

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

MINUTES
May 13, 2026 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON__X__ MAY__X__ MOGEN__X__
MIELKE__X__ WASSENBERG__X__
- STAFF PRESENT: LINEHAN__X__

C. APPROVAL OF AGENDA

City Administrator Linehan noted that Resolution 26-44 (Policy item H4) had been added to the agenda and that minor clarifying changes had been made to the meeting minutes. No other changes were proposed.

Council Member Wassenberg motions to approve
the agenda as amended;

Approved 5-0.

D. PRESENTATION

1. Presentation of the 2025 Annual Comprehensive Financial Report (ACFR) by City Auditors BerganKDV

Auditor Brianna Schlicht of BerganKDV presented the 2025 Annual Comprehensive Financial Report. She highlighted a clean, unmodified audit opinion on financial statements with no compliance issue findings. A noted internal control issue was the ongoing lack of segregation of accounting duties, typical for cities similar to Falcon Heights' size.

General Fund: The fund balance on December 31, 2025, was \$4.2 million, a \$488,000 increase from 2024. Revenue rose by 2.4% (\$89,000) due to higher property taxes, despite a 5.9% drop in expenditures (\$199,000) chiefly from lower police service costs. Total revenues exceeded expenditures by \$644,000, while revenues were 5.3% over budget mainly due to investment income. Expenditures ended 10.4% under budget, linked to unfilled positions, police contract savings, and reduced tree maintenance costs.

Enterprise Funds: The sanitary sewer fund reported \$53,000 in operating income, with charges increasing \$147,000 from rate increases, pushing the net position to nearly \$3 million. The storm drainage fund remained stable with \$52,000 operating income and a year-end net position of \$1.9 million.

Wassenberg commented that the city appeared to be in strong financial condition with good year-to-year consistency and sound planning, noting that while expenses were slightly over-budgeted in some areas, revenues tracked well.

Gustafson acknowledged the strong result and expressed appreciation to staff for completing the audit cleanly and on time.

Mielke motions to accept the 2025 ACFR and approve
Resolution 26-40;

Approved 5-0

E. APPROVAL OF MINUTES:

1. April 22, 2026 City Council Workshop Meeting Minutes
2. April 22, 2026 City Council Meeting Minutes

Gustafson noted that gender-related minute corrections previously requested had been incorporated into both sets of minutes.

Mogen motions to approve the minutes;

Approved 5-0

F. PUBLIC HEARINGS:

There were no public hearings scheduled for this meeting.

G. CONSENT AGENDA:

1. General Disbursements through 5/8/26: \$354,815.67
Payroll through 5/7/26: \$46,680.79
 - 4/23/26: \$24,793.81
 - 5/7/26: \$21,886.98Wire Payments through 5/8/26: \$36,740.34
2. Approval of Resolution 26-41 Accepting the Resignation of Elke Johnson from the Position of Administrative and Communications Coordinator
3. Approval of Resolution 26-42 Approving Joint Powers Agreement with St. Paul for Chelsea Heights Safe Routes to School Intersection Improvement at Hoyt Avenue and Hamline Avenue
4. Approval of Resolution 26-43 Authorizing Change Order #2 with New Look Contracting, Inc. for Community Park Improvements Project FH-01

Mayor Gustafson motions to approve the consent agenda;

Approved 5-0

Following approval, Gustafson took a moment to acknowledge the service of Elke Johnson, thanking her for her three years of contributions to Falcon Heights and noting her appointment as City Clerk for the City of West Saint Paul.

H. POLICY ITEMS:

1. Appointment of a Council Liaison to the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC)

Mayor Gustafson noted that the Council had decided during the prior workshop meeting to defer this appointment in order to determine whether a council liaison was truly necessary for the CAC. No action was taken.

2. Approval of Ordinance 26-04 Amending Chapter 109 of the Falcon Heights City Code Concerning Parkland Dedication for Subdivisions

Linehan introduced the proposed ordinance, explaining that the city's parkland dedication requirements — triggered when a property is subdivided or platted — were being updated in preparation for the potential sale of the Les Bolstad Golf Course. The proposed changes included: clarifying that dedicated parkland must be city-owned public parks (rather than left open-ended); expanding the list of applicable business district zoning categories; and revising the cash-in-lieu provisions to allow a combination of land and improvements (such as playground equipment) to satisfy the dedication requirement.

May raised a question about the meaning of "private open space" referenced in the draft ordinance, expressing concern about developments creating private open space that would not be accessible to the public.

Linehan clarified that in this context "private" refers to ownership (e.g., by an HOA) rather than access, and that walking trails through HOA-owned land are a common example.

Wassenberg suggested the language would be clearer if rewritten as "privately owned open space for public park and recreation purposes."

Mogen also suggested that the ordinance explicitly state that such credits are subject to conditions set by the City Council, and that it be made clear whether private open space qualifies for full or only partial credit — noting that a developer should need to present a strong plan to receive full credit.

Given the suggested language revisions, the Council agreed to table the item and refer it back to the City Attorney for clarification and redrafting.

Linehan confirmed there was no pressing time constraint.

Mielke requested that any revised draft clearly show what changed from the current version.

Item tabled for further review and redrafting by the City Attorney.

3. Amendment to the Personnel Policy to Include Processes for Summer Hours and Holidays Under Summer Hours

Linehan presented a proposed amendment to the city's personnel policy that would permanently codify summer hours within the administrative policy handbook, eliminating the need for annual City Council approval. He also noted the amendment addresses how holidays that fall on a Saturday are handled: since two such holidays occur this summer (Juneteenth on a Friday, and the Fourth of July observed on a Friday), employees would receive four hours off the preceding Thursday afternoon to ensure consistent treatment equivalent to a full-day holiday (8 total hours of paid time off).

Discussion touched on how the arrangement differs slightly when a holiday falls on a Monday during the summer (yielding a slightly longer day for employees), but the consensus was that the trade-off of a long weekend was reasonable.

Mogen emphasized the importance of clearly communicating the shortened Thursday hours to the public, particularly for Juneteenth, which he noted is still a relatively new holiday and residents may not anticipate the adjacent half-day closure.

Mogen motions to approve the Amendment to the Personnel Policy to Include Processes for Summer Hours and Holidays Under Summer Hours;

Approved 5-0

4. Approval of Resolution 26-44 Authorizing Change Order #3 with New Look Contracting, Inc. for Community Park Improvements Project FH-01

Linehan clarified a numbering discrepancy on a prior change order before explaining the substance of the new item. The change order approved above on the consent agenda (Resolution 26-43) addressed the removal of the existing playground equipment, with the key benefit being that the old equipment can remain for public use through the summer while the removal cost will be covered by the project grant. The newly added item, designated as Change Order #3 and appearing as Resolution 26-44 under Policy Items, addresses the need to sand, stain, and seal the new shelter building's interior and exterior wood. Originally, Public Works staff had planned to handle this task in-house. However, after meeting with the vendor and reviewing the scope of work, staff determined the project required more specialized equipment and technical expertise than initially anticipated. A contractor quote had come in at \$20,000.

May noted that this work arguably should have been included in the original building package, and Linehan acknowledged the original prefabricated kit arrangement – though cost-effective overall – resulted in some scope items not being clearly defined upfront. He noted that failure to treat the wood could lead to premature deterioration, and that work on the building interior cannot proceed (fixtures, bathroom installations, etc.) until the staining is complete.

Gustafson motions to approve the Resolution 26-44 Authorizing Change Order #3 With New Look Contracting, Inc. for Community Park Improvements Project FH-01;

Approved 5-0

I: INFORMATION / ANNOUNCEMENTS:

Wassenberg reported that the NYFS (Northwest Youth and Family Services) Annual Leadership Lunch had been held the prior week, filling the venue to capacity. He highlighted a well-received presentation by Ramsey County Attorney John Choi and thanked NYFS for their community contributions.

May reported that the Environment Commission met Monday. Topics included advancing the boulevard tree planting program, and planning for the Lawn and Garden Tour scheduled for July 18. She encouraged residents to sign up to participate in the tour. She also noted that she had briefed the Environment Commission on the role of the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC) and the role of the commission's representative within it.

Mielke announced that the Community Engagement Commission's Spring Together event would be held Saturday at Curtiss Park from 3:00 to 5:00 PM, featuring snacks, lawn games, and a performance by the Heights Orchestra.

Mogen also attended the NYFS Leadership Lunch and the Ramsey County League of Local Governments election security presentation. He highlighted that Ramsey County's election system is not connected to the internet, contributing to its security. He noted that this year marks the first time voters will have access to true early voting beginning 41 days before both the primary and general elections, and reminded residents that absentee ballot requests can be made on a recurring basis. He also noted the high school drama club fundraiser (the Rose Barre) as a successful event, and encouraged volunteers to support the Falcon Heights Elementary PTA Family Fun Night on Friday.

Gustafson reported that the Parks and Recreation Commission met Monday, discussing fundraising options and planning a park audit in which each commissioner will visit city parks before the next meeting. He also noted that the Spring Together event is expected to be a good time for the community.

Linehan shared the Community Park parking lot resurfacing was moved up from Monday to Thursday due to weather. The lot will be closed for approximately one week; parking will remain available on Roselawn Avenue and in the Falcon Woods neighborhood with trail access. The majority of the park project will be completed by early June, followed by the playground installation in late summer, following grant-funded equipment procurement. The Ice Cream Social is tentatively scheduled at the park, pending grass and seeding progress.

He adds that Public Works resolved the tennis court fence gap issue in-house using rented equipment, avoiding contractor quotes that ranged from \$10,000 to \$20,000.

Linehan says that the Les Bolstad Golf Course Redevelopment CAC will hold its first meeting the following Wednesday at 6:30 PM, focusing on introductions, ground rules, and scheduling. A site tour of a comparable regional facility is being planned for the June meeting.

Lastly, he says that the city has posted the position of Administrative and Communications Coordinator following the resignation of Elke Johnson.

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: ADJOURNMENT: 7:52 PM

Wassenberg motions to adjourn;
Approved 5-0


Randall C. Gustafson, Mayor

Dated this 27th day of May, 2026


Jack Linehan, City Administrator

*Amendments to the agenda are noted in **bold** for additions and ~~striketrough~~ for removals.*