

**CITY OF FALCON HEIGHTS**  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

**MINUTES**  
November 12, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:03 PM
- B. ROLL CALL: GUSTAFSON\_X\_\_ LEEHY\_X\_\_ MEYER\_X\_\_

MIELKE\_X\_\_ WASSENBERG\_X\_\_

STAFF PRESENT: LINEHAN\_X\_\_ LYNCH\_X\_\_

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to ~~adjourn~~ <sup>approve</sup> the agenda;  
Approved 5-0

- D. PRESENTATION

- 1. Presentation from St. Anthony Police Department Chief Jeff Spiess - Police Services Reintroduction and Partnership Update

Chief Spiess thanks the council and notes that he has received great feedback about the partnership from officers and community members, especially regarding their visibility and ensuring they respond to community needs. Officers are intentionally stopping to have conversations with residents and businesses. He also highlights their presence at community events. Next, Spiess provides data on speeding, calls, and other traffic data. They have proactively added staffing around big events taking place at the Minnesota State Fairgrounds. The new paid parking program turned out well; there was good communication between officers and ambassadors. They received positive feedback for their visibility and the decrease in traffic the program brought. Spiess highlights some notable calls that took place in Falcon Heights. The St. Anthony Police Department developed a strategic plan in 2018, which was revamped in 2024, guiding the operations. He highlights the 6 goals of the plan:

1. Community Engagement, Transparency, and Accountability
2. Equipment & Technology
3. Training & Professional Development
4. Safe Streets & Safe Communities
5. Employee Wellness
6. Recruitment

Chief Spiess notes they have seen great success in recruitment, and the department grew from 17 officers to 26 officers. Some of the core values that define the department are integrity, courage, and compassion. The US Department of Justice has requested input from the department in creating best practices for all police departments.

Council thanks Chief Spiess and the police department, and had questions surrounding the strategic plan, peer-to-peer program, and behavioral response team. Spiess comments that they work with Northeast Youth & Family Services, and Ramsey County has a social worker who assists the department.

E. APPROVAL OF MINUTES:

1. September 23, 2025 City Council Joint Meeting with Planning Commission
2. September 24, 2025 City Council Regular Meeting Minutes
3. October 1, 2025 City Council Workshop Meeting Minutes

Councilmember Meyer motions to approve the meeting minutes;  
Approved 5-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 11/7/25: \$493,325.58  
Payroll through 10/21/25: \$23,350.27  
Payroll through 11/4/25: \$21,740.61  
Wire Payments through 11/4/25: \$36,737.95
2. Approval of City Licenses
3. Approval of Resolution 25-97 to Approve Abstract of Votes Cast
4. Approval of Resolution 25-98 Authorizing Change Order #1 with New Look Contracting, Inc. for Community Park Improvements Project FH-01
5. Approval of Resolution 25-99 Amending the City of Falcon Heights Personnel Policy to Clarify Participation in the MSRS Health Care Savings Plan
6. Authorization of Interconnect Usage Agreement with the City of Roseville to Provide Sanitary Sewer Service to Community Park
7. Approval of Resolution 25-100 Authorizing Acceptance of a Proposal with Abdo Workforce Solutions for Full-Service Payroll Processing and Support
8. Approval of Resolution 25-101 Authorizing the Application for the Minnesota Department of Natural Resources ReLeaf Community Forestry Grant

Mayor Gustafson motions to approve the consent agenda;  
Approved 5-0

H. POLICY ITEMS:

1. Consideration of Conditional Use Permit Request at Falcon Heights Town Square for a Child Daycare Center

Community Development Coordinator Lynch explains that the City of Falcon Heights has received a Planning Application and request for a Conditional Use Permit (CUP) to operate a child daycare center within an existing retail suite located at Falcon Town Square, 1550 Larpenteur Avenue West. Under City Code, child daycare centers are classified as a conditional use within the B-3 district. Approval of a Conditional Use Permit is therefore required before occupancy and operation. She provides a brief overview of what a CUP entails, as well as what the city's authority is in granting a CUP and the standards around the permit. Lynch proceeds by providing an overview of the proposal. The operating hours will be from 7:00 AM – 9:00 PM, Monday through Friday. The applicant offers a maximum of 95 children with a mix of ages. Tuition rates follow the rates set by Ramsey County. City code requires a minimum of 4 parking spaces, and

the applicant has requested 10 designated pickup and drop-off spaces in the shared Falcon Town Square parking lot. Additional City requirements are that the applicant has to get a city and state license. Lastly, she provides an overview of the space and next steps. The Planning Commission held a public hearing and recommended approval.

Leehy is clarifying the number of parking spaces and the interior remodel. The applicant notes that property management has agreed to provide 10 spots in the shared lot. Lynch notes that if approved, the applicant intends to remodel the interior and will go through the building permitting process. Leehy adds that signage should be improved at Falcon Town Square to make the one-way entrance clearer. Gustafson wonders if this can be a condition. Lynch does not see this as a valid condition to be added.

Council next wonders what the timeline is to open the daycare if approved. The applicant hopes to open in the next 3 to 6 months. They then discuss recruitment with the applicant; it will be open to families in the building as well as the public.

Councilmember Mielke motions to approve Resolution 25-102 Approving a Conditional Use Permit for 1550 Larpenteur Ave West for a Child Daycare Center;  
Approved 5-0

## 2. Approval of Edits to the Falcon Heights Admin Manual Regarding Commissioner Stipend

Linehan explained that following the implementation of commissioner stipends, staff noticed some discrepancies. Lynch agrees that there was confusion between the Admin Manual and City Code, specifically relating to when commissioners would receive the stipend. Staff have discussed it internally, and after reviewing City Code and the Admin Manual, the intent is for Commissioners to be paid only per meeting attended. The drafted changes clarify this and also add a provision that if a meeting is cancelled due to lack of quorum after Commissioners have arrived at City Hall for the scheduled meeting, those in attendance would receive their stipend. Wassenberg adds some comments to clarify definitions.

Councilmember Wassenberg motions to approve the modification of the Administrative Manual with the drafted edits to Section II - City Commissions with minor amendments;  
Approved 5-0

## I: INFORMATION / ANNOUNCEMENTS:

Wassenberg thanks staff and the Parks and Rec Commission for hosting the game night at City Hall.

Leehy notes the Community Engagement Commission will meet next week to discuss the Human Rights Day event, which will be observed on December 9, focused on food insecurity. She also commends staff for hosting the open house for rental owners regarding the rental code updates. Lastly, she thanks those who ran for the council elections.

Meyer explains that the Planning Commission met and approved the Conditional Use Permit for Daycare.

Mielke informs the council that the Environment Commission met and provided an update on the Partners in Energy Plan, the planting of boulevard trees, and brainstormed on how to use county funds to encourage recycling.

Gustafson congratulates the newly elected councilmembers.

Administrator Linehan adds Public Works has been street sweeping the streets. The renovations at Community Park are progressing, the shelter is almost complete, and they will be working on roofing and siding next. Public Works added new lighting at the gazebo at Curtiss Field. They also added solar light at the monument at the Snelling and Larpenteur intersection. 2 streetlights were hit along Larpenteur and will be replaced in the spring of 2026. Staff continue to accept street assessments from the latest road projects. The week of Thanksgiving, the Lions Club will start selling Christmas trees at City Hall.

J: COMMUNITY FORUM:

*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*

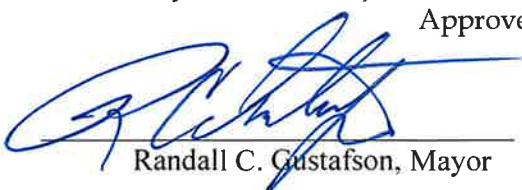
K. CLOSED SESSION:

1. Annual Performance Evaluation for City Administrator Jack Linehan - Pursuant to Minn. Stat. 13D.05, subd. 3(a).

Councilmember Leehy motions to enter closed session;  
Approved 5-0

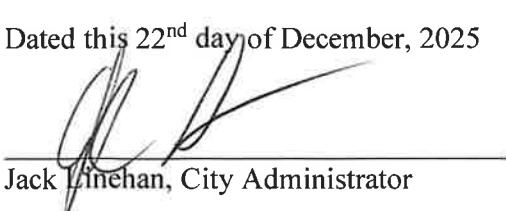
J: ADJOURNMENT: 8:15 PM

Councilmember Leehy motions to adjourn the meeting;  
Approved 5-0



Randall C. Gustafson, Mayor

Dated this 22<sup>nd</sup> day of December, 2025



Jack Linehan, City Administrator