

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

**AGENDA**  
March 17, 2025 at 6:30 P.M.

- A. CALL TO ORDER:
  
- B. ROLL CALL:  
Karen Cooley-Kistler\_\_\_\_ Julie Ebbesen\_\_\_\_ Curt Stockford\_\_\_\_ Rebecca Leighton\_\_\_\_  
Denise King\_\_\_\_  
  
STAFF PRESENT:  
Elke Johnson\_\_\_\_  
  
COUNCIL LIAISON:  
Melanie Leehy\_\_\_\_
  
- C. WELCOME
  
- D. APPROVAL OF AGENDA
  
- E. APPROVAL OF MINUTES:
  - December 16, 2024 Community Engagement Commission Meeting Minutes
  
- F. AGENDA
  - Officer Elections
  - Standing Rules
  - Unfinished business
    - 3. Apartment Outreach
  - New Business
    - 4. 2025 CEC Goals and Tentative Meeting Calendar
    - 5. Juniper - Minnesota's First Community Care Hub
  
- G. INFORMATION/ANNOUNCEMENT
  
- H. ADJOURNMENT:

*Next Regular Meeting is on Monday, April 7 at 6:30 PM*

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

**MINUTES**

December 16, 2024 at 6:30 P.M.

A. CALL TO ORDER: 6:42 PM

B. WELCOME:

Commissioners share updates from their personal lives.

C. ROLL CALL:

Karen Cooley-Kistler\_X\_ Julie Ebbesen\_X\_ Curt Stockford\_X\_ Mishy Wang\_X\_  
Rebecca Leighton\_X\_ Denise King\_X\_

STAFF PRESENT:

Elke Johnson\_X\_

COUNCIL LIAISON:

Melanie Leehy\_X\_

D. APPROVAL OF AGENDA

Motion to approve – Leighton, Second – King unanimously approved

E. APPROVAL OF MINUTES:

- October 21, 2024 Community Engagement Commission Meeting Minutes
- November 18, 2024 Community Engagement Commission Meeting Minutes

Motion to approve – King, Second – Leighton, unanimously approved

F. AGENDA

- Unfinished business
  1. Human Rights Day Recap
    - a. Stockford & Leighton – kudos to Johnson for the coordination and execution of the event
    - b. Stockford - was well attended, and attendees genuinely appreciated the service that the city provided.
    - c. Johnson – a program that the state started, and the county has waived the fee and Just Deeds has offered to provide attorneys to volunteer.
    - d. Cooley-Kistler – everyone commented about the fact that we had hot pizza

- e. Johnson - 100 people signed up, 50% maybe did not need to come in. Many people stayed for the Mapping Prejudice presentation. Mapping Prejudice does have volunteers to help with their program. Will chat with Amber in the new year to see how to move forward since we do not have the resources that some larger cities have. It is complex because every property is different, so it is time-consuming and there are multiple parties to complete the project
- f. Stockford - Falcon Heights is the city with the highest number of racial covenants per capita
- g. Leehy - lets understand that the "per capita" number is not something to dwell on an emotional tie and false sense of guilt. The atmosphere at the event was great because you weren't just hearing data and getting information; you could do something about it. That was the difference.
- h. Stockford - the other important point is that the redlining and covenants are illegal today, but now the discharging is telling others that you are taking personal accountability for making the change.
- i. Leehy - last council meeting, became very welcome as a new resident. This is another element
- j. Johnson - Just Deeds liked the event and how it was managed
- k. Stockford - this is a great model for other cities to follow
- l. King - as we reduce that percentage, we should consider announcing that reduction and have information about the program at each event we do moving forward. It is an important way for us to continue building a welcoming community
- m. Leehy - can we add information to the website - reducing redlining and erasing racial covenants?
- n. Johnson - we will need to track this independently. Mapping Prejudice does not update their map after updates have been documented. We will work to do what we can to track the information. Planning to continue working on this project.
- o. Stockford - feels it is important that there is agreement between elected and staff officials that this will continue to be an active project
- p. King - we need to continue to communicate this to residents as part of our CEC work
- q. Leehy - maybe once a year, the commission suggests to the council that we bring visibility to the project

## 2. Apartment Outreach

- a. Leehy - ready to bring this up to the council to let them know that we will be bringing this up
- b. Johnson - brought this up at the last City Council workshop. The information was warmly received
- c. Leehy - we need to share the proposed schedule, and council will sign up for the dates they are available for.
- d. King - we have 14 properties or property clusters. Suggests starting with largest properties and ask for already scheduled events that we

might be able to participate in. Smaller properties may require us to be more precise and specific about when and where we would be able to connect with residents. Larger facilities most likely have indoor gathering areas that we can make use of for inclement or cold weather. Looking at Feb, Mar, Apr, May, June, Sept, Oct

- e. Leehy - consider August for Night to Unite month
- f. Johnson - some cities have a Night to Unite event at City Hall or in a park
- g. Leehy - previously had events in the City Hall green space and those were successful. Made great connections and recruited commissioners
- h. Johnson - has considered holding a small event on Night to Unite for those who don't have an event. Next year, we may also have St. Anthony police, and we can do ice cream and something small.
- i. Stockford - we need a division of responsibility to contact the properties
- j. Leehy - suggests defining roles so not everything falls on one person or city staff
- k. King - volunteers to call larger properties for information sharing and gathering.
- l. Stockford - thanks King and suggests to reach out to ask for help sooner than later
- m. Leehy - suggests any volunteer to come to City Hall to make calls so caller ID shows that the call is official.
- n. King and Leighton - will share the responsibility to make contact.
- o. Wang - does not plan to be a part of the commission next year so will not be able to make the calls.
- p. Leehy - make sure to ask about an on-site caretaker
- q. King - Once we get these
- r. Leehy - Do we have the safety in apartments and new resident handbooks? We can offer those to the contacts from properties if they would like them.
- s. Johnson - will see if we can get some of the new police force available for these events
- t. Leighton & King - will make calls to see if they are interested and check availability. Will share information and proposed dates. Then, the information will be shared with the council. After that, we will start scheduling dates and requesting council member availability.
- u. King - will build spreadsheet and script for King and Leighton to work from.
- v. King and Leighton - Will review the information from calls at the next meeting then assign other roles and responsibilities.
- w. Johnson has requested a budget for giveaways
  - i. Suggestions
    1. Stickers
    2. Magnets
    3. Pens
    4. Chip clip magnets

- x. Leehy – St. Anthony will have a non-emergency number that we should share once they are covering our city.
  - y. Johnson will provide “badges” for commissioners when we are planning to be present at these events or other city activates
- New Business
    - 3. 2025 CEC Goals and Tentative Meeting Calendar
      - a. Johnson - Wang and Kistler plan to step down from the commission. That will leave 3 vacancies, making reaching a quorum challenging. We will need to start recruiting commissioners
      - b. Leighton - will be attending a gathering of residents that may be interested
      - c. King - will post on the Falcon Heights Neighborhood page and Nextdoor
      - d. Leehy – suggests reaching out to neighborhood liaisons to ask them to share the openings with their block or network.
      - e. Johnson - will reach out to the individuals who have registered for Night to Unite or requested barricades.
      - f. Johnson - will send calendar notes for the 2025 meetings and events.
      - g. Johnson – at next meeting we will discuss other goals for the year, officer assignments and Spring Together
      - h. Leehy – asks Wang to send notes to Johnson and Stockford for any feedback about commission.

G. INFORMATION/ANNOUNCEMENT

H. ADJOURNMENT: 8:16 PM

Motion to adjourn – Ebbesen, Second – Leighton, unanimously approved

*Next Regular Meeting is on Monday, March 17 at 6:30 PM*

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## REQUEST FOR ACTION

<b>Meeting Date</b>	March 17, 2025
<b>Agenda Item</b>	F1
<b>Attachment</b>	Officer Elections
<b>Submitted By</b>	Elke Johnson, Administrative & Communications Coordinator

<b>Item</b>	Officer Elections
<b>Description</b>	<p>The Commission must nominate and elect officers for 2025. 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>Generally, we will also appoint a vice-chair and secretary, should the Commission wish to do so.</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 2025.



## REQUEST FOR ACTION

<b>Meeting Date</b>	March 17, 2025
<b>Agenda Item</b>	F2
<b>Attachment</b>	Standing Rules & Sikkink's Motion System
<b>Submitted By</b>	Elke Johnson, Administrative & Communications Coordinator

<b>Item</b>	Adopt the Standing Rules
<b>Description</b>	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Community Engagement Commission Standing Rules</li> <li>• Sikkink's Motion System</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approving the standing rules for 2025

**FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**  
**COMMUNITY ENGAGEMENT COMMISSION STANDING RULES**

**March 17, 2025**

**INTRODUCTION**

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

**MEMBERSHIP**

The formal commission membership consists of seven commissioners. All seven have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

**RULES**

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e., a public hearing.

- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

#### Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

#### **ADOPTION/MODIFICATION/SUSPENSION**

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

## **ANNUAL REVIEW**

These rules will be reviewed annually in January.

## **INTERPRETATION**

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - “Restrict Discussion” is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

**Important Note:** The previous page and the chart below are taken verbatim from the existing Administrative Manual of the City of Falcon Heights, now in revision. Please note that in the chart, the motions were put in order of rank from highest (#7) to lowest (#1).

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



## ITEM FOR DISCUSSION

<b>Meeting Date</b>	March 17, 2025
<b>Agenda Item</b>	Apartment Outreach
<b>Attachment</b>	N/A
<b>Submitted By</b>	Elke Johnson, Administrative & Communications Coordinator

<b>Item</b>	Apartment Outreach Plan
<b>Description</b>	<p>Based on recent discussions, it has been identified by the Community Engagement Commission there should be more outreach to apartment dwellers to cultivate a sense of belonging in Falcon Heights.</p> <p>CEC has started discussions around an apartment outreach plan. Commissioners have identified that they should write up a script that can be used to reach out to apartment managers and owners.</p> <p>Staff discussed the apartment outreach topic at the recent City Council Workshop on November 6. All of Council is in support of the plan and everyone would be available to attend an event. They suggest planning out for the next quarter and then determine which councilmember can attend.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff suggest continuing the discussion for apartment outreach plan



## REQUEST FOR ACTION

<b>Meeting Date</b>	March 17, 2025
<b>Agenda Item</b>	F4
<b>Attachment</b>	2025 CEC Schedule
<b>Submitted By</b>	Elke Johnson Administrative & Communications Coordinator

<b>Item</b>	2025 Community Engagement Commission Schedule
<b>Description</b>	The Commission will review of all regularly scheduled Community Engagement Commission meetings and events for 2025 and discuss goals for the commission for 2025
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• 2025 CEC Schedule</li> </ul>
<b>Action(s) Requested</b>	Staff recommends reviewing schedule for 2025 meetings and discussing the upcoming events and goals for the year.

# City of Falcon Heights Community Engagement Commission Meetings/Events

## 2025 Schedule *(3<sup>rd</sup> Monday of each month)*

January 20	No Meeting (MLK Day)
February 17	No Meeting (Presidents Day)
March 17	<ul style="list-style-type: none"> <li>• Officer Elections</li> <li>• Standing Rules</li> <li>• CEC 2025 Schedule, Events, and Goals</li> </ul>
April 7	Joint meeting with PARCS to plan Community Engagement for City Events
<del>April 21</del>	
<b>May 17 (Event)</b>	<b>Spring Together</b>
May 19	<ul style="list-style-type: none"> <li>• Recap Spring Together</li> </ul>
June 16	
<b>July 6 (Event)</b>	<b>Restoration Day</b>
<b>July 7 (Event)</b>	<b>Unity Day</b>
<b>July 17 (Event)</b>	<b>Ice Cream Social</b>
July 21	<ul style="list-style-type: none"> <li>• Recap Ice Cream Social</li> </ul>
<b>August 5 (Event)</b>	<b>Night to Unite</b>
August 18	
<b>September 13 (Event)</b>	<b>City-wide garage Sale</b>
September 15	

October 20	
November 17	
<b>December 10</b>	<b>Human Rights Day Observed</b>
December 15	



## REQUEST FOR ACTION

<b>Meeting Date</b>	March 17, 2025
<b>Agenda Item</b>	F5
<b>Attachment</b>	Juniper One-pager
<b>Submitted By</b>	Elke Johnson Administrative & Communications Coordinator

<b>Item</b>	Juniper - Minnesota's First Community Care Hub
<b>Description</b>	<p>Commissioner Curt Stockford participates in one of the classes offered by Juniper. He brought up the idea of discussing the possibility of having Juniper offer classes at Falcon heights City Hall for our senior residents.</p> <p>Juniper is Minnesota's first community care hub, a statewide network that connects aging adults with services such as grocery delivery, transportation, wellness education and more. By connecting community organizations, healthcare providers, public health organizations and health insurers, we help older Minnesotans take charge of their health and bridge the gap between medical and social care.</p> <p>They offer classes in the following Categories:</p> <ul style="list-style-type: none"> <li>- Prevent Falls</li> <li>- Get Fit</li> <li>- Live Well</li> </ul>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Juniper One-pager - Cost Savings Associated with Preventing Falls in Older Minnesotans</li> </ul>
<b>Action(s) Requested</b>	Staff recommends discussing potentially having Juniper classes offered in Falcon Heights

## COST SAVINGS ASSOCIATED WITH PREVENTING FALLS IN OLDER MINNESOTANS

*Juniper is a statewide social care network developed by Trellis (a non-profit, community-based organization) that helps people manage chronic health conditions, prevent falls, and foster well-being.*

### KEY FACTS

- Over 25,000 Minnesotans have participated in Juniper programming since 2018
- More than half of participants are from rural areas
- Four evidence-based fall prevention classes offered: A Matter of Balance, Staying Active and Independent for Life (SAIL), Stepping On, Tai Ji Quan
- There are 85 partner provider organizations across the state who help facilitate the programs

### JUNIPER PROGRAMS DELIVER RESULTS



**Participants in Juniper classes report up to 20% fewer falls**



**More than 90% of Juniper class participants report feeling less afraid of falling and more confident in increasing their physical activity**

**9**  
out of  
**10**

**9 out of 10 Juniper class participants would recommend the class to friends and family**



**Over 90% of Juniper participants report the program helped them to prevent falls and continue performing their daily activities**



**Participants report that Juniper programs helped them socialize more with others**

*An average of 6 months after class ended, the fall rate was 69% lower than before class started.\**



**\$7,227**

**A Matter of Balance Class Savings Per Participant**



**\$7,359**

**Stepping On Class Savings Per Participant**



**\$5,075**

**Tai Ji Quan Class Savings Per Participant**



**\$2,425**

**Stay Active and Independent for Life (SAIL) Class Savings Per Participant**

*Data from January 2019 through January 2020, based on self-reported falls; assumes program completion, and using an estimate of cost-savings per fall avoided. Values represent the upper limit of a range of estimates produced by an internal analysis.*

*\*Data from participants who responded to a follow-up survey 2-12 months after the end of their class - 44% response rate.*