

CITY OF FALCON HEIGHTS
Parks & Recreation Commission
City Hall
2077 West Larpenteur Avenue

AGENDA
March 2, 2026 at 6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL:

Eric Brenton (Chair) _____ Tom Faust (Vice-Chair) _____ Joe Morseth (Secretary) _____
Robert Haight _____ Jerry Buckridge _____ Naomi Loud Heinsch _____ Chuck Long _____

COUNCIL LIAISON:

Randy Gustafson _____

STAFF LIAISON:

Kelly Nelson _____

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. February 2, 2026 – Parks and Recreation Commission and Environment Commission Joint Meeting Minutes

E. AGENDA:

1. 2026 City Events
2. Programming Discussion
3. Community Garden – 2nd Plot Requests
4. Community Advisory Committee

F. INFORMATION/ANNOUNCEMENTS:

G. ADJOURNMENT:

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CITY OF FALCON HEIGHTS

Joint Meeting

Parks & Recreation Commission

Environment Commission

City Hall

2077 West Larpenteur Avenue

MINUTES

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

A. CALL TO ORDER: 6:34 PM

B. ROLL CALL:

Eric Brenton (Chair) X Tom Faust (Vice-Chair) _____ Joe Morseth (Secretary) X

Robert Haight X Jerry Buckridge X Naomi Loud Heinsch X

Adam Keester (Chair) X John Pellegrini (Vice-Chair) X Nuz Sanidad (Secretary) X

Beth Mercer-Taylor X David Smith X Monika Chandler X Erica Bjelland X

Mercer-Taylor arrived just after
roll call

COUNCIL LIAISON:

Randy Gustafson X

Georgiana May X

STAFF PRESENT:

Kelly Nelson X

Hannah Lynch X

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. January 5, 2026 - Parks and Recreation Commission Regular Meeting

Morseth motions to approve the
minutes; approved 5-0

E. AGENDA:

1. In Common Commission Goals

a. Community Garden Expansion

Parks and Rec Staff Liaison Nelson explains that the goal of this joint meeting is to foster partnership and discuss common goals between the two commissions, namely the potential for expanding community garden plots. She explains that currently there are 38 garden plots; 20 plots are gardened by Falcon Heights residents, 16 are gardened by non-residents, and two are currently unassigned. Previously, a wait list was used for open plots, but this year, the City will be moving to a lottery system that will open on February 4.

Keester believes there is a demand to support additional plots.

Commissioners discussed the cost to support the current plots, the cost of adding a water line to Curtiss Field (currently budgeted at \$10,000, specifically for a water fountain), the potential of adding plots at City Hall, and ensuring those without yard space have access to plots.

Staff Liaison Lynch adds that Curtiss Field does make some sense for future expansion due to its proximity to apartments.

Gustafson gives an overview of how the Community Garden plots first began.

Issues were brought up around Curtiss Field flooding and the potential of taking away from the existing recreational area.

May wonders how much green space is actually available at Curtiss Field.

Haight adds that there are pluses and minuses at each possible location.

Mercer-Taylor is hesitant to add garden plots at Curtiss Field due to previous flooding issues.

Haight says that the commissions should address whether they are trying to support their neighboring communities with garden plots or determine what the goal is by adding more.

Staff Liaison Lynch explains that the Environment Commission completed a Climate Action Plan last year. One goal of the Climate Action Plan is to “Increase production of local food, particularly serving low-income and food-insecure individuals.” Two action items for this goal include, “Identify and map potential sites for community gardens or farms, prioritizing underserved populations and food-insecure areas. Include parks and public lands, and collaborate with partners to implement garden locations,” and “Establish a ‘Grow Falcon Heights’ program to expand community garden plots and create a market garden that offers youth training and internships.”

The Commissions discussed forming a subcommittee to focus on the location, need, and goals for additional plots, pending the results of how many lottery submissions are received.

Gustafson adds that it may take a period of time to look at the need/demands in order to make a future recommendation and to implement.

Loud-Heinsch wonders if the earliness of the plot lottery may not garner the same interest it would if it were closer to the planting season; it may not reflect true interest.

May suggests informing residents that garden plots are available through a lottery.

Staff Liaison Nelson says that they will include the garden plot lottery in the weekly newsletter(s) and will update both commissions after the lottery submission period has closed at the end of February to then inform them of current demand.

The Parks and Recreation Commission and the Environment Commission break apart at 7:41 PM to continue discussing their commission’s additional agenda item(s) separately.

2. Community Park Phase 2 Discussion

Staff Liaison Nelson says that no decisions are needed tonight, but it would be helpful for the commission to begin discussing their vision for Phase 2 of renovations at Community Park. This will allow Staff to research and budget in the future.

Buckridge feels like the basketball court will eventually become a liability if the cracked pavement is not addressed.

Haight mentions that the Falcon Heights / Lauderdale Lions Club may need storage.

Loud-Heinsch wonders if it makes sense to leave the existing playground, at least for now. Or, to not spend the money on having it removed so that money can be used elsewhere. She adds that she rarely sees people playing baseball.

Brenton says that resurfacing the basketball court and/or replacing the exercise equipment around the perimeter of the park might both be worthwhile upgrades.

Morseth points out that the current, cracked basketball court will only look worse right next to our other new amenities being installed in Phase One.

The commission will continue to discuss and eventually form a wish list as both the budget and timeline for Phase 2 are firmed up. In addition, they discuss the idea of a tree museum at Community Park as a low-cost activity for park users to self-explore.

F. INFORMATION/ANNOUNCEMENT

G. ADJOURNMENT: 8:38 PM

Buckridge motions to adjourn the meeting;
Approved 5-0

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REQUEST FOR ACTION

Meeting Date	March 2, 2026
Agenda Item	E1
Attachment	
Submitted By	Kelly Nelson, Administrative Services Director / Deputy Clerk

Item	2026 City Event Discussion
Description	<p>Ice Cream Social historically is held on the third Thursday in July. Therefore, it will be held from 5:00 to 7:00 PM on July 17 at Community Park (unless park renovation requires event to move to City Hall).</p> <p>The first annual fall festival in 2024 was held from 2:00 to 5:00 PM on October 26 at City Hall. The commissioners felt that, while lucky, weather could become more of a threat the later the event is held in October. So, in 2025, the event was held from 1:00 to 3:00 on October 11 and moved to Falcon Heights Elementary School. The event cost approximately \$2,500 in 2025.</p> <p>In addition, the Parks and Recreation Commission has expressed interest in hosting an event at The Grove Park. This is an opportunity to further discuss all events that the City will hold in 2026.</p> <p>Commissioners should recommend any time/date changes for events, as applicable, as well as the activities offered onsite.</p>
Budget Impact	TBD
Attachment(s)	
Action(s) Requested	Staff recommends commission members discuss the City's 2026 events.

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REQUEST FOR DISCUSSION

Meeting Date	March 2, 2026
Agenda Item	E2
Attachment	Activities Scholarships Program - 2025 Program Guidelines and Eligibility
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Summer Programming Discussion
Description	<p>Youth summer programming enrollment numbers have been steadily declining over the past several years. As a result, at the conclusion of 2023’s summer programming, the Parks and Recreation Commission supported moving away from traditional programming, to try offering free recreation from Curtiss Field, and to re-evaluate afterwards. Unfortunately, almost half of the organized free programming dates in 2024 were canceled due to rain. Attendance was extremely low on the programming days that did occur. Hiring part-time staff for just six weeks of summer programming has also been a challenge.</p> <p>The Parks and Rec Commission has also previously discussed promoting field trips and camps that Bell Museum, Gibbs Farm, and other local organizations already offer and directed staff to try to establish partnerships before 2025 summer programming. Staff did have conversations, and it was determined that reimbursement of fees worked better than a redemption code used at time of registration. During the February 3, 2025 Parks and Recreation Commission meeting, there was support for the idea that the city could pay a portion of Falcon Heights residents’ enrollment fees.</p> <p>The programming scholarship idea was brought to the City Council Workshop meeting on February 5, 2025, and received Council support. Staff was directed to offer a reimbursement fee of \$25 towards partner programs and to finalize the reimbursement criteria in time to include in the mailed biannual newsletter to residents by March 1.</p> <p>The Scholarships Program went live in late February 2025, and residents were able to submit reimbursement requests for classes enrolled in from January 1 through August 1, 2025. Program Guidelines and Eligibility from 2025 are attached.</p> <p>The City received just three reimbursement requests in 2025, totaling \$75. Of the three requests, one was for pre-tee baseball (ages four and five) through the City of Roseville (total expense \$88), one was for soccer (ages four and five) through the City of Roseville (total expense \$96), and one was for a Bell Museum summer camp for grades 1 and 2 (total expense \$1,580).</p>

	This is an opportunity for commissioners to establish a programming plan for summer 2026, and if scholarships should continue to be offered in 2026. The commission must also take the Community Park construction into consideration, as that greatly limits recreation space.
Budget Impact	N/A
Attachment(s)	City of Falcon Heights Activities Scholarships Program – 2025 Program Guidelines and Eligibility
Action(s) Requested	Determine the direction of programming so that information can be included in the City’s Spring newsletter to be mailed to residents in/around late March.

City of Falcon Heights Activities Scholarships Program - 2025

The City of Falcon Heights is committed to promoting community engagement and active participation in recreational activities for our youth. The Activities Scholarships Program provides financial assistance to encourage Falcon Heights youth residents to enroll in activity programs offered by approved institutions in Falcon Heights and neighboring communities. As the City of Falcon Heights' program offerings are limited in 2025, we want to encourage youth to stay active and engaged. To encourage this youth participation in activities this Spring/Summer, the City is offering a reimbursement of up to \$25 per household to support children ages 4 to 17 attending camps, enrolling in arts or sports activities, taking swimming lessons and more.

Program Guidelines & Eligibility:

1. Resident Requirement:

- Applicants must be permanent residents of Falcon Heights, MN, at the time of application and throughout the program duration.
- Eligible participants must be between the ages of 4 through 17.
- Residency verification is required for each application cycle.

2. Reimbursement Amount:

- A maximum reimbursement credit of \$25 per household will be provided.
- Reimbursement applies only to paid class enrollments occurring between January 1 and August 1, 2025.
- Reimbursement is issued in the form of a check mailed to the applicant's registered address.
- Funds are available on a first-come, first-served basis until program funds are exhausted.

3. Class Eligibility:

- The class registration fee must be a minimum of \$25 to qualify for reimbursement.
- Reimbursement is available for activities provided by the following approved institutions:

- ♣ Bell Museum
- ♣ Gibbs Farm
- ♣ City of Roseville
- ♣ City of Lauderdale

- ♣ City of St. Paul
- ♣ City of Falcon Heights
- ♣ University of Minnesota
- ♣ Roseville School District 623

- Eligible activities include educational programs, youth sports, arts and cultural classes, science and nature workshops, and other structured enrichment programs.

- Programs must provide structured instruction over multiple sessions; single-session or drop-in activities are not eligible.

4. Required Documentation:

- Proof of Falcon Heights residency (such as a utility bill, lease agreement, or valid ID).
- Proof of paid registration (such as a receipt or confirmation from the activity provider) clearly indicating the amount paid, participant's name, and activity dates.

Exclusions: The following activities are not eligible for reimbursement under this program:

- Adult sports (ages 18+)
- Drop-in or single-session classes
- Facility rentals
- Birthday parties
- Forestry services
- Greens fees or golf lessons
- Individual instruction
- Camps or overnight programs
- Activities conducted outside of the approved institutions list
- Any other activities as determined by City Staff

Application & Processing:

- Applicants must submit a completed [reimbursement request form](#) along with required documentation via email or mail to the City of Falcon Heights Parks and Recreation Department.
- Eligibility for reimbursement will be determined within 10 business days of submission.
- If approved, please allow 4-6 weeks for payment processing and mailing.
- Incomplete applications or missing documentation may delay processing or result in denial of reimbursement.

For additional information, application forms, or assistance, please contact the City of Falcon Heights at (651) 792-7600 or online at www.falconheights.org

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REQUEST FOR DISCUSSION

Meeting Date	March 2, 2026
Agenda Item	E3
Attachment	
Submitted By	Kelly Nelson, Administrative Services Director/Deputy Clerk

Item	Community Garden -2 nd Garden Plot Requests Discussion
Description	<p>The Parks and Recreation Commission held a joint meeting on February 2, 2026 with the Environment Commission since both commissions have expressed a common goal of increasing community garden plots in the future to help meet the demand from residents.</p> <p>At the conclusion of the meeting, it was determined that both commissions would receive an update on the number of applications received during the lottery, and if the available plots could support the current demand.</p> <p>The lottery is still open through February 28th, but it currently looks like the supply appropriately matches the current demand.</p> <p>That said, this is only taking into consideration the requests for first plots and not requests for second plots from existing gardeners.</p> <p>While the Parks and Recreation Commission felt no second garden plots should be granted to existing gardeners until there were no requests for first plots, the commission has not determined how to handle second plot requests if any garden plots remain after fulfilling lottery requests.</p> <p>The Commission should now consider how to handle the requests it has previously received for second plots from existing gardeners.</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommend that the Parks and Recreation Commission make recommendations regarding the selection process for second garden plot requests for any remaining unassigned Community Garden plots.

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REQUEST FOR ACTION

Meeting Date	March 2, 2026
Agenda Item	E4
Attachment	Overview; Resolution; Application
Submitted By	Kelly Nelson, Administrative Services Director / Deputy Clerk

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 • 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 • 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. The anticipated duration of the CAC is 18-24 months.</p> <p>In addition, the stipend of \$50/meeting attended is available for this role.</p> <p>The Parks and Recreation Commission should now discuss and determine which commissioner(s) would like to represent the commission and serve on the CAC. Anyone interested would then be directed to complete an</p>

	application to move forward in the process and be interviewed by council members.
Budget Impact	TBD
Attachment(s)	<ul style="list-style-type: none"> • CAC Overview • Resolution • Application
Action(s) Requested	The Council Liaison recommends commission members discuss and identify those interested in interviewing for the CAC to represent the Parks and Recreation Commission.

Les Bolstad Golf Course Redevelopment Community Advisory Committee

Overview

The Community Advisory Committee (CAC) will serve as a voice for the community and act in an advisory capacity to help shape the future redevelopment of the Les Bolstad Golf Course. The CAC will be made up of local community members who represent the diverse economic, ethnic and social service interests of the City of Falcon Heights and of adjacent cities. The committee does not have independent duties or authority to take actions that will bind the City of Falcon Heights.

The group will be appointed by the Falcon Heights City Council and made up of nine (9) voting members to consist of the following membership:

- One representative at-large for Falcon Heights
- 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
- 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 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 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.
- Anticipated duration of CAC is 18-24 months.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February 25, 2026

No. 26-17

**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.
- e.** Commit to actively participate in meetings for a period of up to two years.

2. Membership

- a. The Committee shall consist of nine (9) voting members appointed as follows:
 - i. One Falcon Heights resident appointed at-large;
 - 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;
 - 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

CITY OF FALCON HEIGHTS
APPLICATION FOR
LES BOLSTAD GOLF COURSE REDEVELOPMENT
COMMUNITY ADVISORY COMMITTEE (CAC)

DATE:

NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

1. How long have you been a resident of Falcon Heights?

2. Tell us why you wish to serve on the Community Advisory Committee (CAC).

3. Do you currently serve, or have served recently, on a Commission of Falcon Heights? If so, please list those Commissions and approximate dates of service.

4. Please list any other prior public service.

5. List your work experiences, community involvement, education or other experiences which you could bring to the CAC.

6. Have you served in a leadership role in Falcon Heights Commissions or government, or in other neighborhood or work capacities? If so, please describe those here.

7. Can you commit to regular attendance of the monthly CAC meetings for 18-24 months?