

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

**MINUTES**  
December 22, 2025 at 7:00 P.M.

A. CALL TO ORDER: 7:02 PM

B. ROLL CALL: GUSTAFSON\_X\_\_ LEEHY\_X\_\_ MEYER\_X\_\_  
MIELKE\_X\_\_ WASSENBERG\_\_

STAFF PRESENT: LINEHAN\_X\_\_

C. APPROVAL OF AGENDA

Councilmember Meyer motions to approve the agenda;  
Approved 4-0

D. PRESENTATION

E. APPROVAL OF MINUTES:

1. October 23, 2025 City Council Joint Workshop Meeting Minutes with St. Anthony City Council
2. November 12, 2025 City Council Regular Meeting Minutes
3. December 3, 2025 City Council Workshop Meeting Minutes

Linehan and the council discuss minor corrections made to the meeting minutes.

Councilmember Leehy motions to approve the corrected meeting minutes;  
Approved 4-0

F. PUBLIC HEARINGS:

1. Consideration of Amending the 2026 Fee Schedule Ordinance to Modify 2026 Water & Sewer Rates, 2026 Recycling Rates, Credit Card Minimum Convenience Fees, Permit Fees and Community Garden Fees

Linehan explains that the proposed fee schedule includes an increase of \$0.75 per quarter for storm drainage and sanitary sewer. It also includes a proposed \$1.50 per quarter increase in recycling fees due to an increase in the city's contract with Tennis Sanitation. Residents will see these changes on their water bill. Staff have been working on changing providers to process debit and credit card transactions. They selected Payroc, which will integrate with the City's permit processing software. They charge a 3.50% service fee, with a minimum of \$2.00. The Community Garden plot fee will increase from \$25 per plot to \$30 per plot. Staff also reviewed permit fees and updated them to mirror the City of Little Canada's fees, as Falcon Heights contracts with them for their building inspection services.

Mayor Gustafson opens the public hearing.

Councilmember Meyer motions to close the public hearing by consent.

Leehy recognizes the City's Community Garden program. Meyer appreciates how the fee schedule is designed to offset costs.

Councilmember Leehey motions to approve Ordinance 25-10 and Summary Ordinance 25-10  
Amending Fee Schedule;  
Approved 4-0

G. CONSENT AGENDA:

1. General Disbursements through 12/17/25: \$325,125.34  
Payroll through 12/16/25: \$21,773.93  
Wire Payments through 12/16/25: \$14,500.10
2. Approval of City Licenses
3. Appointment of Campbell Knutson as City Attorney
4. Appointment of Kelly & Lemmons as City Prosecutor
5. Appointment of Creative Planning as City Auditor
6. Appointment of Roseville Assistant City Engineer Erik Henriksen as City Engineer
7. Approval of the Northeast Youth and Family Services Cooperative Service Agreement for 2026
8. Approval of the Tubman Legal Services Cooperative Agreement for 2026
9. Approval to Amend Flexible Benefits Plan for the 2026 IRS Increase in Maximum Reimbursement for Dependent Care Flexible Spending Account
10. Approval of Resolution 25-110 Authorizing an Agreement with The Hartford for Employee Long-Term Disability Coverage Effective January 1, 2026
11. 2026 Polling Place Agreement
12. Approval of Transfer of Surplus Funds from the General Fund to the U of M Les Bolstad Golf Course Redevelopment Capital Fund
13. Approval of 2025 Budget Amendment - Reduction of Transfer from Infrastructure Fund 419 to the 2025 Pavement Management Program Capital Project Fund 424
14. Notification of Social Security Withholding Change for Elected Officials
15. Approval of Pay Voucher #2 to New Look Contracting, Inc. for the Community Park Improvement Project
16. ~~Approval of Public Works' Purchase of a Ford Lighting EV Truck Not to Exceed \$65,000~~

Linehan notes that item 16 will be pulled because the Ford Lighting EV Truck is being discontinued, and staff would like to further research this.

Mayor Gustafson motions to approve the consent agenda;  
Approved 4-0

H. POLICY ITEMS:

1. Approval of Resolution 25-111 Modifying the Administrative Manual - Section IV Personnel Policy

Linehan notes that the City needs to formally adopt the Minnesota Paid Leave Program and reference the new pay plan that was adopted by the council in the Administrative Manual. Additionally, due to sensitive timing, an issue around holiday hours and overtime calculation was added. Typically, the City follows the Minnesota Department

of Labor & Industry's standard for Minnesota employers. Holiday hours do not count towards hours worked. There have been concerns about this policy amongst employees in the Public Works department, especially during the winter when snow events take place during holidays. The proposed change, approved by the city attorney, in the personnel policy, would have holiday pay count towards an employee's hours, but only for unexpected events that are authorized by supervisors. Other cities in our region offer this language as part of collective bargaining agreements for represented employees. As our work group is not represented, this would represent a good-faith effort to compensate for special callouts. The budget impact is minimal.

Council is in support of the proposal. Meyer wonders about the proposed language. Linehan clarifies that this would not apply to commission meetings, as employees can reasonably plan to modify their work schedule. He adds that the implementation of the Paid Leave program and pay plan have been budgeted for.

Councilmember Meyer motions to approve Resolution 25-111 Modifying the City Of Falcon Heights Administrative Manual – Section Iv – Personnel Policy;  
Approved 4-0

2. Approval of Resolution 25-112 Extending the State Fair Task Force to January 31, 2026

Linehan describes that the State Fair Task Force is requesting an extension of 30 days. It was created with a sunset date of December 31, 2025. As they are finalizing their report, they realized additional time was needed for completion, and they would like to meet one more time in January. They intend to deliver the final report to the City Council at the January 28 meeting. Meyer and Leehy ask about the format of the report. Linehan answers that it will be a report with recommendations for the future.

Councilmember Mielke motions to approve Resolution 25-112 Extending the State Fair Policies and Procedures Review Task Force;  
Approved 4-0

I: INFORMATION / ANNOUNCEMENTS:

Gustafson thanks both departing council members, Leehy and Meyer, for their time serving the community.

Mielke notes that the State Fair Task Force has a long meeting.

Meyer explains the Planning Commission canceled their upcoming meeting, due to it falling on the evening before Christmas Eve.

Leehy shares that the Community Engagement Commission held its Human Rights Day event even though there was a winter storm. They are working on setting up a time to tour and volunteer with interested residents at Every Meal in Roseville. Lastly, they discussed the 2026 calendar and goals.

Linehan notes that the RFP for the Les Bolstad Golf Course officially closed last week. The University will review the responses and determine next steps. Public Works is working on getting ice rinks up and flooded. Electricity was installed at the new shelter at Community Park, but the renovation has slowed down due to the weather. Staff are

working on end-of-year items. A Communications and Administrative Intern will start in the first week of January. Lastly, Council discusses the City's first photo contest.

Meyer shares it's been an honor and a pleasure serving all these years. He had a great time working with other public servants on the Environment and Planning Commissions. Meyer also thanks current and former councilmembers he worked with. He appreciates Linehan and the city staff. He is looking forward to spending time with his family and encourages everyone to consider serving the community.

Leehy has enjoyed the privilege and honor of serving the community in various roles as part-time staff, commissioner, inclusion task force member, and councilmember. She thanks all the staff, former staff, as well as the former mayor and current mayor. Leehy is happy to be a part of the fabric of Falcon Heights.

J: COMMUNITY FORUM:

Former City Administrator Thongvanh thanked Councilmember Leehy for her dedicated service to the community and for supporting him during his tenure. He reflected on the period following the death of Philando Castile, when trust in government was fragile, and described Leehy as a steady and positive presence. He highlighted her leadership in community policing discussions and the strong relationships she built, which helped foster a caring community. Thongvanh expressed his gratitude for her service and shared photos and reflections from that time.

Lastly, Linehan thanks both Meyer and Leehy for their commitment to serving the residents.

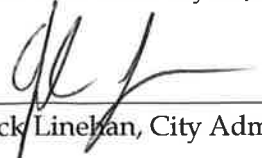
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.*

K: ADJOURNMENT: 7:50 PM

Councilmembers Leehy and Meyer motion to adjourn the meeting;  
Approved 4-0

  
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Randall C. Gustafson, Mayor

Dated this 28<sup>th</sup> day of January, 2026

  
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Jack Linehan, City Administrator