

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

AGENDA

March 16, 2026 at 6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL:
Julie Ebbesen____ Denise King____ Sarah Caflisch____ Emily Schmall____ Emmett
Fisher____ Signe Nestingen____
- STAFF PRESENT:
Elke Johnson____
- COUNCIL LIAISON:
Paula Mielke____
- OTHERS PRESENT:
Jim Wassenberg____ Ainsley Brown____
- C. APPROVAL OF AGENDA
- D. WELCOME
- E. APPROVAL OF MINUTES:
• February 23, 2026 Community Engagement Commission Meeting Minutes
- F. AGENDA
• Unfinished business
 1. Rebranding of Community Engagement Commission
 2. Hosting Listening Session
 3. Every Meal Volunteering
 4. Spring Together
- G. INFORMATION/ANNOUNCEMENT
• Report from Council Liaison
- H. ADJOURNMENT:

Next Regular Meeting is on Monday, April 20 at 6:30 PM

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

MINUTES

February 23, 2026 at 6:30 P.M.

A. CALL TO ORDER: 6:28 PM

B. ROLL CALL:

Julie Ebbesen___ Denise King___ Sarah Caflisch__X__ Emily Schmall__X__ Emmett Fisher__X__

STAFF PRESENT:

Elke Johnson__X__

COUNCIL LIAISON:

Paula Mielke__X__

OTHERS PRESENT:

Jim Wassenberg__X__ Jack Linehan___ Ainsley Brown__X__

C. APPROVAL OF AGENDA

Caflisch suggests tabling items if we get to the agenda item. Schmall can still continue the discussions.

Schmall motions to approve the agenda - approved unanimously

F. APPROVAL OF MINUTES:

- January 26, 2026 Community Engagement Commission Meeting Minutes
- February 2, 2026 Community Engagement Commission Meeting Minutes

Schmall motions to approve the meeting minutes - approved unanimously

G. AGENDA

- Unfinished business
 1. Rebranding of Community Engagement Commission
 - a. Caflisch - notes that core values were identified at the last meeting
 - b. Schmall - made contact with Crystal's Inclusion & Diversity Commission. Waiting to hear back. They are going through a similar process.
 - c. Fisher - reached out to the New Brighton DEI Coordinator. Bring together the community. Host similar events.

- d. Caflisch - New Hope has a Human Rights, Planning, and Citizen Advisory Commission. They often bring in presenters to help inform the commission and/or the community and provide updates. Liked the idea of inviting speakers to the commission meeting.
- e. Mielke - feedback from the LMC Event is that the new term for Community Engagement is public participation. The city has a lot of community engagement around projects, but mostly carried out by staff and not necessarily by the community engagement commission. Suggest giving the commission a new name. Building community and connections is more of a focus of the commission.
- f. Johnson - shows all the mission statements submitted by everyone. All statements are similar and align with each other.
- g. Schmall - used core values. Can mix and match these statements. Maybe table item for King and Ebbesen to join in.
 - i. Caflisch - bring these statements to a listening session.
- h. Wassenberg - agrees. That was the idea, to ensure they align and we're all on the same page.
- i. Caflisch - next steps, further discuss with the entire commission. Next meeting, highlight words and sentences that commissioners align with and try to combine them all into one statement.

2. Hosting Listening Session

- a. Johnson - explains that Caflisch, Johnson, and Brown met to write out a listening session proposal. Outlines the listening session pilot proposal.
- b. Caflisch - explains that a small pilot would help test and get deep qualitative data. Worried about having too large a session, with attendees not feeling heard or listened to.
- c. Mielke - CEC hosted a listening session in 2021. Generated a list of ideas for the commission. Maybe change the focus from engagement in the proposal. Agrees with the idea of having a pilot.
- d. Schmall - pilot is a good idea or have multiple sessions for people to participate. Suggest scheduling multiple dates and keeping track of participants and feedback. Gives time to improve. Regardless, having a small test group is smart.
- e. Caflisch - personally invite people. Taking pieces from the listening session and bring it to Spring Together as an activity and getting more feedback.
- f. Fisher - pilot sounds good, get different kinds of people.
- g. Wassenberg - hand selecting, personally inviting, is a good way to invite people.
- h. Caflisch - if successful, can host a larger session.
- i. Schmall - divide group up in different table activities
- j. Mielke - suggests adding a category for the target audience: new resident, less than 5 years. Maybe looks at phrasing engagement differently. Can define as community building.

- k. Schmall – Believes community building, civic engagement or community engagement are all related. Engagement can occur through different pathways and levels. Ensure we are clear at the start of the session, what we are looking to answer, and provide a definition.
- l. Caflisch - the goal of the session is to try to find out what engagement means to different people.
- m. Brown – Including physical activity, ice breaker types. Makes it more inclusive and less static.
- n. Caflisch – continue discussions at next meeting and work out the timeline.
- o. Wassenberg – suggest creating an elevator pitch for inviting participants.

3. Every Meal Volunteering

- a. Johnson – explains the status. Registered as a team, and selected Wednesday, March 18, as a date to have a team volunteer at Every Meal for 2 hours, spots for 10 people. Every volunteer will need to sign a waiver either beforehand or on-site.
- b. Caflisch and Mielke – pilot it for the commission. Then open up to residents. Can also see about volunteer opportunities at other organizations, such as Keystone or Good Acre.
- c. Johnson – International Institute of Minnesota.
- d. Caflisch - suggest inviting other commissioners

- New Business

4. Spring Together

- a. Johnson – explains looking for direction and ideas for Spring Together. The Spring and Summer Newsletter will go out in March, good time to start promoting the event, but we would need some more information.
- b. Brown - Suggests inviting the Falcon Heights Orchestra
- c. Mielke – Snack item. Speedy Market. Popcorn, cookies. 1919 Root Beer. Cotton Candy.
- d. Lawn Games
- e. Resources
- f. Fisher – having a sporting activity, to attract younger attendees. Having a competition. Parents v. kids.
- g. Johnson – should also discuss a cancellation policy/back-up.

5. Les Bolstad Golf Course Redevelopment - Community Advisory Committee (CAC)

- a. Mielke – for the redevelopment of Les Bolstad Golf Course, the city hired Bolton & Menk consultants, and they recommended creating 2 committees. A Technical Advisory Committee (TAC) and Community

Advisory Committee(CAC). The idea is to have a member from each commission be on the CAC. The Grove will get their own representative as well as a representative at large for Falcon Heights, as well as a representative from the neighboring communities. The key is to figure out how to balance equitable representation. Still working out details. Multiple commissioners can apply.

- b. Caflisch – great idea to get community feedback.
- c. Mielke – this is a draft, open to feedback.
- d. Caflisch -- having rotating commissioners join?
- e. Mielke – suggests having a report back from the CAC as an agenda item for the CEC.

H. INFORMATION/ANNOUNCEMENT

- Report from Council Liaison:

Mielke – the council's response to ICE, is that they joined the Cities of Safe and Stable Communities Coalition. Passed ordinance regarding staging on public property. She also attended a local government meeting for the school district. ICE is having a heavy impact on the school district. Many ways people are volunteering and helping. Each year, the council makes a list of legislative priorities it will lobby for during the LMC Day on the Hill.

Fisher – agrees it has been very sad, everyday staff and volunteers are standing around the school. A lot of kids haven't been coming to school.

I. ADJOURNMENT: 8:00

Schmall motions to adjourn - approved unanimously.

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



REQUEST FOR ACTION

| | |
|---------------------|---|
| Meeting Date | March 16, 2026 |
| Agenda Item | 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>Commissioners should review the mission statements each submitted and identify sentences that align with the commission and the core values. Determine if they can combine them into one mission statement.</p> <p>Next steps the Commission could look at to continue its revamp process:</p> <ol style="list-style-type: none"> 1. Finalize the mission statement <ol style="list-style-type: none"> a. Review all submitted mission statements and identify common themes, phrases, and wording that reflect the Commission's core values 2. Identify goals and develop a work plan |

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| | <ol style="list-style-type: none"> a. Develop short-term and long-term goals and identify specific projects, events, or initiatives that the commission will focus on. Also, determine how to track progress. 3. Evaluate the Commission name <ol style="list-style-type: none"> a. Does the current name still reflect the commission's purpose 4. Gather community input <ol style="list-style-type: none"> a. Hosting listening sessions b. Gather more feedback at Spring Together 5. Prepare recommendations for the City Council |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • Mission Statements |
| Action(s) Requested | Staff recommends that commissioners continue to discuss the rebranding of the Community Engagement Commission. |

Core Values

- 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

Community Engagement Mission Statements

Ainsley Brown: The Falcon Heights Community Engagement Commission will work to connect and collaborate with residents to create a welcoming and strong community. The Commission will have an active relationship with both residents and the City Council to create an environment that encourages resident involvement in civic life and that supports the well-being of everyone in Falcon Heights.

Julie Ebbesen: The mission of the Falcon Heights Community Engagement Commission is to create an inclusive community to connect our neighbors and develop a diverse network of support throughout the city. Enhance the connection between residents and city officials to build trust while empowering and encouraging people to advocate for their needs and the needs of their neighbors.

Jim Wassenberg: The Falcon Heights Community Engagement Commission works to promote mutual respect, caring, and belonging within the City and throughout the larger community by organizing residents to participate in civic, cultural, and charitable activities that contribute to the well-being of all.

Elke Johnson: The mission of the Community Engagement Commission is to foster a welcoming, inclusive community, where residents are empowered to actively participate in civic life. We strive to connect, engage, and build strong connections that promote safety and well-being for all.

Emily Schmall: The mission of the Community Engagement Commission is to support a welcoming and engaged community where residents are empowered to participate in civic affairs. Through community-led, collaborative efforts the Commission promotes respect, connectedness, equity, and the safety and wellbeing of all.

The mission of the Community Engagement Commission is to support a welcoming city where community members are empowered to be engaged and participate in civic affairs.



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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 | March 16, 2026 |
| Agenda Item | 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. What to Expect: More on what to expect when you volunteer with Every Meal here. Special note that close-toed shoes are required.</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 participating in a volunteering event at Every Meal.</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

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|---------------------|---|
| Meeting Date | March 16, 2026 |
| Agenda Item | 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 16, 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 in March.</p> <p>This is an opportunity for the Community Engagement Commission to discuss ideas for activities for the upcoming Spring Together event and other ways to promote it to all residents.</p> <p>The Falcon Heights Orchestra has committed 7-10 participants, including violins, violas, cellos, and possibly a piano.</p> <p>Staff has researched cotton candy machine rentals and gathered the following quotes:</p> <ul style="list-style-type: none"> - \$40.00 per day (White Bear Rental), 8.99% of the total rental will be added to cover the repair of items damaged while in the customer’s possession. - \$69.00 for 3 days (Hejny Rental) - \$85.00 per day (ABC Rentals) <p>These are excluding supplies such as floss, sugar, cotton candy cones, and bags. At White Bear Rental, they offer the following:</p> <ul style="list-style-type: none"> - \$2.99 Popcorn Bags (50 ct.) - \$9.99 Cotton Candy Bags (100 ct) - \$2.00 Cotton Candy Cones (25 ct) - \$11.99 Cotton Candy Floss (1/2 Gal): Blue Rasp, Cherry, Grape <p>Lastly, staff has reached out to the following organizations to be present at the event.</p> |

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| | <ul style="list-style-type: none">- St. Anthony Police Department- St. Paul Fire Department- St. Paul Regional Water Services - Water Wagon (tentative) |
| Budget Impact | N/A |
| Attachment(s) | N/A |
| Action(s) Requested | Staff recommends continuing discussions for the upcoming Spring Together event |