

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

MINUTES
Wednesday, March 25, 2026
6:00 P.M.

A. CALL TO ORDER: 6:03 PM

B. ROLL CALL: GUSTAFSON_X_MAY_X_
 MIELKE_X_MOGEN_X_WASSENBERG_X_

STAFF PRESENT: LINEHAN_X_

C. POLICY ITEMS:

1. Presentation by Roseville Area Community Foundation (RACF) (6:00)

Linehan introduces the Roseville Area Community Foundation, could be a potential partner in helping the city distribute the charitable gambling proceeds equitably and fairly.

Ginny Allen, board member, Dawne Brown White, president, Beth Salzl, treasurer. For the City of Roseville, The Foundation takes proceeds from the gambling fund and invests half of it in a permanently restricted fund, that gets invested, the other half remains available for grant programming. They have two grant programs, responsive grant making, that benefits the School District and community organizations.

Report to the Minnesota Attorney Generals' Department and IRS. All of their information is public for transparency.

Linehan explains that Falcon Heights receives funds through a 10% contribution from the Roseville Area Youth Hockey Association, it has been building, now there are unused funds.

The cities also receive a 3% monthly tax to cover administrative costs. Falcon Heights reimburses this to the Association. The City of Roseville provides 5% from the 10% contribution to the Roseville Area Community Foundation and they keep the other 5%. Cities find different ways to use or disburse the funds with the limits of the Minnesota State Statute.

Salzl explains if Falcon Heights were to contribute, funds would be distributed to the School District covering Falcon Heights, they have donated to the Peace Garden. Dawn provides a list of organizations within or serving Falcon Heights that have received funds from the Foundation. Allen adds there is an even more extensive list of

organizations that serve Falcon Heights. May – total amount of grants per year? Brown White, about \$150,000 per year, this has been increasing yearly.

Allen – new initiative, create meeting the moment grant, limit of \$20,000 for organizations reacting to unprecedented needs that have emerged because of recent events.

Brown White believes that the restricted fund has been doing well. And will have conversation with Roseville to determine what will be done with it once it reaches a certain amount, and what this amount would be.

Mogen wonders about the proposal for Falcon Heights? Salzl recommends adding it to the unrestricted fund, and continue to contribute to Falcon Heights organizations, which the foundation is already doing. There is also the ability to create a restricted fund. Recommends comingling the funds. Wassenberg suggest presenting an annual report to show to residents which organizations benefitted.

May, could the city decided one year, to keep the funds, or would this be a permanent agreement. Salzl, up to the council, could also pass this project or organization in need to the foundation and they can donate directly to that.

Brown White adds that they do all the due diligence verification necessary before providing a grant as well as post grant reporting. Linehan, staff has let the funds build, there is no current plan and methods for distribution.

Mielke wonders if the foundation also accepts donations, Salzl, yes they do. Example, of memorial bench at a park.

Mogen, wonders if there are any additional costs for the City of Falcon Heights. Brown White says, the foundation has very little administrative costs. They use the investment fund, there are no extra costs to the cities.

Gustafson recaps the funding for all forms of charitable gambling. The organizations responsible for the charitable gambling make their money, and only contribute a portion of their proceeds to the cities, which in Roseville's case they donate a portion to RACF, which they use to invest back into the community and a portion they keep.

Linehan explains, there is no direction needed at this time, this was an opportunity to provide more information on what the foundation does.

2. Community Advisory Committee – Application Review Process (6:20)

May explains, 24 applications were received, spread out across the neighborhoods in the city and also representing most of the City Commissions. Next, discuss criteria by which to select applicants for an interview. She wonders if a staff member should be included in the interviews. Mielke: are interviews in-person or virtual? Mogen doesn't see a need to include staff in interviews. Mogen and Mielke added notes to their applicant reviews about who should be interviewed. Staff will be involved with the TAC. It is recommended to not interview everyone, and also update candidates who will not be interviewed.

Mielke is uncomfortable with a councilmember's spouse potentially being on the CAC; other councilmembers express no concern with it. May will recuse herself from any interviewing or decision-making regarding her spouse's application. All commissions are represented except for the Community Engagement Commission. Suggestion to replace it with an at-large candidate. Mogen believes that a number of applicants who applied had expertise in planning or an understanding of development, this expertise would come in handy for serving on this committee, and so it would make sense to view them as at-large representatives. Gustafson agrees, the idea is to assist the developer with a master plan and ensure it aligns with community values. The technical advisory committee will make sure that what the community wants to happen can happen. May ensure the process is actively communicated back to residents, and engaging the community is important.

May and Wassenberg will determine a chair for the CAC based on the interviews.

Linehan wants to ensure that the application process is closed, and staff can communicate so. If there are vacancies, the process for backfilling a position can be determined then.

3. Lauderdale Street Sweeping Contract Proposal (6:45)

Linehan explains that Falcon Heights replaced their street sweeper and that staff has been working with Lauderdale on providing them street sweeping services. Falcon Heights can deliver more sweeps throughout the year at no additional cost and believes it can provide a higher level of service. This contract would help finance the sweeper as well. It is a favorable situation for both Falcon Heights and Lauderdale.

Gustafson wonders if higher cost of fuel is incorporated in this contract. Linehan, this would need to be monitored. The extra mileage it would add isn't significant; the main cost is the equipment itself. Linehan notes Lauderdale just approved their side of the contract and are excited. They built in a 3% annual increase, similar as the snow plowing contract.

4. Consider Approving a Contract with TimeSaver OffSite Secretary, Inc. for Recording Minutes (6:50)

Linehan explains that since the city switched to two workshops per month, the staff load of minute taking has increased.

The Administrative and Communications Coordinator is responsible for City Minutes, but it can be time-consuming depending on the length of the meeting. Johnson compiled a list of cities that TimeSaver provides services for and also approximated costs based on 2025 meetings, which would be approximately \$10,000. Another benefit is continuity of meeting minutes in case there is staff turnover. Mielke wonders about hiring a part-time person or freelance role. Wassenberg states support for the idea, but interested in the expansion of AI technology to assist.

Council discusses what style minutes. Linehan explains they use two rates, and they apply the highest rate. Linehan adds that staff added a quote from a second firm, there is also an AI-based solution, it would require more staff time.

Linehan and Council agree to table the discussion until staff can bring more details and alternatives.

D. ADJOURNMENT: 7:00 PM

Mayor Gustafson motions to adjourn the meeting;
Approved 5-0

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

Dated this 22nd day of April, 2026



Jack Linehan, City Administrator



Randall C. Gustafson, Mayor