

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

**AGENDA**  
February 15, 2023 at 6:30 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL:  
Cooley-Kistler\_\_\_\_ LaDouceur\_\_\_\_  
Ebbesen\_\_\_\_ Locke\_\_\_\_ Lindstrom\_\_\_\_  
Stockford\_\_\_\_  
  
COUNCIL LIAISON:  
Mayor Gustafson\_\_\_\_  
  
STAFF PRESENT:  
Sorensen\_\_\_\_
  
- C. PRESENTATION:
  
- D. APPROVAL OF MINUTES:
  - 1. January 18, 2023 Community Engagement Commission Regular Meeting Minutes
  
- E. AGENDA:
  - 1. Officer Elections
  - 2. Spring Together
  
- F. INFORMATION/ ANNOUNCEMENT
  
- G. ADJOURNMENT:

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**AGENDA**  
January 18, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:38 p.m.

B. ROLL CALL:  
Cooley-Kistler\_\_X\_\_ LaDouceur\_\_X\_\_  
Ebbesen\_\_X\_\_ Locke\_\_\_\_\_ Campbell\_\_X\_\_  
Lindstrom\_\_\_\_\_ Stockford\_\_\_\_\_

COUNCIL LIAISON:  
Mayor Gustafson\_\_X\_\_

STAFF PRESENT:  
Sorensen\_\_X\_\_

C. PRESENTATION:

D. APPROVAL OF MINUTES:  
1. December 18, 2022 Community Engagement Commission Regular Meeting Minutes

LaDouceur motions  
approve the minutes;  
approved 4-0

E. AGENDA:  
1. Officer Elections

The Commission decided to hold officer elections until the next meeting, so more Commissioners to be in attendance. Julie states she will remain chair if no one else wants to take the role.

2. Standing Rules

The Commission reviewed the standing rules and approved the standing rules.

3. Discuss Website & Communications

The Commission discussed having less clutter and a pop-up for events on the City website. In addition, a pop-up lets residents know if there is an emergency or a calendar with upcoming events. Also, make important things easy to find on the

website. City communications can be improved by implementing a translation feature for residents whose first language isn't English. The City needs more outreach to apartment managers and better communication with people living in apartments.

4. 2023 Community Engagement Commission Schedule

The Commission decided that Spring Ahead would be May 20th. Since the event is during dinner, the City should look into having a barbeque, or the lions club could provide food or a food truck such as egg roll queen at the event.

Cooley-Kistler motions to  
approve the agenda;  
approved 4-0

F. INFORMATION/ANNOUNCEMENT

Currently, the City is working on the Spring Newsletter for 2023. The summer and spring events will be in the newsletter.

G. ADJOURNMENT: 7:40 pm

LaDouceur motions  
adjourn the meeting;  
approved 4-0

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Cooley-Kistler motions to  
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## REQUEST FOR ACTION

<b>Meeting Date</b>	February 15, 2023
<b>Agenda Item</b>	E1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Brennan Sorensen, Administrative & Communications Coordinator

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

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## REQUEST FOR ACTION

<b>Meeting Date</b>	February 15, 2023
<b>Agenda Item</b>	E2
<b>Attachment</b>	Flyer & Social Media Post
<b>Submitted By</b>	Brennan Sorensen, Administrative & Communications Coordinator

<b>Item</b>	Spring Together
<b>Description</b>	<p>At their last meeting, the CEC had discussed having the Spring Together event on May 20<sup>th</sup> from 4 to 6 pm. The CEC will discuss more details for the event. Discussion points from the last CEC meeting include:</p> <ul style="list-style-type: none"> <li>• Barbeque/Lions Club serving food/food truck</li> <li>• Focus on engaging renters</li> <li>• Hold a small event this year and conduct more planning</li> <li>• Ice cream truck could potentially come to Curtiss Field for one evening and City could provide free ice cream. The City can also provide a different snack if commissions would like to discuss further</li> </ul>
<b>Budget Impact</b>	TBD
<b>Attachment(s)</b>	Flyer & Social Media Post
<b>Action(s) Requested</b>	Staff recommends commission members discuss the spring event.

CITY OF FALCON HEIGHTS

# SPRING TOGETHER

---

Saturday, May 20 4 to 6 pm

Curtis Field - 1551 low Ave. W

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



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<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends nominating and electing officers for 2023.

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<b>Submitted By</b>	Brennan Sorensen, Administrative & Communications Coordinator

<b>Item</b>	Spring Together
<b>Description</b>	<p>At their last meeting, the CEC had discussed having the Spring Together event on May 20<sup>th</sup> from 4 to 6 pm. In addition, the CEC wants to work with the Parks Commission to plan the event. The CEC will discuss more details for the event. Discussion points from the last CEC meeting include:</p> <ul style="list-style-type: none"> <li>• Barbeque/Lions Club serving food/food truck</li> <li>• Focus on engaging renters</li> <li>• Hold a small event this year and conduct more planning</li> <li>• Ice cream truck could potentially come to Curtiss Field for one evening and City could provide free ice cream. The City can also provide a different snack if commissions would like to discuss further</li> </ul>
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