

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

**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*