- New Business
  1. Apartment Outreach
  2. Spring Together
- Unfinished business
  3. Neighborhood Liaison Handbook

H. INFORMATION/ANNOUNCEMENT

J. ADJOURNMENT:

Next Regular Meeting is on Monday, May 6 at 6:30 PM

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

AGENDA
March 18, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL:
Jeff Yager_____ Mike Bradbury_____ Eric Brenton_____
Bob Haight_____ Tom Faust_____ Randi Lundell_____ Erin Williams_____

Cooley-Kistler_X_ Ebbesen_X_ Lindstrom____Stockford_X_Wang_X_ Leighton_X_

COUNCIL LIAISON:
James Wassenberg_X_
Melanie Leehy _X_

STAFF PRESENT:
Kelly Nelson_X _
Elke van der Werff _X_

C. PRESENTATION:

D. APPROVAL OF MINUTES:
1. January 29, 2024 – Community Engagement Commission Regular Meeting

Cooley-Kistler motions to approve the meeting minutes; approved 5-0

E. AGENDA:

1. Spring Together 2024 Event

Nelson explains Spring Together will be on Saturday, May 18 it avoids the Falcon Elementary PTA night. Staff is wondering about the time of the event. They suggest 3-5 PM to avoid the dinner hour. Commissioners agree to that time. Staff will update the flyer to reflect the new time of the event.

Nelson continues to note that summer programming will have a different look this year. It will be an "open gym" night at Curtiss Field and will not require a registration or a fee to allow everyone the ability to participate. It will be on Thursday evenings from 6-8 PM starting June 20th through July 25th. Currently, staff is hiring for summer positions to supervise the summer programming. Cooley-Kistler suggested reaching out to the U of M to see if students could receive credit for

staffing the summer programming. Bradbury brings up the idea of having each commissioner volunteer one evening.
Nelson states she is looking into the Good Neighbor grant at the U of M. She has a meeting later this week to get more information. The goal is to use the grant for staffing costs. Nelson will let the commissions know if there is a need for volunteers. The hope is to get the word out about summer programming at Spring Together.

Nelson explains last year, the Ramsey County Sherriff, St. Paul Fire, and the Ice cream truck were present at Spring Together.

The commissioners discussed the budget last year and how to limit the number of repeat customers. There were 273 pieces of ice cream sold for a total of $1,226.

Councilmember Leehy wonders if anyone from the U of M or the fair is invited to the event. We could potentially have a gardener come in and talk about planting ideas. Cooley-Kistler suggests the bee lady from the U of M.

Staff would like to reach out to apartments again, Stockford and Cooley-Kistler did apartment outreach last year and made meaningful connections.

Lundell brings up the idea of inviting the Horticulture Society. Leehy adds there is a resident on Tatum who works with seeds at the U of M. Stockford agrees he adds the resident focuses on hazelnuts. Van der Werff states the Environment Commission might have contacts to whom they could reach out. Stockford notes the event could be added to the Do Good Roseville and ISD 623 newsletters. The rental management companies will also send emails to all their residents promoting the event, they just need enough notice.

Leehy suggests reaching out to the Fit Lab. Nelson will reach out to the Lions.

Staff will work on a sign-up sheet to help with setting up, breaking down, and staffing tables during the event. The City has a tent to set up now and commissioners are asked to bring their tents if they have any.

Commissioners and staff discuss what table to set up at the event. The following are suggested:
- Community Park progress with a section where residents can provide input for an amenity they would like to see at Curtiss Field.
- Commission Information Table
- City/Check-in Table
- Environment Commission Table
- Summer Programming Table

Nelson wonders if the City should get a banner for Spring Together to promote this event, similar to the Ice Cream Social banner. Staff will also look into having a banner at City Hall. Nelson wonders about the cost of the banner. Stockford notes if the banner can be purchased for $120 or less that should be ok. He adds that the Lions have a portable sign they use for their Christmas Tree sale.

Discussion of recommending budget for the event. Commissioners suggest a $1,500 limit and after that point, the budget increase decision is the City Administrator's responsibility. It would be beneficial if there are other snacks available other than ice cream to also avoid repeat ice cream customers. Staff suggests having small bags of chips available. Ebbessen will connect with

Old Dutch and see if we can get chips for cost. Other items to consider are bubbles, sidewalk chalk, and a neighborhood map.

Bradbury suggests having music at the event this year like an open mic night but only for music. Yager and Benton will be in charge of getting the supplies needed.

The commissioners and Staff discuss the Ice Cream Social. It will be on Thursday, July 18 and the budget will be similar to last year. Ebbessen will reach out to Out on a Limb to see if there will be performers available. Cooley-Kistler wonders about having a dog parade again, if so, it would benefit from more announcements.

Staff notes each commission will have their April meetings separately and there will be a joint meeting on May 6. Stockford suggests having an e-mail update of where things are before the joint meeting and including clarifying questions/and or a check list.

F. INFORMATION/ANNOUNCEMENT

1. Update on 2024 Summer Programming
2. Community Park Update

G. ADJOURNMENT: 8:07 PM

Cooley-Kistler motions to adjourn the Community Engagement Commission Meeting; approved 5-0

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Meeting Date	April 15, 2024
Agenda Item	E2
Attachment	Apartment Outreach Plan
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Apartment Outreach Plan
Description	Based on recent discussions, it has been identified there should be more outreach to apartment dwellers to cultivate a sense of belonging in Falcon Heights. Some suggestions: - Coffee with Council at larger apartment buildings - Having Apartment buildings participate in Night to Unite - The City Council will have their annual Strategic Planning retreat on April 27, where staff presents their department and commission goals for the upcoming year with Council. A goal of the CEC could be to work on an apartment outreach plan and calendar.
Budget Impact	N/A
Attachment(s)	• Multi Family Building Info (4+ Units)
Action(s) Requested	Staff suggest discussion a plan for apartment outreach

Rental Property Address	Manager	Manager's Address	Manager's Phone	Manager's Email
1510 Larpenteur Ave	Donald Sobania	1510 Crawford Ave	651-592-3665	sobaniad@gmail.com
1530 Larpenteur Ave. W. (Falcon Heights Town Square Apartments)	Jamie Pexa and Toshia Fraker	13967 West Preserve Blvd	612-249-5122 (Toshia)	jpexa@capreit.com; mgr-falconheights@capreit.com
1550 Larpenteur Ave W (Falcon Heights Town Square Apartments)	Jamie Pexa and Toshia Fraker	13967 West Preserve Blvd	952-405-9494	jpexa@capreit.com; mgr-falconheights@capreit.com
1707 Lindig St	Arnold Kubei	6043 Hudson Rd Suite #340	651-239-2062	arnold.kubei@metrocareservicesmn.com
1830 Larpenteur Ave	Mark Burns (Sagstetter Properties)	1280 Westminister Street #107	651-485-7957	mark@sagstetterproperties.com
1855 Larpenteur	Mike Kukuska (can also talk to Julie Robideau)	Same as Owner	612-366-9786; 763-572-9424	MKUKUSKA@KLEINMANREALTY.COM
1845 Larpenteur	Mike Kukuska (can also talk to Julie Robideau)	Same as Owner	612-366-9786; 763-572-9424	MKUKUSKA@KLEINMANREALTY.COM
1504 Larpenteur Ave	Logan Jacobs (can also talk to Julie Robideau)	5201 E. River Rd, Suite 308	763-572-9424	ljacobs@kleinmanrealty.com
1496 Larpenteur Ave	Brandie Howard	3851 Central Ave NE	612-473-2717	brandieh@apmsmn.com
1634 Snelling Ave	Logan Jacobs (can also talk to Julie Robideau)	5201 E. River Rd, Suite 308	763-572-9424	ljacobs@kleinmanrealty.com
1642 Snelling Avenue	Logan Jacobs (can also talk to Julie Robideau)	5201 E. River Rd, Suite 308	763-572-9424	ljacobs@kleinmanrealty.com
1561 Idaho Ave. N.	Logan Jacobs (can also talk to Julie Robideau)	5201 E. River Rd, Suite 308	763-572-9424	ljacobs@kleinmanrealty.com
1687, 1697, 1707, and 1717 Fry St	Mike Kukuska (can also talk to Julie Robideau)	5201 E. River Rd, Suite 308	612-366-9786; 763-572-9424	mkukuska@kleinmanrealty.com
1466 Larpenteur Ave. W.	Arnold Kubei	6043 Hudson Rd Suite #340	651-239-2062	arnold.kubei@metrocareservicesmn.com
1472 Larpenteur Ave. W.	Arnold Kubei	6043 Hudson Rd Suite #340	651-239-2062	arnold.kubei@metrocareservicesmn.com
1486 Larpenteur Ave. W.	Arnold Kubei	6043 Hudson Rd Suite #340	651-239-2062	arnold.kubei@metrocareservicesmn.com
1800 and 1818 W Larpenteur Ave	Chad Randall Johnson (Falcon View Apartments)	PO Box 305	612-558-1000	lexmarproperties@aol.com; chad.falconview@gmail.com
1750 Larpenteur Ave (The Hendrickson)	Kara Ross	1750 Larpenteur Ave W	651-330-2278	hendricksoncm@peakliving.com
1490 Larpenteur Ave	John Patrick McDonald	22632 Michael Ave	651-269-6944	N/A
1707 Tatum	Thomas Brama	3020 Old Hwy 8	612-232-7647	tbrama@comcast.net
1688 Arona	Gary Carlson (Birch Terrace)	1600 Englewood Ave #100	651-659-9999	lakecarlson@gmail.com
1511 Larpenteur	Gary Carlson (Birch Terrace)	1600 Englewood Ave #100	651-659-9999	lakecarlson@gmail.com
1710, 1720, 1730, 1740 Larpenteur Ave	Adriana Rodriguez	1740 Larpenteur Ave W, Suite #1G	651-772-6960 (Kate Hurley); 651-647-1890	larpenteurmanor@pmsi.biz; knhurley@pmsi.biz
1667 Snelling Ave N (Amber Union)	Speak to Frances Cuenca from Halverson and Blaiser Group, LTD, the property management co.	275 East 4th Street, Suite 735	651-227-7053	fcuenca@hbgltd.net

Updated 3/21/2024

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Meeting Date	April 15, 2024
Agenda Item	E3
Attachment	Spring Together
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Spring Together
Description	Spring Together will be hosted on Saturday, May 18 from 3:00 PM – 5:00 PM. In previous year, the CEC did some outreach to apartment buildings to help promote the event. Attached are the updated Spring Together flyer and a list of all multi family buildings with four or more units. It would be beneficial to look at local businesses as well to invite and help promote the event.
Budget Impact	N/A
Attachment(s)	• Spring Together Flyer • Multi Family Building Info (4+ Units)
Action(s) Requested	Staff suggest discussing a plan for outreach to promote Spring Together

FAMILY FUN!

FREE ICE CREAM!

Spring Together

GAMES!

OPEN MIC!

SATURDAY, MAY 18
3:00 - 5:00 PM

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

Attention musicians: Open mic night is calling for you!

CURTISS FIELD - 1551 IOWA AVE. W.

FALCON HEIGHTS
THE CITY THAT SOARS

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Meeting Date	April 15, 2024
Agenda Item	E1
Attachment	Neighborhood Liaison Updated Handbook
Submitted By	Elke van der Werff, Administrative & Communications Coordinator

Item	Neighborhood Liaison
Description	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. Based on recent discussions, staff created an updated Liaison Handbook using parts of the old handbook and suggestions from the commission.
Budget Impact	N/A
Attachment(s)	• Neighborhood Liaison Updated Handbook • Strategic Plan 2019 at a glance
Action(s) Requested	Review and suggest edits to the updated Liaison Handbook

Neighborhood Liaison Handbook

Community Engagement Commission

The Community Engagement Commission (CEC) advises the City Council on matters related to human needs, public awareness or local concerns, and human rights issues. It seeks ways that encourages all citizens to participate in the civic and social life of the Falcon Heights. The commission helps plan and facilitate Human Rights Day, the Ice Cream Social, and such other public events as may fulfill its mission.

In the course of its mission it will:

- Recruit and retain neighborhood liaisons
- Identify areas with no liaison and focus recruitment efforts there.
- Update and distribute a neighborhood liaison handbook
- Implement appropriate Neighborhood Liaison training
- Provide suggestions on how to best communicate with the residents to keep our neighborhoods connected with city government
- Act as a resource for neighborhood activities
- Recognize and work to include renters and apartment residents in Neighborhood Liaison Program plans and activities
- Provide regular reports to the City Council on the Neighborhood Liaison Program
- Attend Neighborhood Liaison training sessions.
- Plan, implement and evaluate city-wide events to promote community building.
- Begin including Falcon Heights businesses in community engagement efforts.
- Annually elect officers and review CEC's mission and goals progress, establish goals for the upcoming year, and report these to the City Council at their annual retreat

Community Engagement Commission Role in the Neighborhood Liaison Program:

The Community Engagement Commission (CEC) promotes opportunities for residents to be involved by endorsing and facilitating community outreach events. They will act as a human-bridge, defining ideas and activities that help to connect Falcon Heights City Council to the people they serve. The Commission will support the neighborhood Liaison Program and serve as a liaison between neighborhoods and the City Council. It will be the CEC's responsibility to refer concerns and recommendations that it receives from Neighborhoods through their Liaisons to the City Council for consideration.

What is a Neighborhood Liaison?

A Neighborhood Liaison is an extension to the Community Engagement Commission that formalizes a more localized outreach community engagement effort. They will provide a more familiar point of access to the assigned neighborhood community, while building and strengthening relationships. They will spend their time in the community talking with people, collecting suggested ideas, and forming relationships to keep the community connected.

Goals:

Curate relationships with neighbors to create safe spaces, safe streets and a welcoming community. 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.

Connect individuals throughout the city that have already or are willing to develop a neighborhood network.

What does a Neighborhood Liaison do?

Help connect residents in your neighborhood by gathering and sharing contact information amongst neighbors.

Find ways to connect neighbors through gatherings of any size. These could include Night to Unite, block parties, cookie exchanges, happy hours, etc.

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.

Does it take a lot of work to be a Neighborhood Liaison?

Absolutely not! Many neighborhoods already have one or some people who already are connected on their blocks or neighborhood. We're want to connect with those individuals to be a point of contact for the city.

There may be occasions to gather liaisons to share concerns or success stories as a group but there will not be more that 3-4 voluntary meetings each year.

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.

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.

Neighborhood Liaison Code of Ethics:

- Respect your neighbors
- Maintain a positive attitude and image
- Maintain local privacy of collected data
- Be a community builder

FALCON HEIGHTS NEIGHBORHOODS

- Fairview-Lindig-Tatum
- Falcon Heights Town Square
- Falcon Woods
- Hollywood Court
- Maple Court
- Northeast Quadrant
- Northome
- Snelling West
- Snelling-Larpenteur Southwest
- University Grove

FALCON HEIGHTS
THE CITY THAT SOARS

Prepared by:
City of Roseville Engineering Department
4/26/2023

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BaseMap

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Data Sources and Contacts:
* Ramsey County GIS Base Map (4/03/23)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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