

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

AGENDA
January 26, 2026 at 6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL:
Julie Ebbesen____ Denise King____ Sarah Caflisch____ Emily Schmall____
Emmett Fischer____
STAFF PRESENT:
Elke Johnson____
COUNCIL LIAISON:
Paula Mielke____
OTHERS PRESENT:
Jim Wassenberg____ Jack Linehan____ Ainsley Brown____
- C. APPROVAL OF AGENDA
- D. INTRODUCTION
- E. COUNCIL DIRECTION For COMMUNITY ENGAGEMENT COMMISSION
- F. APPROVAL OF MINUTES:
 - December 15, 2025, Community Engagement Commission Meeting Minutes
- G. AGENDA
 - New Business
 1. Officer Elections
 2. Standing Rules
 3. Spring Together
 - Unfinished business
 4. Every Meal Volunteering
- H. INFORMATION/ ANNOUNCEMENT
 - Report from Council Liaison
- I. ADJOURNMENT:

Next Regular Meeting is on Monday, February 23 at 6:30 PM

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

AGENDA

December 15, 2025 at 6:30 P.M.

- A. CALL TO ORDER: 6:34 PM

- B. ROLL CALL:
Julie Ebbesen_X_ Denise King_X_ Sarah Caflisch____ Emily Schmall_X_

STAFF PRESENT:
Elke Johnson_X_

COUNCIL LIAISON:
Melanie Leehy_X_

- C. WELCOME

- D. APPROVAL OF AGENDA
 - Motion to approve - Schmall - unanimously approved

- E. APPROVAL OF MINUTES:
 - November 17, 2025, Community Engagement Commission Meeting Minutes
 - Motion to approve - Ebbesen - unanimously approved

- F. AGENDA
 - Unfinished business
 - 1. Human Rights Day Recap
 - i. Leehy compliments the commission on the event
 - ii. Schmall asks if we have ever planned an alternate day in the event of weather. Voices concern for the presenters' use of time and resources
 - iii. King says it is a good suggestion, and the commission could, in the future, think of back-up ideas for the event.
 - iv. Leehy says Mr. Berry also asked about if/when we would cancel. Suggests that the rescheduled event would be during the next Community Engagement Commission
 - v. Johnson says she can add that to check list. She expresses concerns about communicating with potential attendees since we do not have a registration list and would rather have the event than have potential attendees go to a closed building.
 - vi. King suggests that the Staff Liaison, Council Liaison and CEC Chair connect prior to the event to make a decision and communicate through the city newsletter roster.

- vii. Ebbesen mentions that there have been weather issues for each Human Rights Day since 2021. In 2020 the event was held remotely.
- viii. Group considers that in case of weather they could host a hybrid event as a back-up.
- ix. King compliments Leehy, Johnson and Schmall on their participation during the event. Feels that the preparation was good including the information that was shared with the presenters in advance of the meeting.
- x. Leehy believes we could use social media a little better and we could include some video messaging from the presenters to share on the city's social media to increase visibility of the event and the organizations that participated.

- New Business

- 2. 2026 Goals and Calendar

- i. Johnson notes that the January and February dates are outside of the regular meeting cadence due to Martin Luther King Jr Day and Presidents' Day and has proactively rescheduled the meetings the following Monday.
- ii. King would like to make sure the commission plans for Spring Together beginning in January.
- iii. Leehy mentions that the first event had food donated from Whole Foods and the goal of the events is to connect residents and apartment dwellers.
- iv. King believes we can build on what we have already done in the past.
- v. Leehy suggests story time with children – an intergenerational event
- vi. King reviews the rest of the events listed
 - a. Restoration Day – candle light vigil
 - b. Unity Day – managed by Philando Castile Foundation
 - c. Night to Unite
 - d. Human Rights Day
- vii. King wants to focus on communication and getting the information of community events out to attendees.
- viii. Johnson mentions Nite to Unite is more of a St. Anthony Police event. King believes that the commission can collaborate and make it a time to connect and focus on supporting the city's residents to build community. Requests that someone from SAPD come to a spring CEC meeting to start planning.
- ix. King suggests adding an agenda to Spring Together to talk to residents about Nite to Unite to get ideas out for blocks to use for connecting
- x. King suggests we begin planning Human Rights Day in September.
- xi. Leehy brings up volunteer recognition and displaying that Falcon Heights is a benevolent city
- xii. King suggests we share goals for the Commission for 2026
 - a. Leehy would like to see that the CERT program gets refreshed
 - b. King would like to add the new resident handbook and the apartment safety document to the April and May meetings.

- c. Ebbesen would like to see apartment outreach events as well as finding ways to connect with underrepresented and underserved populations in the city
- d. Schmall would like to find different ways to connect and engage with neighborhood liaisons. Ask if apartments can have that opportunity as well. It is confirmed that residents in apartments can be liaisons and on commissions.
- xiii. King suggests that Spring Together discussions begin in January. In February, discuss CERT to be prepared to include during Spring Together. April and May will focus on the new resident handbook and have working sessions. The 2026 schedule should get built out further each quarter.
- xiv. Leehy suggests adding food donations to any city events, especially the fall fest.

3. Every Meal

- i. Every Meal has extended an invitation to an open house on 2/19/26. Option is that the commission could have a separate event.
- ii. Commission agrees that a separate event would be a good idea.
- iii. King suggests that we look at the end of February or sometime in March. (2/21 or 28 if possible).
- iv. Johnson will reach out to Every Meal, to ask what date works for them and how many people they would look for to volunteer.

G. INFORMATION/ANNOUNCEMENT

- Leehy mentions that she may have a farewell at Stouts Pub on January 6 or 13.

H. ADJOURNMENT: 7:49 PM

- Motion to adjourn - King - unanimously approved

Next Regular Meeting is on Monday, January 26 at 6:30 PM



REQUEST FOR ACTION

Meeting Date	January 26, 2026
Agenda Item	Officer Elections
Attachment	N/A
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Officer Elections
Description	<p>The Commission must nominate and elect officers for 2026. Descriptions of these positions are as follows:</p> <p><u>Chairperson</u> Main contact between the commission and staff, conducts the meeting, calls for votes, helps set the agenda for upcoming meetings and joins interviews with commission applicants.</p> <p>Generally, we will also appoint a vice-chair and secretary, should the Commission wish to do so.</p> <p><u>Vice chairperson</u> Fills duties in the Chair’s absence and encouraged to work as a team and communicate needs with staff.</p> <p><u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2026.



REQUEST FOR ACTION

Meeting Date	January 26, 2026
Agenda Item	Commission Standing Rules
Attachment	See below
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Adopt the Standing Rules
Description	<p>Each Commission must formally adopt standing rules, which is a housekeeping item that is typically done at the beginning of each year. This is an opportunity for the Community Engagement Commission to review and discuss its standing rules.</p> <p>Last year, the City Council adopted updated guidelines for City Commissioners in the Administrative manual, which formalizes the procedures and expectations for appointment, participation, and conduct of members serving on city commissions.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Community Engagement Commission Standing Rules • Sikkink’s Motion System • Administrative Manual on City Commissioners
Action(s) Requested	Staff recommends reviewing, discussing and approving the commissions standing rules for 2026

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

City of Falcon Heights Administrative Manual

Section II Commissions

Appointments, Membership, and Operations

I. Purpose

The purpose of this policy is to formalize the procedures and expectations for appointment, participation, and conduct of members serving on city commissions. Commissions serve as advisory bodies to the city council and are integral to public engagement and effective municipal governance.

II. General Policy

The City of Falcon Heights seeks to promote open and equitable access to public service through commissions, reflecting the city's diversity and encouraging citizen participation in governance. Commissioners provide insight, review policies, and make recommendations to the city council.

III. Commission Structure

A. Standing Commissions

The City Council has established the following standing commissions:

- Planning Commission
- Parks and Recreation Commission
- Community Engagement Commission
- Environment Commission

Additional ad-hoc committees may be created by the council as needed but are not covered under this section.

B. Membership

Each commission may consist of up to seven (7) members, including one optional Youth Commissioner (excluding the Planning Commission). A majority of members must be Falcon Heights residents unless otherwise specified.

IV. Appointment Process

A. Recruitment and Application

1. Vacancy notice: All vacancies are advertised for a period of at least 30 days with a post and end date stated. Vacancies are advertised through the city website, e-newsletter, and

may also be advertised on social media. Applications received after the stated end date shall not be considered.

2. Term vacancies: Openings can be advertised starting 30 days prior to the end of a commissioner's second term.
3. Resignation vacancies: vacancies due to resignation or removal are announced following formal acceptance by the council. New commissioners appointed following a resignation or removal vacancy would be eligible to serve full terms as outlined in Section IV C.
4. Application: All applicants must submit a completed application including contact information, interest statement, relevant experience, and availability. Applications will not be saved for future consideration.

B. Appointment

1. Applications for a city commission are collected by staff when a vacancy occurs as outlined in Section IV A.
2. Applications will be reviewed in a reasonable time frame by an interview committee consisting of the Staff Liaison, Commission Chair or senior ranking officer, and City Council Liaison to that commission. The interview committee will interview applicants and make a recommendation for appointment based on the applicant's application and interview to select the most qualified candidate for the commission. The criteria for determining the most qualified applicant is their ability to reflect the General Purpose as outlined in Section II.
3. The Mayor has the opportunity to review the recommendation of the selected applicant and reach out directly to the applicant if additional information is requested.
4. Appointments are made by majority vote of the City Council as a consent agenda item following a recommendation from the interviewing committee.
5. Commissioners may be reappointed up to a maximum of two consecutive terms, unless otherwise approved by the Council.

C. Term

1. Regular commissioners serve three-year terms, with up to one reappointment allowed consecutively. Upon completion of service on one commission, commissioners are eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they termed out of one year prior.
2. Youth Commissioners serve one-year terms and may be reappointed up to two times.
3. Terms begin on the date of appointment by the City Council, not a fixed annual schedule.

D. Resignation and Removal

1. Resignations must be submitted in writing and formally accepted by the Council before a vacancy is filled.
2. Commissioners may be removed by a majority vote of the Council for any reason, including but not limited to poor attendance.

V. Youth Commissioners

A. Role and Eligibility

1. Youth Commissioners are full voting members and count toward quorum.
2. Must be residents of Falcon Heights and between ages 16–18. *If a youth commissioner would turn 19 years of age during their appointed term and seek reappointment, they must then be appointed as a regular commissioner, as vacancy allows.
3. Enrolled in high school or equivalent education program.

B. Appointment and Term

- Appointed through the standard process.
- Serve one-year terms from date of appointment.
- May serve up to three total terms. The maximum term shall not exceed six years total, as a mixture of youth and regular commission years served consecutively.

VI. Stipends and Compensation

1. All commissioners, including youth members and officers, receive a \$50 stipend per formally noticed meeting attended, provided they are present for the majority of the meeting.
2. Stipends are paid through a sign-in record and processed as employee W-2 income.
3. Commissioners may decline compensation and serve voluntarily.
4. Commissioners receive stipends even if a meeting is canceled for lack of quorum, as long as attendance is pre-communicated with Staff Liaison (see VIII).

VII. Orientation and Onboarding

1. The Staff Liaison will provide new member orientation before or shortly after appointment, including overview of commission duties, policies, and open meeting laws.
2. Officers and continuing commissioners are encouraged to assist with recruitment and mentorship of new members.

VIII. Attendance and Participation

1. Regular attendance is expected. Missing more than 25% of scheduled meetings or three consecutive absences may result in removal.

2. Members should notify the Staff Liaison in advance of absences. If an absence is not communicated to the Staff Liaison by 3:00 PM the day of the meeting and the absence results in a meeting being held with a lack of quorum, this Member shall not receive their monthly stipend due to a non-communicated absence resulting in lack of quorum.
3. Members may be asked, on occasion to lead a project and/or to volunteer their time at events.

IX. Meeting Procedures and Reporting

1. Commissions meet at least quarterly and follow the Minnesota Open Meeting Law.
2. Each commission shall:
 - o Elect officers annually.
 - o Keep public records of actions.
 - o Submit formal reports or requests to the City Council regarding policies or recommendations pursuant to their purpose as defined in City Code.

X. Staff and Council Liaisons

1. Each commission is assigned a Staff Liaison to assist with agendas, provide policy guidance, ensure communication with city departments.
2. A Council Liaison may be assigned annually to foster communication between the council and commission.

XI. Conflicts and Communications

1. Members must distinguish between personal opinions and official commission recommendations when speaking publicly.
2. Recommendations requiring City Council action must be submitted through the Staff Liaison to the City Administrator for agenda placement.



REQUEST FOR ACTION

Meeting Date	January 26, 2026
Agenda Item	Spring Together
Attachment	N/A
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Spring Together
Description	<p>Spring Together has been hosted for many years and has had many kinds of activities. The event is aimed at bringing the residents and cultures of the City together.</p> <p>Spring Together is scheduled for Saturday, May 15 at Curtiss Field with a tentative time of 3:00 – 5:00 PM. Staff has published the event on the City’s website calendar and Facebook and will promote it in the Spring Newsletter as well as the weekly e-newsletter closer to the date of the event.</p> <p>This is an opportunity for the Community Engagement Commission to discuss ideas for activities the upcoming Spring Together event, as well as other ways to promote the event to all residents.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends starting discussions for the upcoming Spring Together event



REQUEST FOR ACTION

Meeting Date	January 26, 2026
Agenda Item	Every Meal
Attachment	N/A
Submitted By	Elke Johnson, Administrative & Communications Coordinator

Item	Every Meal
Description	<p>Zack Schornack from Every Meal extended an invitation to tour the new Every Meal facility located 2723 Patton Road, Roseville, MN 55113. Residents are welcome to join as well and there is the ability to add volunteer shifts as well.</p> <p>At their last meeting, the Commission discussed seeing if an individual tour and volunteer event for Falcon Heights would be possible on a Saturday in February or March.</p> <p>Every Meal does not host volunteer events on the weekend unless it is private, which would require a \$5,000 donation to help cover the cost of food packed. Instead, they have a public packing event schedule, these are pre-scheduled dates that the commission and residents who are interested in volunteering could register and join as a team. The team can be up to 30 people. Zack has also offered to add a tour before or after the event.</p> <p>Packing dates are available here: https://volunteer.everymeal.org/need/index?agency_id=114209</p> <p>February and March dates are booked up, but the commission could look at April or May.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends continuing the discussion of hosting a volunteer event at Every Meal