

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

AGENDA
February 23, 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

- F. APPROVAL OF MINUTES:
 - January 26, 2026 Community Engagement Commission Meeting Minutes
 - February 2, 2026 Community Engagement Commission Meeting Minutes

- G. AGENDA
 - Unfinished business
 1. Rebranding of Community Engagement Commission
 2. Hosting Listening Session
 3. Every Meal Volunteering
 - New Business
 4. Spring Together
 5. Les Bolstad Golf Course Redevelopment - Community Advisory Committee (CAC)

- H. INFORMATION/ANNOUNCEMENT
 - Report from Council Liaison

- I. ADJOURNMENT:

Next Regular Meeting is on Monday, March 16 at 6:30 PM

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

MINUTES

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

- A. CALL TO ORDER: 6:31 PM
- B. ROLL CALL:
Julie Ebbesen__X__ Denise King_X__ Sarah Caflisch__X__ Emily Schmall_X__ Emmett Fischer_X__
- STAFF PRESENT:
Elke Johnson__X_
- COUNCIL LIAISON:
Paula Mielke_X__
- OTHERS PRESENT:
Jim Wassenberg__ Jack Linehan_X__ Ainsley Brown_X_
- C. APPROVAL OF AGENDA
- D. INTRODUCTION
- E. COUNCIL DIRECTION For COMMUNITY ENGAGEMENT COMMISSION
1. Mielke – Council recently reviewed the purpose and role of commission. Council would like to hold some community conversations. What are options to bring residents together? Food Drives, connect with Falcon Heights Equity & Justice Group, look at other cities to see what they are doing to connect with residents. Sue Garetz was mayor and organized intergenerational discussions and that started the neighborhood commission and started the CERTS program.
 2. King thanks Mielke for participation and history. Are there things we are doing that we can move the ball forward, things we have done that we don't need or shouldn't do anymore, things that we need to focus on more that would attract more participation.
 3. Caflisch- inquires about reasons for looking at commission activities
 4. Mielke – There has been low participation in CEC events, the commission has not had a full commission roster
 5. Caflisch – naming a lot of tactics and activities but asking about goal that the council has wanted to see.

6. Mielke - Env commission has brought a lot of people together so looking for ways that the CEC could
7. Caflisch - looking for more guidance
8. King refers to last meeting's discussion about a workshop and creating other events, One of the main things is that we do not have engagement with our apartment residents, we do not have a comprehensive plan around neighborhood liaisons. We have a calendar of events but are working to find additional opportunities.
9. Caflisch - loves the idea of a listening session. Have a list of goals we want to reach and how we can take action to achieve those goals.
10. King wants to get the commission to connect with neighbors so they can feel like they are part of the community
11. Linehan - one challenge is that the commissions are based on large portfolio city activities CEC has always struggled to get people but the branding/general definition of the commission needs to be clarified. How does the State Fair Task Force work roll into other commissions as it winds down. Taking into account city resources we need to understand how the city can support the commission and vice versa.
12. King- we should have a full commission (or close to)
13. Mielke - asks why the community engagement commission only has 6 openings listed on the website as all other commissions have 7.
14. King - would like clarification of what the city is looking for the commission to do. King tells people that to objective is neighbors engages with neighbors and have city support that.
15. Caflisch - What is success in the eyes of residents, city and staff
16. Schmall - refresh/rebrand, what does the council want, what does the community want out of the commission. Creates the words "evolvment"
17. Ebbesen - references a previous document that laid out the commission goals and structure from 2018 or 2019
18. Schmall - acknowledges that was a long time ago. Perhaps there is a community survey that we attempt to find out how residents want to be engaged with the city/community.
19. King - agrees with Schmall but also thinks we need direction from the council. Part of our responsibility is to foster communication between residents and city/council. Asks that the commission puts out Mielke fosters conversation in council to what the intent of the commission should be. Hold listening sessions in some sort of asynchronous manor (2 open sessions)
20. Caflisch - does commission create goals, identify metrics, identify what success looks like from council and residents or is that determined by the council? Request clarification of responsibilities of the relationship between the commission and council.

21. King proposes that we schedule a workshop to identify questions for a survey and also identify dates for listening sessions. Would like to have working session on 2/2 or 2/9.
22. Tentatively schedule a meeting on February 2nd, Caflisch, Schmall, Miley, King, Fischer have committed to a 6:30 PM meeting time. Ebbesen will confirm later. Caflisch and King will bring information and
23. Caflisch – when we are researching is there a comparable city that we usually reference – Shoreview, Little Canada, Prior Lake, etc.
24. Linehan – we have a list of 17 comparable cities that are standard comparisons. King would suggest that we focus our efforts looking at MN and then look out of MN due to possible cultural differences. Will also provide previous survey questions that have been done before.

F. APPROVAL OF MINUTES:

- December 15, 2025, Community Engagement Commission Meeting Minutes
 1. King requests to distribute the minutes & agenda the Monday prior to our meetings to allow for more time for commissioners to review and respond with any updates or additions.
 2. Johnson agrees to the timeline as time and resources allow.
 3. Motion to approve – Schmall – unanimously approved

G. AGENDA

- New Business
 1. Officer Elections
 - a. Chair – King, Vice Chair – Ebbesen, Secretary – Caflisch
 - b. Unanimously approved
 2. Standing Rules
 - a. Johnson points out that the rules do not show any goals, mission or objectives for the commission itself.
 - b. Caflisch – mentions that we can add that once they have been defined.
 - c. King suggests that those goals not be added to the document
 - d. Mielke – points out that we will not be required to have a second on motions according to the standing rules
 - e. Unanimous consent
 - f. King reviews Sikkink’s rules. No questions.
 - g. King reviews City of Falcon Heights Administrative Manual. King will welcome new commissioners with a review of the standing rules, Sikkink’s rules and City of Falcon Heights Administrative Manual.
 - h. King reviews communications in the Administrative manual. Johnson clarifies that the majority of the commission cannot discuss city

business outside of open meetings. If topics come up for the group outside of the commission meetings they can connect Johnson and she can communicate information to the group.

3. Spring Together

- a. Spring Together has been held since 2013.
- b. Mielke highlights that the commission needs to be considerate that there are currently a number of people in our community that may not feel comfortable to be out at a large public gathering.
- c. King believes that we should continue to plan as usual while keeping in mind the current happenings. Note that we should add a question about attending this or other city events in the upcoming survey.
- d. King feels that we need to find activities that would be more compelling to get residents to participate.
- e. Caflisch - would like guidance from the council about what the goal for this event is.
- f. Mielke feels that the original event was intended to connect the residents in the neighborhood and the tenants of the apartment buildings near Curtiss Field.
- g. Fischer - not many apartment neighbors are at these events but the kids in neighborhood do come to the events and sees value in connecting the kids to the city and ultimately engaging with the adults in the family.
- h. King suggests rolling the detailed discussion to our next meeting after the commission has more information about what the residents are looking for.

- Unfinished business

4. Every Meal Volunteering

- a. Johnson reached out to Every Meal to schedule events to support Every Meal. Every Meal has open events that can host a team of up to 30 people. Events are booked for April & May but Johnson will watch for the dates when they become available.
- b. Ebbesen - suggests that the commissioners do an event March to create some media content to promote an April city wide date.
- c. Johnson will connect with Every Meal to find dates commissioners

H. INFORMATION/ANNOUNCEMENT

- Report from Council Liaison

1. Mielke - there will be an affordable senior housing development built west of Amber Union. 110 units - completion date TBD. Mielke wants to support the residents there have been new ordinances passed to support renters.

Struggles with neighborhood liaisons in apartment buildings. Looking for ways to support them.

2. Caflich - do we connect to bring mid-Minnesota in to help these tenants understand their rights.
3. Mielke - Wednesday council will be discussing what the city can and can't do in regards to the ICE situation. The situation is quickly changing they are trying to stay up to date.

I. ADJOURNMENT: 8:08 PM

1. Ebbesen motions to adjourn - unanimously approved

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

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

MINUTES

February 2, 2026 at 6:30 P.M.

A. CALL TO ORDER - 6:32 PM

B. ROLL CALL:

Julie Ebbesen___ Denise King__X__ Sarah Caflisch__X_ Emily
Schmall__X_ Emmett Fischer__X__

STAFF PRESENT:

Elke Johnson__X_

COUNCIL LIAISON:

Paula Mielke__X_

OTHERS PRESENT:

Jim Wassenberg_X__ Ainsley BrownX___

C. AGENDA

1. Rebranding of Community Engagement Commission

1. Reviewing data and materials

a. King - started off by reviewing materials, comp city data and survey that were provided by city and council. There are specific things in the 2025 Goal Setting process that have not been completed that will help guide future work. CEC needs to make recommendations to the City Council about what CEC needs to move forward keeping the voice of the resident in mind.

c. King pointed out on page 16 of city plan calling out resident communication plans; also survey, also, bullet to formalize commissioner roles and commissions. King stated that this goal and community-informed document will lead the CEC's process

d. Council Member Mielke offered that the council has completed some of the goals and will share timeline for the council to address goals and stated an updated survey does need to be done.

e. King spelled out what communications are already established (Facebook, email, newsletter)

f. King is looking for what the council needs and what the CEC should tackle

g. Caflisch asked "why now" survey and other communication

- h. Council Member Mielke shared that last survey of residents was in 2018 and that we need an updated survey. And, agrees with King that it should be broader than just CEC
- i. Wassenberg shared that past council discussed Commissions, that City and commission should evaluate what would stimulate current and future members and
- j. King concurred that coming up with mission would be helpful moving forward, and the need for a clear intent from city and council for the commission.

2. Brainstorming Core Values

- a. King asked for a brainstorming session to develop clear and defined objective for the commission, and said consensus were wanted in moving forward.
- b. Schmall said that looking at comp cities were focused on Equity and Inclusion and how to address that in our work.
- c. King brought up “connection” and “community” as a theme from commission interviews and hearing from residents
- d. King brought up rental data, which is now up to 40 % of residents.
- e. Cafilisch brought up a point with Council Member Mielke about some of the needs of renters in the community, and the need for an updated survey.
- f. Fischer stated that “making one’s voice heard” within the community is important for him and including the voice of all residents is paramount.
- g. Cafilisch wondering if there was a comparable city who was “getting it right”
- h. King suggested getting in contact with comp city leadership (New Hope, Vadnais Heights) to see how they run their Community Engagement Commission for a quick 20 minute networking and discovery meeting (what works, what doesn’t, what is successful).
- i. Wassenberg concurred that investigating other city CEC would be a great idea
- j. Council Member Mielke noted that some cities have a dedicated staff member for Equity and Inclusion (Roseville, Willmar, Stillwater, etc) as opposed to a commission. Roseville has a dedicated DEI commissioner
- k. Johnson spotlighted that district councils were a thing to explore
- l. Schmall concurred that district councils were interesting, and suggested “asking what the community is looking for and how to does that translate to core values.”
- m. Brown said that the St. Anthony Park council was active and engaged and thinking about getting the word out and new people.
- n. King mentioned that the 2018 survey had 450 surveys sent back and the demographics of those responders, interested to see what the 2026 respondents

- o. Brown brought up Fischer's last comment about going to where people are at events where parents would be at
- p. Caflich suggested additional engagement opportunities (inviting them to City hall, listening sessions). Brought up the Institute for Local Government participant worksheets and listening events.

3. Brainstorming Mission Statement

- a. King brought up SAP Council district 12 Core Values as a place (copy and paste this on page 3)
- b. Schmall likes that SAP Council District 12 is high-level enough that even if we get survey results, we could combine core values and the voice of the residents. Likes that the Core Values are at high levels.
- c. Council Member Mielke brought up Falcon Families for an example
- d. Schmall likes the word "connect"
- e. Wassenberg said the list we are working on is a great place to start and thinking of "actions" what comes up out of the core values and actions for the second tier.
- f. King wonders if we "start" with action instead of values, would be find them connected to Core Values? Maybe?
- g. King wants people on their block to know their neighbors. Speaking from past experience as a renter, she is familiar with sometimes receiving a less-than-welcome feeling from neighbors.
- h. Council Member Mielke suggested Compas from Wilder for information on stats about the Falcon Heights- NPR cultivating community program this weekend.
- i. Schmall was also wondering what the actual demographics of the city were as opposed to just survey respondents.
- j. Johnson- one of the values of the city was cultivating a caring community. City has not redone a mission statement in a long time
- l. Wassenberg- maybe all the commissions should do a mission statement
- m. Caflich - You matter, residents matter, you make this community - Local politics matter- in a small city, opportunity to make a difference
- n. Schmall- What does community engagement mean to the resident? Put in a survey what it looks like to engage in community. What will light that fire? Acknowledge that some people just might not want to be involved.
- o. King - Going beyond tabling to inviting engagement
- p. King - For council: How do you define connected? How connected do you feel? "Open field: What would engagement look like to you." These questions can be included in the community survey.
- q. King - asked the group if there were objections to building upon Council District 12
- r. Schmall-no objections
- s. King asked about the "Partnerships" and wanted to substitute "collaborative"

- t. Schmall-Agreed that collaboration was a better, more inclusive word.
- u. King - stated that "respect" was for sure, and adding "connectedness," Fostering connection.
- v. Caflisch - Agency and action are values
- w. Schmall- equipping residents to participate
- x. Wassenberg- Fostering action
- y. King suggested " support our community to participate in community and civic affairs; fostering action.
- z. Council Member Mielke- Fostering safety...does that belong?
- aa. Caflisch - should safety be in mission? It's the result of engagement.
- bb. Schmall- What is safe for one doesn't mean the same situation is safe-neighborhood watch went away due to racism. We need to be careful to define "safety."
- cc. Council Member Mielke- Agreed.
- dd. King argued for "safety" as a value.
- ee. Wassenberg and Council Member Mielke suggested "well-being of ALL residents."
- ff. King advocated for a sense of security for ALL, not meant to be for "some of the people."
- gg. Council Member Mielke mentioned that a lot of the values mentioned echo what is already in the recently passed resolution by the council
- hh. Caflisch - What are the phone calls to the city right now?
- ii. Johnson- Will take call log and share with commission -right now, AARP Taxes Talk of Coyote calls commenced and garbage can placements
- kk. King wants us to think about the mission, waiting for information from the survey and input from the council. What is the council wanting from this commission? What is the expectation and hope that's on the agenda for the next council
- ll. Council Member Mielke and Wassenberg confirmed that this will be on the future agenda
- mm. King expressed appreciation to the Council for their help and wisdom

4. Action plan and next steps

- a. King won't have survey results for months. So, getting listening sessions on schedule, with a demographically diverse group for focus groups. Explore listening suggestions. Set-up mission and validate it with a survey.
- b. Wassenberg- Look within yourself for the commission mission statement and do homework.
- c. King - likes the suggestion of a homework assignment before the February 23 meeting. Each commissioner comes with a draft mission statement.
- d. Caflisch will come with listening session ideas.
- e. Council Member Mielke suggested adding responsive to values.

- f. King proposes next month bring the mission statement - the more ideas in the hopper, the better.
 - i. Caflisch come prepared for the run-down of the listening session - King proposes a communication strategy, a postcard campaign.
 - ii. Council Member Mielke knows postcards work well
 - iii. Caflisch suggested calling
 - iv. King wants to do at least two listening sessions
 - v. Bring ideas for maximum engagement
- g. King asked for commissioners to contact other commissions and ask about success, their mission, and any helpful advice.
- i. Schmall and Johnson will look at Crystal
 - ii. Caflisch will take on New Hope
 - iii. Fischer will reach out to New Brighton (if it works with his schedule)
 - iv. Vadnais Heights - King
 - v. Council Member Mielke will be at League of MN Cities meeting and will ask advice

D. ADJOURNMENT: 7:58 p.m.

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



REQUEST FOR ACTION

| | |
|---------------------|-----------------------------------------------------------|
| Meeting Date | February 23, 2026 |
| Agenda Item | G1 - Rebranding of Community Engagement Commission |
| Attachment | N/A |
| Submitted By | Elke Johnson, Administrative & Communications Coordinator |

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|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item | Rebranding of Community Engagement Commission |
| Description | <p>The Community Engagement Commission received direction from the City Council to rethink its mission and goals. In response, commissioners planned a work session where they reviewed similar communities' and cities' commissions and advisory boards.</p> <p>The following Core Values were identified:</p> <ul style="list-style-type: none"> • Welcoming • Engagement/ Engaging - Support community members/foster action to participate in the community & civic affairs • Community-led • Collaborative • Respect • Connectedness • Safety & Wellbeing for All • Responsive & Fluent <p>Based on the discussion and the identified core values, commissioners and staff were tasked with creating their own mission statement for the Community Engagement Commission.</p> <p>During the work session, the Commission identified other comparable commissions and advisory boards for outreach. The following cities were identified:</p> <ul style="list-style-type: none"> • New Hope • New Brighton • Vadnais Heights • Crystal <p>This is an opportunity for the commissioners to report back on their outreach and continue to discuss next steps in the rebranding process.</p> |

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| Budget Impact | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommend that commissioners continue to discuss the rebranding of the Community Engagement Commission <ul style="list-style-type: none">• Report back with your mission statement• Report on your commission outreach• Discuss next steps |



REQUEST FOR ACTION

| | |
|---------------------|-----------------------------------------------------------|
| Meeting Date | February 23, 2026 |
| Agenda Item | G2 - Hosting Listening Session |
| Attachment | See Below |
| Submitted By | Elke Johnson, Administrative & Communications Coordinator |

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| Item | Hosting Listening Session |
| Description | <p>The Commission identified wanting to host 2 listening sessions to learn more from residents about their take on community engagement. This memo outlines a proposal for the Community Engagement Commission to host a pilot community listening session to better understand how residents currently engage with the City of Falcon Heights, how they would like to engage in the future, and what barriers may prevent participation.</p> <p>The pilot will allow the Commission to test a small-group format (6-10 participants) before hosting broader community sessions.</p> <p>This is an opportunity for the commissioners to discuss having a pilot listening session, review the proposal, determine how to invite participants, select a venue and a date.</p> <p>Additionally, results of the first listening session could be reported back to the community at Spring Together and have another sticky note activity around some of the core questions outlined in the proposal.</p> <p>Lastly, Staff received a quote from the printer for mailing out postcards for when the commission wants to host a broader community listening session.</p> |
| Budget Impact | Mailing out Postcards - \$1,338 |
| Attachment(s) | <ul style="list-style-type: none"> • Pilot Listening Session Proposal • Quote for Postcards |
| Action(s) Requested | Staff recommend that commissioners continue to discuss hosting listening sessions |

Pilot Format & Recruitment

Group Size: 6–10 participants (ideal for open dialogue)

Recruitment Approach:

- Each commissioner invites **1–2 individuals** from their neighborhood or from a target audience group.
- Participants should represent a range of perspectives, such as:
 - Homeowners
 - Renters
 - Students
 - Local business owners / nonprofit representatives
 - Youth
 - Seniors
 - Residents from different neighborhoods

The goal is to intentionally include voices we may not typically hear from.

Goals of the Listening Session

- Learn how residents are currently engaged in the community.
- Understand how residents *want* to engage with the City.
- Identify barriers to participation.
- Clarify what “community engagement” means to residents.
- Gather story-based, qualitative feedback to inform future engagement strategies.

Logistics

Length: 60–90 minutes

Possible Venues:

- Cox Insurance
- Falcon Heights Elementary School
- University of Minnesota
- Falcon Heights City Hall
- Good Acre
- Ramsey County Library

Inclusion & Accessibility Considerations

- Provide translation services, if needed.
- Offer opportunities to write or draw responses (not just verbal participation).
- Have a designated facilitator/moderator (proposed: Sarah Caflisch).
- Consider offering childcare if feasible.
- Ensure the space feels welcoming and neutral.

Sample Facilitator Guide

(60–90 Minutes Total)

I. Introduction & Setting the Stage (10 Minutes)

Welcome & Purpose

- Thank participants for their time.
- Emphasize that the goal is to listen and learn—not to debate or offer immediate solutions.

Introductions

- Brief introductions of facilitator(s) and participants.

Ground Rules

- Listen to understand.
- Share airtime (3–5 minutes per speaker as needed).
- Focus on personal stories and experiences.
- Maintain confidentiality (themes will be documented, not names).
- Facilitator may intervene to manage time or ensure balanced participation.

II. Listening Conversation & Activities (40–60 Minutes)

Warm-Up Question

- *“What is one thing you value most about this community?”*

Core Questions

1. **What does “community engagement” mean to you?**
2. **Have you ever attended a City event?**
 - Sticky note activity listing past City events.
3. **How do you learn about City events or news?**
 - Create a list of events, and have a dot activity, where people put dots with events they have attended or are familiar with.
4. **How do you already connect with your neighbors?**
 - What are the barriers that prevent participation?
5. **Looking ahead five years:**
 - *What do you want your community to look like?*
 - *How can engagement help make that vision a priority?*

Facilitation Techniques

- Use probes such as:
 - “Can you tell me more about that?”
 - “How did that make you feel?”
- Maintain neutrality.
- Manage dominant voices by inviting others in.
- Allow space for written responses for those less comfortable speaking.

III. Closing & Next Steps (10 Minutes)

- Summarize 2–3 key themes heard.
- Thank participants, and explain how the feedback will be used (e.g., Commission work plan, policy recommendations, engagement strategy updates).
- Provide a brief written exit survey for additional feedback (optional).



Johnson Litho Graphics of Eau Claire, Ltd.

2219 Galloway Street / Eau Claire, WI 54703-3429 / (715) 832-3211 / FAX: (715) 832-5120

We are pleased to quote in accordance with our interpretation of your specifications as outlined below.

QUOTE DATE February 3, 2026

QUOTE NO. 9881 Rev.3

QUOTED TO City of Falcon Heights
Attn: Elke Johnson
2077 Larpenteur Avenue West
Falcon Heights, MN 55113

TITLE AND DESCRIPTION Post Card

SIZE 6.125" x 9"

PREP WORK Customer to furnish disk or electronic transmission, complete for direct output.
Johnson Litho Graphics to provide PDF proof, full color & paginated proofs

PLATES Johnson Litho Graphics to make

STOCK 9pt Silk Cover with 10% PCW

PRESS WORK 4/color, 2 sides

BINDERY OPERATIONS Trim, Ink-Jet and mail approximately 2,489, Postage to be prepaid and billed back.

PACKING Convenient cartons

F.O.B. Eau Claire, WI - Delivery to USPS Bulk Mail with balance of 100 to City Hall, 55113

QUANTITY AND PRICE

2,589 \$ 690.00 + postage

Estimated Postage \$ 648.00

Quote excludes: Applicable state/local taxes, shipping/handling, and any alterations and/or changes deemed necessary by the customer which are not covered by the initial specifications.

NOTE: Any changes to a disk complete job for direct output will be chargeable to the customer.

PRICES QUOTED ARE SUBJECT TO REVIEW AFTER 30 DAYS AND TO CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT.

ORDER ACCEPTANCE

This quotation is hereby accepted. The undersigned hereby agrees to the terms and conditions as set forth.

Thank you for the opportunity to quote on your work.

David Frank

AUTHORIZED SIGNATURE

TITLE

JOHNSON LITHO GRAPHICS

REP



REQUEST FOR ACTION

| | |
|---------------------|-----------------------------------------------------------|
| Meeting Date | February 23, 2026 |
| Agenda Item | G3 - Every Meal Volunteering |
| Attachment | N/A |
| Submitted By | Elke Johnson, Administrative & Communications Coordinator |

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| Item | Every Meal Volunteering |
| Description | <p>The Community Engagement Commission provided direction to sign up for a team packing event at Every Meal located 2723 Patton Road, Roseville, MN 55113.</p> <p>I registered a Falcon Heights team for a volunteer packing slot for Wednesday March 18 at 6:00 PM. I reserved 10 volunteer spots.</p> <p>Every volunteer joining the team and participating in the packing event will need to register and sign a release form through Every Meal Website. As the team leader I can invite team members. This is an opportunity for the Commission to discuss who will and is able to join and how to invite residents to the volunteer event.</p> |
| Budget Impact | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommend that commissioners continue to discuss hosting a volunteer event and how to invite residents. |



REQUEST FOR ACTION

| | |
|---------------------|-----------------------------------------------------------|
| Meeting Date | February 23, 2026 |
| Agenda Item | G4 - Spring Together |
| Attachment | N/A |
| Submitted By | Elke Johnson, Administrative & Communications Coordinator |

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. The Spring Newsletter will be mailed out the beginning of March.</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 | February 23, 2026 |
| Agenda Item | G5 - Les Bolstad Golf Course Redevelopment - Community Advisory Committee (CAC) |
| Attachment | See Below |
| Submitted By | Elke Johnson, Administrative & Communications Coordinator |

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|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item | Les Bolstad Golf Course Redevelopment - Community Advisory Committee (CAC) |
| Description | <p>During the February 11, 2026 City Council Workshop Meeting, and at the recommendation of the City's hired consultant, Bolton & Menk, Council directed staff to create a Community Advisory Committee (CAC) for the redevelopment of the Les Bolstad Golf Course.</p> <p>The CAC is a focus group made up of nine (9) voting members, consisting of the following membership:</p> <ul style="list-style-type: none"> • One representative from Falcon Heights At-Large (to serve as Chair) • One representative from the Planning Commission • One representative from the Environment Commission • One representative from the Parks and Recreation Commission • One representative from the Community Engagement Commission • One representative from The Grove neighborhood (selected by the Grove HOA) • One representative from Lauderdale (selected by the Lauderdale City Council) One representative from Roseville (selected by the Roseville City Council) • One representative from St. Anthony Park (selected by the St. Anthony Park Community Council - District 12) <p>Meetings will be held monthly on the 3rd Wednesday of the month, at 6:30 PM, at Falcon Heights City Hall. The first meeting is anticipated to start on Wednesday, April 15th.</p> <p>In addition, the stipend of \$50/meeting attended is available for this role.</p> <p>The Community Engagement Commission should now discuss and determine which commissioner(s) would like to represent the commission and serve on the CAC. Anyone interested should then complete an application (attached) to move forward in the process and be interviewed by the staff and council liaisons as well as the commission chair.</p> |

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| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • CAC Overview • Resolution (draft) • CAC Application |
| Action(s) Requested | Staff recommends commission members discuss and identify those interested in interviewing for the CAC to represent the Community Engagement Commission. |

Les Bolstad Golf Course Redevelopment Community Advisory Committee

Overview

The Community Development Advisory Committee (CAC) is a focus group made up of local community members who represent various economic, ethnic and social service interests within the City of Falcon Heights and adjacent cities. The CAC focus group is a cross-section representation of the people in and near Falcon Heights. They serve as a voice for the community and act in an advisory capacity on the current needs of the community to help shape the future redevelopment of the Les Bolstad Golf Course. The committee does not have independent duties or authority to take actions that will bind the City of Falcon Heights.

The group is appointed by the Falcon Heights City Council and is made up of nine (9) voting members and consists of the following membership:

- One representative from Falcon Heights At-Large (to serve as Chair)
- One representative from the Planning Commission
- One representative from the Environment Commission
- One representative from the Parks and Recreation Commission
- One representative from the Community Engagement Commission
- One representative from The Grove neighborhood (selected by the Grove HOA)
- One representative from Lauderdale (selected by the Lauderdale City Council)
- One representative from Roseville (selected by the Roseville City Council)
- One representative from St. Anthony Park (selected by the St. Anthony Park Community Council – District 12)

Additionally, staff from the City of Falcon Heights will serve as a staff liaison to the CAC, as well as non-voting member participation from our consultants at Bolton & Menk, Barr Engineering and Braun Intertec. Representatives from the University of Minnesota and eventually the identified buyer will also have an active role in this process.

Meeting Information

- Monthly, the 3rd Wednesday of the month, at 6:30 PM, at Falcon Heights City Hall.
- Anticipated first meeting date of Wednesday, April 15th.

**CITY OF FALCON HEIGHTS
LES BOLSTAD GOLF COURSE REDEVELOPMENT
COMMUNITY ADVISORY COMMITTEE APPLICATION**

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? _____

REASON(S) YOU WISH TO SERVE ON THE COMMUNITY ADVISORY COMMITTEE:

LIST YOUR WORK EXPERIENCE, COMMUNITY INVOLVEMENT, LEADERSHIP ROLES, SKILLS, QUALIFICATIONS AND/OR OTHER INTERESTS WHICH YOU COULD BRING TO THIS COMMITTEE:

PRIOR PUBLIC (OR RELATED) SERVICE: _____

OTHER RELEVANT SKILLS, SPECIAL TRAINING, EDUCATION OR BACKGROUND
(OR COMMENTS): _____

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 25, 2026

No. 26-XX

**A RESOLUTION ESTABLISHING A LES BOLSTAD GOLF COURSE
REDEVELOPMENT COMMUNITY ADVISORY COMMITTEE**

WHEREAS, the Les Bolstad Golf Course property, owned by the University of Minnesota, is located adjacent to the City of Falcon Heights and represents a significant redevelopment opportunity affecting land use, infrastructure, environmental systems, housing, and community character; and

WHEREAS, redevelopment of the property will have regional implications for Falcon Heights and neighboring jurisdictions; and

WHEREAS, the Falcon Heights City Council recognizes the importance of structured community engagement and broad stakeholder input in shaping redevelopment outcomes; and

WHEREAS, the City Council desires to establish a formal advisory body to serve as a community voice and provide recommendations to the City Council regarding the redevelopment process; and

WHEREAS, the Community Advisory Committee shall act solely in an advisory capacity and shall not have independent authority to bind the City of Falcon Heights.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights hereby establishes the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC) for the purpose of advising the City Council on matters related to redevelopment of the Les Bolstad Golf Course property.

BE IT FURTHER RESOLVED, that the Community Advisory Committee shall:

1. Purpose and Duties

- a.** Serve as a community focus group representing a cross-section of residents and stakeholders.
- b.** Provide input and recommendations to the City Council regarding land use concepts, environmental considerations, infrastructure, housing, community amenities, and related redevelopment matters.
- c.** Identify community priorities, concerns, and opportunities associated with redevelopment.
- d.** Act solely in an advisory capacity without independent authority to take action on behalf of the City.

2. Membership

- a. The Committee shall consist of nine (9) voting members appointed as follows:
 - i. One Falcon Heights resident appointed at-large, who shall serve as Chair;
 - ii. One representative from the Falcon Heights Planning Commission;
 - iii. One representative from the Falcon Heights Environment Commission;
 - iv. One representative from the Falcon Heights Parks and Recreation Commission;
 - v. One representative from the Falcon Heights Community Engagement Commission;
 - vi. One representative from The Grove neighborhood (selected by the Grove HOA);
 - vii. One representative from the City of Lauderdale (selected by the Lauderdale City Council);
 - viii. One representative from the City of Roseville (selected by the Roseville City Council);
 - ix. One representative from St. Anthony Park (selected by the St. Anthony Park Community Council – District 12).

3. Staff and Consultant Participation

- a. The City Administrator, or designee, shall serve as staff liaison to the Committee.
- b. Non-voting participation may include representatives from the City’s professional consultants, including but not limited to Bolton & Menk, Barr Engineering, and Braun Intertec.
- c. Representatives from the University of Minnesota and, as applicable, an identified buyer or development entity may participate as non-voting stakeholders.

4. Meetings

- a. Meetings shall generally occur monthly at Falcon Heights City Hall unless otherwise determined by the Committee in coordination with staff.
- b. Meetings shall comply with the Minnesota Open Meeting Law.

5. Duration

- a. The Community Advisory Committee shall remain in existence until dissolved by further action of the City Council.

BE IT FURTHER RESOLVED, that staff is directed to solicit applications for the Falcon Heights at-large member using the adopted Community Advisory Committee application form and to coordinate with partner jurisdictions and organizations regarding their respective appointments.

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
MAY
MIELKE
MOGEN
WASSENBERG

_____ In Favor
_____ Against

Attested by: _____
Jack Linehan
City Administrator