

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

**AGENDA**  
April 21, 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:
  - March 17, 2025 Community Engagement Commission Meeting Minutes
  
- F. AGENDA
  - Unfinished business
    1. Apartment Outreach
    2. Juniper
    3. Dog bags and bag receptacles in Community Park
  - New Business
    4. Spring Together
  
- G. INFORMATION/ANNOUNCEMENT
  
- H. ADJOURNMENT:

*Next Regular Meeting is on Monday, May 19 at 6:30 PM*

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**MINUTES**

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

- A. CALL TO ORDER:
- B. ROLL CALL:  
Karen Cooley-Kistler\_X\_ Julie Ebbesen\_X\_ Curt Stockford\_X\_ Rebecca Leighton\_\_\_\_  
Denise King\_X\_
- STAFF PRESENT:  
Elke Johnson\_X\_
- COUNCIL LIAISON:  
Melanie Leehy\_X\_\_
- C. WELCOME
- D. APPROVAL OF AGENDA
- Stockford adds item to agenda to new business - dog bags and bag receptacles in Community Park
  - Leehy adds new business - Brainstorming for State Fair task force
  - Approved unanimously
- E. APPROVAL OF MINUTES:
- December 16, 2024 Community Engagement Commission Meeting Minutes
    - Motion - King
    - Second - Cooley-Kistler
    - Approved unanimously
- F. AGENDA
- Officer Elections
    - Cooley-Kistler is leaving in June has mentioned openings to others
    - Ebbesen volunteers to continue as Secretary -
    - Leehy reminds commissioners that one of their roles is to recruit other commissioners
    - Stockford will make an ask in the ISD 623 advisory committee meeting for a student to join
    - King volunteers to be Vice Chair
    - Proposed roles
      - Chair- Stockford

- Vice Chair - King
    - Secretary - Ebbesen
  - Motion - Cooley-Kistler
  - Second - Ebbesen
  - Approved Unanimously
- Standing Rules
  - Stockford highlights that is not a need for a second in the standing rules but the standing rules also refer to Sikkink's Seven Motion System that does require a motion and a second. Is asking for clarification.
  - Leehy - one transcends the other - the standing rules transcend
  - Stockford suggests that we amend the standing rules to remove the ambiguity
    - Process item 4 - amend by adding "In contravention of Sikkink's rules, we will not require a second"
  - The standard motion procedure is changed to not require a second.
  - Motion - Stockford
  - Approved Unanimously
- Unfinished business
  3. Apartment Outreach
    - King provides drafted e-mail and phone script. Goal to complete by the end of March
    - King reads through phone script and email drafts
    - Stockford would add that we clarify that the calls should be made from City Hall
    - Johnson reports that "Coffee with a Cop" has been completed at Amber Union and The Hendrickson. Town Square following soon.
    - Discussion about new police force
    - Stockford requests that we
    - Amendments
      - Change committee to commission
      - "They're a vital part.." to "They are"
      - "City Council person" to "City Representative"
      - "This would be around an hour" to "This should last around an hour"
    - King asks to clarify how we schedule follow-ups and who should be called. Even after e-mail, would request a follow-up.
    - Johnson suggests making the call from City Hall and then follow up communication that would include personal contact information.
    - Johnson could create e-mail and a phone extension for the commission. Johnson would need to manage
    - King will plan to come in the next 2 Wednesdays
    - Cooley-Kistler volunteers to handle Coffman
    - King and Cooley-Kistler will connect to split up the phone list
    - Cooley-Kistler will connect with Johnson to schedule a time to come in for calls

- New Business
  - 4. 2025 CEC Goals and Tentative Meeting Calendar
    - Johnson brings up that Parks & Rec would like to hold a joint meeting on April 7 to plan for Spring Together and Ice Cream Social
    - Leehy recommends that the commission meets on April 7 and retain the April 21 date as well
    - Commission agrees that we will retain the full schedule and add the April 7 meeting and determine the need for the April 21 meeting at that time
    - Leehy would like to see the commission be more involved in the Restoration and Unity Day events.
      - CEC would reach out to Liaisons to help get the word out to attend. The commission could also have a table at the Unity Day event to talk about the commission and recruit commissioners
    - Leehy requests that the commission discusses the topic at the April 21<sup>st</sup> meeting
    - Stockford suggests that we add any apartment outreach events to the calendar as they are planned.
    - Leehy clarifies – Restoration Day is about doing “personal work” (outreach and community ties). Unity Day is about saying that we are on the road of uniting as residents. These days are scheduled in perpetuity in Ramsey County and Falcon Heights.
    - Stockford clarifies major goal of apartment outreach
    - Johnson suggests incorporating commission goal of Unity Day Participation
    - King suggests that we look at measuring the attendance of events so we can create metrics to measure success of programs.
    - King suggests we look at measurements we can to gauge participation and if we see a trend to make city events more attended/engaging.
    - Stockford believes the most important thing is that every event that is held should be reviewed and we should discuss what was successful and what needs to be adjusted.
    - Stockford believes that promotion is the key.
    - Stockford suggests that we talk to the new police department regarding Night to Unite events.
    - Johnson mentions that the plans are not complete yet. Waiting for transition to be further along. Will add Night to Unite to a future agenda once she connects with the police force
    - Leehy mentions a “block party” that was held in the green space at City Hall and we could do that again as a catch all for apartments and other residents.
    - Johnson says we can promote that apartment buildings hold their own “block parties”.
    - Stockford – invitation can be something like – if you don’t have something to attend for “Night to Unite” come to city hall.

- King suggests holding Night to Unite conversations until next meeting
  - Stockford suggests that we request a representative from the police department to attend one of our meetings for a discussion on how we can work together
  - Leehy mentions that previously the Police department and the fire department used to be part of the commission meetings
  - Johnson will contact the Police Chief to see if they can provide a representative but that may need to happen after the department is fully staffed
5. Juniper – Minnesota’s First Community Care Hub
- Stockford – Juniper is part of Trellis which is part of the Metropolitan Agency on Aging. Juniper offers a number of programs and Stockford suggests that City Hall provides a space for someone to sponsor any of the Juniper programs
  - Stockford wanted to introduce the concept as something worth pursuing to increase the sense of community for area residents
  - King and Cooley-Kistler ask to clarify what the ask is. Is this just a question of space?
  - Ebbesen asks if there is anything that is requested other than space
    - Stockford says that space is the only thing requested at the time and the commission or city could look for sponsors if there is a cost associated with any of the events.
  - Stockford states that the programs are all evidence based and well structured.
  - Johnson inquires about next steps
    - Stockford believes next steps would be a discussion with Juniper
    - Leehy suggests we invite a Juniper representative to a commission meeting
    - Stockford will connect with Juniper and Johnson with a plan to add Juniper to the agenda for April 21
6. Dog bags and bag receptacles in Community Park
- Johnson requests clarification for locations requested
    - Cleveland and Roselawn
  - Stockford was called away – discussion will continue at next meeting
7. Brainstorming for State Fair task force
- Leehy depending on the parking options City is looking for ambassadors and would like the commission to help with ideas to recruit and identify ambassadors.
  - Positions will be paid
  - King suggests contacting Scout troops in the area
  - Discussion will continue at the next meeting

G. INFORMATION/ANNOUNCEMENT

H. ADJOURNMENT: 8:05 PM

- King motions to adjourn

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

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## ITEM FOR DISCUSSION

<b>Meeting Date</b>	April 21 2025
<b>Agenda Item</b>	F3 - Apartment Outreach
<b>Attachment</b>	Apartment Outreach Notes
<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>Commissioner Karen came to City Hall and made contact with several apartment managers.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	Apartment Outreach Notes
<b>Action(s) Requested</b>	Staff suggest continuing the discussion for apartment outreach.

Rental Property Address	Manager's Email	Notes
1510 Larpenteur Ave	<a href="mailto:sobaniad@gmail.com">sobaniad@gmail.com</a>	No common room. Recommends group meeting. Can send event posters
1530 Larpenteur Ave. W. (Falcon Heights Town Square Apartments)	<a href="mailto:jpexa@capreit.com">jpexa@capreit.com</a> ; <a href="mailto:mgr-falconheights@capreit.com">mgr-falconheights@capreit.com</a>	Left VM
1550 Larpenteur Ave W (Falcon Heights Town Square Apartments)	<a href="mailto:jpexa@capreit.com">jpexa@capreit.com</a> ; <a href="mailto:mgr-falconheights@capreit.com">mgr-falconheights@capreit.com</a>	
1707 Lindig St	<a href="mailto:arnold.kubei@metrocareservicesmn.com">arnold.kubei@metrocareservicesmn.com</a>	Building is vacant, will be occupied in 45 days. We should reach out then.
1466 Larpenteur Ave. W.	<a href="mailto:arnold.kubei@metrocareservicesmn.com">arnold.kubei@metrocareservicesmn.com</a>	
1472 Larpenteur Ave. W.	<a href="mailto:arnold.kubei@metrocareservicesmn.com">arnold.kubei@metrocareservicesmn.com</a>	
1486 Larpenteur Ave. W.	<a href="mailto:arnold.kubei@metrocareservicesmn.com">arnold.kubei@metrocareservicesmn.com</a>	
1830 Larpenteur Ave	<a href="mailto:mark@sagstetterproperties.com">mark@sagstetterproperties.com</a>	Left VM
1855 Larpenteur	<a href="mailto:MKUKUSKA@KLEINMANREALTY.COM">MKUKUSKA@KLEINMANREALTY.COM</a>	No common room. Would like a group meeting. Can send event posters.
1845 Larpenteur	<a href="mailto:MKUKUSKA@KLEINMANREALTY.COM">MKUKUSKA@KLEINMANREALTY.COM</a>	
1687, 1697, 1707, and 1717 Fry St	<a href="mailto:mkukuska@kleinmanrealty.com">mkukuska@kleinmanrealty.com</a>	
1496 Larpenteur Ave	<a href="mailto:brandieh@apmsmn.com">brandieh@apmsmn.com</a>	Left VM
1504 Larpenteur Ave	<a href="mailto:ljacobs@kleinmanrealty.com">ljacobs@kleinmanrealty.com</a>	No common room
1634 Snelling Ave	<a href="mailto:ljacobs@kleinmanrealty.com">ljacobs@kleinmanrealty.com</a>	
1642 Snelling Avenue	<a href="mailto:ljacobs@kleinmanrealty.com">ljacobs@kleinmanrealty.com</a>	
1561 Idaho Ave. N.	<a href="mailto:ljacobs@kleinmanrealty.com">ljacobs@kleinmanrealty.com</a>	
1800 and 1818 W Larpenteur Ave	<a href="mailto:lexmarproperties@aol.com">lexmarproperties@aol.com</a> ; <a href="mailto:chad.falconview@gmail.com">chad.falconview@gmail.com</a>	Mostly international students. Host their own NTU party. They have a common room in each building. Can send posters to property manager.
1750 Larpenteur Ave (The Hendrickson)	<a href="mailto:hendricksoncm@peakliving.com">hendricksoncm@peakliving.com</a>	They have a common room. Host their own NTU party.
1490 Larpenteur Ave	N/A	No common room
1707 Tatum	<a href="mailto:tbrama@comcast.net">tbrama@comcast.net</a>	No common room. Want to host annual BBQ for NTU.
1688 Arona	<a href="mailto:lakecarlson@gmail.com">lakecarlson@gmail.com</a>	Private residents, no common room. Can send individual mailings to each apartment.
1511 Larpenteur	<a href="mailto:lakecarlson@gmail.com">lakecarlson@gmail.com</a>	
1710, 1720, 1730, 1740 Larpenteur Ave	<a href="mailto:larpenteurmanor@pmsi.biz">larpenteurmanor@pmsi.biz</a> ; <a href="mailto:knhurley@pmsi.biz">knhurley@pmsi.biz</a>	Left VM
1667 Snelling Ave N (Amber Union)	<a href="mailto:fcuenca@hbg ltd.net">fcuenca@hbg ltd.net</a>	Left VM



## REQUEST FOR ACTION

<b>Meeting Date</b>	April 21, 2025
<b>Agenda Item</b>	F4 - Juniper
<b>Attachment</b>	N/A
<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>	
<b>Action(s) Requested</b>	Staff recommends continuing the discussion around having Juniper offer classes at Falcon Heights City Hall



## REQUEST FOR ACTION

<b>Meeting Date</b>	April 21, 2025
<b>Agenda Item</b>	F5 - Dog Bags and Receptacles at Community Park
<b>Attachment</b>	N/A
<b>Submitted By</b>	Elke Johnson Administrative & Communications Coordinator

<b>Item</b>	Dog Bags and Receptacles at Community Park
<b>Description</b>	Commissioner Curt Stockford brought an inquiry to the last meeting about having dog bags and receptacles at Community Park. The meeting unexpectedly ended before the discussion was over. This is an opportunity to continue.
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends continuing the discussion.



## REQUEST FOR ACTION

<b>Meeting Date</b>	April 21, 2025
<b>Agenda Item</b>	F6 - Spring Together
<b>Attachment</b>	N/A
<b>Submitted By</b>	Elke Johnson Administrative & Communications Coordinator

<b>Item</b>	Spring Together
<b>Description</b>	<p>The Community Engagement Commission and the Parks and Recreation Commission members met on April 7, to discuss the upcoming Spring Together, and Ice Cream Social. The event will be held on Saturday, May 17 from 3:30 PM - 5:00 PM. There will be an ice cream truck on site, as well as various yard games.</p> <p>This is an opportunity to discuss what kind of presence/activity the commission would like to have at Spring Together and to discuss outreach for the event.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends starting a discussion around an activity and outreach for Spring Together