

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

AGENDA

January 9, 2019 at 7:00 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL: LINDSTROM___ LEEHY___ HARRIS___
 MIAZGA___ GUSTAFSON___

STAFF PRESENT: THONGVANH___

- C. PRESENTATION

- D. APPROVAL OF MINUTES:
 - 1. December 12, 2018 City Council Meeting Minutes

- E. PUBLIC HEARINGS:
 - 1. Proposed Code Amendment Related to Zoning of Adult Day Centers
 - 2. Consider Request for Conditional Use Permit for Adult Day Care Center at 1550 Larpenteur Avenue (Falcon Heights Town Square)

- F. CONSENT AGENDA:
 - 1. General Disbursements through: 1/02/19 \$295,027.06
Payroll through: 12/31/18 \$34,061.05
 - 2. Approval of City License(s)
 - 3. Designating Official Depositories for 2019
 - 4. 2019 Proposed City Fee Schedule
 - 5. Review Elected Official Out-of-State Travel Policy
 - 6. Review and Adopt Council Standing Rules
 - 7. Council Appointment as Liaison for City Commissions
 - 8. Appoint Acting Mayor
 - 9. Commission Member Reappointments
 - 10. Mile Reimbursement Rate for 2019
 - 11. Statutory Tort Limits Liability Coverage for City in 2019
 - 12. 2019 Cooperative NYFS Service Agreement
 - 13. Appointment of Jordyn Bucholtz to the Environment Commission
 - 14. Accepting Funds from the Ramsey County Emergency Management and Homeland Security 2018 Grant Project Request for Investment
 - 15. Appointment of Rick King to the Community Engagement Commission
 - 16. CTV Service Agreement

G: POLICY ITEMS:
1. 2040 Falcon Heights Comprehensive Plan

H. INFORMATION/ANNOUNCEMENTS:

I. COMMUNITY FORUM:

J. ADJOURNMENT:

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
November 14, 2018 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: LINDSTROM X LEEHY X HARRIS X
MIAZGA GUSTAFSON X

STAFF PRESENT: THONGVANH X

C. PRESENTATION

Mayor Lindstrom

Would like to add another presentation to the Agenda. The presentation will go over the new summer program “Rec on the Go”.

Council Member Leehy Moved, Approved 4-0

1. Recreation Programs – “Rec on the Go” – University of MN Student Project

Justin Tacheny (Former Park and Rec Summer Program Lead)

Our senior capstone project is to solve a problem within organizations. Being the Park and Rec Summer Program Lead, I decided to focus on this program since I had a direct relationship. My direct manager was Timothy Sandvik who is Falcon Heights former Deputy Clerk/Park Supervisor.

Our primary focus during my time at Falcon Heights with Tim was to increase the participation numbers within the diverse population of Falcon Heights. We wanted to focus on this because the majority of participants were Caucasian (95%). In addition, seeing that Falcon Heights Town Square is close to the Rec on the Go site, we wanted to increase their participation especially people of color.

The first step we did was gather research from other cities who have done the same or similar programs. We found that marketing and environment are what Falcon Heights need to improve on because we only market it to Falcon Heights and no other cities. Adding on, we just made small quantities of fliers and shared it with the residents. We found out that it would be beneficial if we do it in a different approach and market it to other cities. Second, the environment plays a significant role. We must remember that it is not the activity but creating a welcoming community, friendly staffs, and experiences that they will remember and come back next year. Lastly, we focus on knowledge because it leads to success. This is very important because letting people know about these events and making sure everyone knows that their

programs out there for them. Overall, we see that there is a lack of awareness and we hope to see a change in the future.

2. Partnership with Falcon Heights Elementary - Cultivating a Caring Community Mural

Melodee Strong

The benefits the mural can bring is an engaging art experience, appreciation for arts, learn the ideation process (sketching, research and concept, and design), no painting by numbers, and collaborative work (teamwork, negotiation and compromise, coaching). It also helps students to have a voice, identity, and pride. I am very excited for this mural project, and students started sketching their ideas. The mural location will be in the school cafeteria. We will repaint the walls and working with the students, they will help paint the lower part of the walls.

The mural process goes through brainstorming sessions, sketches, create the design in the studio, present the design for approval, and lastly paint their designs. We decided to work with the fourth graders due to schedules and will work in rotations. The painting process will be priming the wall, transfer the design, work in layers of colors, textures, adding big and small details and finishing touches. The students do the majority of the painting, which people are shocked, and I help with the details and finishing. The timeline is to start the brainstorming session on December 12-13, review sketches on December 21, seek approval by January 9 (from students), transfer the designed after approval, begin painting on January 15 and finish by February 27, I will do the finishing touches by the end of March (clean up edges, paint faces, highlighting and more).

The budget we received for the mural is \$7,000 and it will be split into studio and student contact hours, and materials. The \$4,000 will go towards 60-70 hours artist "studio" time (designing, finishing and labor costs), \$1,800 for 24 contact hours with students, and \$1,200 for materials.

City Administrator Thongvanh stated that although Melodee decided to work with fourth graders, we would host a family night where parents and other students can come and paint the mural. This will help strengthen community engagement and the purpose of creating a Cultivating a Caring Community Mural.

D. APPROVAL OF MINUTES:

1. November 14, 2018 City Council Meeting Minutes

City Administrator Thongvanh

There are three changes to the minutes and packet.

1. Meeting Minutes on page 2:

- "Resolution Calling for Public Hearing for Heritage Apartments for Issuance of Conduit Bond," it was approved by Council Member Leehy in the last meeting but was not mentioned in the minutes.

2. Consent Item F2: Approval of City License(s)

- We usually have one last meeting in December, and I always allow business licenses and background checks to come in as late as possible for the council meeting.

However, we only have one meeting this month and will approve the licenses that we received before tonight's meeting.

- Municipal Business License: Added #23 Curves and #24 The Art, LLC
 - Refuse License: Added #7 Waste Management
3. Consent Item F3: Designation of Prosecuting Attorney
- Changing the language from St. Anthony Police Department to our current police agency Ramsey County Sheriff's Office.

Council Member Leehy

I did not see a business license for our gas station listed in the document. Is this because of the process with the name change and ownership?

City Administrator Thongvanh stated that Council Member Leehy is correct and the new owner will bring the required materials to the City Hall. Super America is now changing to Speedway, which means changing ownership, and people who are responsible for applying for city licenses. In the past with Super America, it was easy to renew license; however, with the new owner, they will have to provide additional items regarding bonds, insurance, and other required forms.

Council Member Harris is worried about voting in favor of the City License(s) because her business is on the list. City Administrator Thongvanh assured Council Member Harris that she could abstain from the consent approval because there are enough to approve.

Mayor Lindstrom Moved, Approved 4-0

E. PUBLIC HEARINGS:

1. Public Hearing for Heritage Apartments for Issuance of Conduit Bond

City Administrator Thongvanh

November 14, 2018, City Council passed Resolution 18-35 regarding the public hearing for the senior housing facility (Heritage Apartments Project). The Housing Program is a new facility that will be located in Lino Lakes, it will be partially financed with tax-exempt obligations, and the City of Falcon Heights issuing it. Adding on, the financing will include the refinancing of a facility located in St. Paul. A housing program was adopted by the St. Paul Housing and Redevelopment Authority (HRA) and reviewed by the Met Council in 2009.

The City of Falcon Heights may issue up to \$10,000,000 of its own 501(c) (3) bonds each year as bank-qualified bonds. As stated in the federal tax law, alternative issuers are allowed; however, a "nexus" between the jurisdictional city and the issuers is preferred. On these terms, the City of Falcon Heights will approve a joint power agreement with the City of Saint Paul and the City of Lino Lakes. The Bonds will not constitute a charge, lien, or encumbrance, legal or equitable. It means the City is acting as a conduit to bond and providing the \$10 million of the bond. The City will receive ¼ of 1% of the principal amount that such Issuer issues.

Council member Harris asked that if the Council votes in favor of this resolution will it make us a party to the Joint Powers agreement.

Catherine Courtney (Briggs & Morgan)

Yes, Falcon Heights will be a party of the Joint Powers Agreement and along with the City of St. Paul and City of Lino Lakes. Minnesota State Statute requires this agreement and the type of project the city is issuing on the bond. These housing bonds are issued under Minnesota State Statute chapter 462C. We did do a similar project with the City of St. Paul, but it was under a different state statute that did not require the Joint Powers Agreement.

Council Member Gustafson asked if the Joint Powers agreement specific to this project and these bonds. Regarding the due diligence has been made that the borrower of the funds that the project will be able to meet the obligation of the bonds. Ms. Catherine Courtney stated that it is specific to these bonds and the project. It would not be applied to any other bonds or projects. The purchaser of the bonds conducts the due diligence, which is Bremer Bank. They were also the same for the St. Paul Academy project last year.

Council Member Harris Moved, Approved 4-0

2. 2019 Truth in Taxation and Budget Presentation

City Administrator Thongvanh

City Administrator Thongvanh presented the factors that go into the taxes:

1. Changes in the tax levy (or spending decision) made by the city, county, school or special taxing authority such as the MetCouncil and library.
2. Changes in the market value or your property
3. Legislative changes
4. New taxes approved by referendum are applied to market value (not tax capacity) such as last year we had a referendum by the Roseville school district.

Taxable market value is what is used to calculate each property's taxes. The median value home in Falcon Heights is \$266,600 in 2018 and increased to \$281,100 for 2019. The 2019 property tax allocation goes towards county accounts (41.8%), school district (35.7%), the City (24.2%), and the special district (3.3%). In comparison to 2017 property tax allocation, the school district was 17%, the county went from 51% to 36%, and the City stayed about the same in 2017 with 24%. The most significant change for the tax allocation was the school district, and it includes the referendum that was approved. In comparison to other cities in Ramsey County, Falcon Heights is at 37.2% and is the fifth rank.

The Falcon Heights tax rate history included a decline from 2004 to 2013, because of transferring funds from the Reserves to the General Fund, which was done to reduce the levy. In 2015, this was when the city stopped borrowing from the Reserve to pay our General Funds. The city tax showed a steady increased from 2015 to 2017 with 2-3% each year. In 2017, the tax rate changed from 26% to 31%, because there was a change in police service, which is based on 24% levy increased that year. The city will be seeing another 24% levy increase for 2019.

Overall, the levy has increased by \$1,106,580.00 since 2004 with a \$329,150.00 increase for 2018 and a \$395,529.00 increased for 2019 included. The increase was due to the increase in police service costs

and increases to the debt levy portion for street projects. In addition, there has not been any transfer from Reserve to General Fund since 2014. However, in 2017 there was a \$150,000.00 transfer to lower the debt levy for 2018. From 2014 to 2017, the average city portion tax increase on a median value home was \$22 per year. In 2018, the median value home increased to \$177, and for 2019, it will increase to \$198 due to the increased cost in police services and debt service levy increase due to street projects.

In the 2019 proposed budget there will be no transfer of Reserve for General Funds. LGA receipts from the State of MN increased \$2,941. Fiscal Disparities increased \$69,339. Overall, general fund expenditures and revenues are \$2,668,698, or 10.9%, higher than the 2018 operating budget.

Council Member Gustafson Moved, Approved 4-0

F. CONSENT AGENDA:

1. General Disbursements through: 12/05/18 \$170,406.01
Payroll through: 11/30/18 \$36,228.17
2. Approval of City License(s)
3. Appointment of Prosecuting Attorney
4. Appointment of City Attorney
5. Appointment of City Engineer
6. Appointment of City Auditor
7. Designation of Official Newspaper
8. 2019 Cost of Living Adjustment (COLA)
9. Charitable/Lawful Gambling License for Falcon Heights Elementary PTA
10. 2018 Year End Budget Amendments
11. Accepting Grant Funding of \$1,000 from Target Corporation for Park and Recreation Programming
12. Removal of Hibo Ali from the Community Engagement Commission
13. Resignation of Stephen Sunderland from the Planning Commission
14. Appointment of Scott Wilson to the Planning Commission

Council Member Harris

Abstain to vote because her business is in City License(s).

Council Member Leehy Moved, Approved 3-0

G: POLICY ITEMS:

1. Approve Final Payments to Valley Paving, Inc. for the 2017 Pavement Management Project

Jesse Freihammer (City Engineer)

On March 22, 2017, the City Council awarded the 2017 Pavement Management Project (PMP) to Valley Paving, Inc and the contractor has requested a final payment. There is a final change order and it is to deduct for the cost and damage done to infrastructure of St Paul's lighting system on Hoyt Avenue. It is change order #8 in the document and a deduction of \$2,408.96.

The final payment amount is \$16,045.93 and it includes retainage and final pavement work done. The overall final project cost is \$1,475,928.48 and Falcon Heights' portion was \$1,004,728.02. The rest was passed on to St. Paul Regional Water.

Final project funding is from the following sources:

- Special Assessments - \$204,571.02
- Municipal State Aid (MSA) dollars - \$200,000
- City funds (infrastructure, utility) - \$600,157.01
- Saint Paul Regional Water Services – \$471,200.45

Request City Council to approve change order #8 for the 2017 Pavement Management Project.

Council Member Leehy Moved, Approved 4-0

H. INFORMATION/ANNOUNCEMENTS:

Council Member Leehy

- We had a great presentation regarding our Park and Recreation from Justin who worked with the City the past summer.
- The next Parks Commission meeting is on January 7 at 6:30 pm at City Hall. There are still openings for the Parks Commission and if you would like to participate and bring in new ideas, please apply at City Hall.

Council Member Harris

- Last week we attended the League of Minnesota Cities meeting in Golden Valley. It was a fascinating meeting. There were excellent presentations on how to reach out to our residents and connect with them. I hope that our city will adopt those ideas and connect more with residents.

Council Member Gustafson

- The League of Minnesota Cities meeting in Golden Valley was an excellent event.
- I want to thank everyone who came to the Human Rights Day on Monday, December 10, about fair housing at Falcon Heights United Church of Christ. I want to thank Alice Hausman and Tim Thompson for speaking at the event, Community Engagement Commission (CEC), and Amanda Lor, our City's Administrative Coordinator and CEC's staff liaison. We look forward to engaging the community more next year and will meet in January to create 2019 goals.

Mayor Lindstrom

- On Monday December 10, the Environment Commission met. I was unable to attend but heard a lot of good progress. The commission spent their time identifying priorities for 2019.
- I will have a meet and greet with our new county commissioner at the town square apartments on January 10 at 4:30pm. I hope to see everyone there.
- On Thursday and Friday, I was in Willmar, my hometown and co-hosted a meeting of mayors with the mayor of Wilmer, Marv Calvin. There were about six mayors from the

Twin Cities (including Edina, St. Louis Park, Eagan, Maplewood, and Hopkins), and we met with other mayors from the general of regions. This is part of the Minnesota Mayors Together Initiative, which addresses the urban-rural divide and building relationships with one another. We had these conversations with mayors in Bemidji and Duluth. We were not able to speak in Rochester because President Trump decided to visit the city and it had to be rescheduled. The City of Willmar was the third city that we have conversations with and it was a great turn out. We talked about issues that can unite us such as fair housing, economic development, public works, and how to create a welcoming community. Willmar has changed over the last few decades as more people are moving in and this made the city want to be more inclusive and connect more with their residents.

City Administrator Thongvanh

- I would like to thank the property owners and business owners for taking care of the sidewalks on Larpenteur Avenue.
- I want to thank the City Council and City staffs for helping me with the city budget and around the community. I want to thank the current City staffs Administrative Coordinator Amanda Lor and Community Development Coordinator Justin Markon for doing an amazing job in the last few months. Both staff member have taken on more responsibility after our Deputy Clerk/Park & Recreation Supervisor Tim Sandvik left to the City of Vadnais Heights as their new Assistant City Administrator. The help from Amanda and Justin has given me more time to find the right person for the Assistant to the City Administrator position. We had about 40 applicants the first round and did offer the position to one of them; however, the timing was not right for them that is why I reposted the job. I hope that we will find a good candidate for our team and city.
- I received an update from Hendrickson project, and they are looking at breaking ground in the 7 to 10 days. Again, the project will be right next to the Good Acre, Larpenteur Manor apartments, and south of Fairview Avenue.
- The Curtiss Field Ice Rink will be delayed, and this is due to the temperature being higher than expected. We hope to have the ice rink open in the next few days if the temperature does not rise.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:41 PM

Peter Lindstrom, Mayor

Dated this 12th day of December, 2018

Sack Thongvanh, City Administrator

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The City That Soars!

REQUEST FOR CITY COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Public Hearing E1
Attachments	See list below
Submitted By	Justin Markon, Community Development Coordinator

Item	Proposed code amendment related to zoning of adult day centers
Description	<p>The City received a Planning Application and request to add an adult day center in Falcon Heights. Currently, the City Code reads that child care facilities are allowed in business districts as a conditional use. City Code does not address adult day center facilities. In order to open a center in Falcon Heights, the language must be added to our Code.</p> <p>Code amendments may be petitioned by the city council, planning commission, or by the property owner whose property would be affected by the proposed amendment. Sherman Associates, property owner of 1550 Larpenteur Ave W, commonly known as Falcon Heights Town Square, is petitioning to amend the City Code and open an adult day center on the ground level of their building.</p> <p>The other consideration for a zoning code amendment is its consistency with the comprehensive plan. An adult day center is not fundamentally different from a child care center, which is allowed in business zones. Staff believe adding adult day centers as conditional use in the zoning code is consistent with the comprehensive plan. As with child care centers, any future adult day center in the City would have to apply for a conditional use permit (CUP).</p> <p>Staff researched adult day centers in nearby communities. The findings show that adult care is zoned similarly to child care in the Twin Cities metro area. Staff also spoke with the Minnesota Department of Human Services about adult day centers and the licensing process. There are currently 39 adult day care centers in Ramsey County.</p> <p>The Planning Commission was scheduled to discuss this item at their November 27, 2018 meeting, but no votes were valid because of a lack of quorum.</p> <p>The following agenda item, related to a CUP for an adult day center at 1550 Larpenteur Ave W, is dependent on successful passage of the code amendment. Representatives from Sherman Associates will be in attendance to answer questions related to either agenda item. Public hearing notices were mailed to adjoining property owners, published in the Roseville Review, and posted on the City's website. No comments were received as of Thursday, January 3, 2019.</p>

Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none">· Planning Application with supporting documents· Mailed public hearing notice to adjoining property owners· Extension letter· Ordinance 19-01 Amending Sections 113-177, 113-178, and 113-179
Action(s) Requested	Staff recommends approval of attached ordinance of proposed City Code amendment to allow Adult Day Centers in City business districts.

ORDINANCE NO. 19-01

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING SECTIONS 113-177, 113-178, AND 113-179
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 Section 113-177 of the Falcon Heights City Code is amended as follows.

113-177 – B-1 NEIGHBORHOOD CONVENIENCE DISTRICT

(d) **CONDITIONAL USES.** The following uses are permitted subject to the issuance of a conditional use permit (CUP):

- (2) Adult and child care facilities and nursery schools subject to licensing by the state.

SECTION 2 Section 113-178 of the Falcon Heights City Code is amended as follows.

113-178 – B-2 LIMITED BUSINESS DISTRICT

(d) **CONDITIONAL USES.** The following uses are permitted subject to the issuance of a conditional use permit (CUP):

- (3) Adult and child care facilities and nursery schools subject to licensing by the state.

SECTION 3 Section 113-179 of the Falcon Heights City Code is amended as follows.

113-178 – B-3 SNELLING AND LARPEN TEUR COMMUNITY BUSINESS DISTRICT

(d) **CONDITIONAL USES.** The following uses are permitted subject to the issuance of a conditional use permit (CUP):

- (4) Adult, child care and nursery school facilities subject to licensing by the state.

SECTION 4 This Ordinance shall be effective upon adoption and publication according to law.

ADOPTED this 9th day of January, 2019, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

___ In Favor
___ Against

Attested by: _____

Sack Thongvanh
City Administrator

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Public Hearing E2
Attachments	See list below
Submitted By	Justin Markon, Community Development Coordinator

Item	Consider Conditional Use Permit for Gargaar Adult Day Center at 1550 Larpenteur Ave W.
Description	<p>The City received a Planning Application and request to operate an adult day center in Falcon Heights. With approval of adding adult day center as a conditional use in the City’s business districts, the City Council must also consider whether to issue a conditional use permit for an adult day center to Gargaar Adult Day Center to operate at 1550 Larpenteur Ave W. The proposed center would take the space used by Central Pediatrics, most of the Larpenteur Ave-facing side of the building.</p> <p>There are a number of requirements and standards for Conditional Use Permits, which are indicated below with staff remarks pertaining to the Falcon Heights Town Square and proposed adult day center:</p> <p><i>General requirements.</i> The following development standards shall be considered general requirements for all conditional use permits except as hereinafter provided:</p> <ol style="list-style-type: none"> (1) The land area and setback requirements of the property containing such a use or activity meet the minimums established for the district. Building meets setback requirements for B-3 district. (2) When abutting a residential use, the property shall be screened and landscaped. Not applicable. (3) Where applicable, all city, county, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured. State of Minnesota Department of Human Services permit necessary to operate. (4) Signs shall not adversely impact adjoining or surrounding residential uses. Sign permits will go through Staff approval when appropriate. (5) Adequate off-road parking and loading shall be provided. Such parking and loading shall be screened and landscaped from abutting residential uses. Adequate parking is established with surface-level commercial parking and understanding that most clients will be shuttled by 15-passenger vans. (6) The road serving the use or activity must be of sufficient design to accommodate the proposed use or activity, and such use or activity shall not generate such additional extra traffic as to create a nuisance or hazard to existing traffic or to

surrounding land use. **Roads and driveways are sufficient.**

(7) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage. **Roads and driveways are sufficient.**

(8) All open and outdoor storage, sales and service areas shall be screened from view from public streets and from abutting residential uses or districts. **Not applicable.**

(9) All lighting shall be designed to prevent any direct source of light being visible from adjacent residential areas or from the public streets. **Existing lighting is appropriate.**

(10) The use or activity shall be properly drained to control surface water runoff. **Existing drainage is appropriate.**

(11) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence. **Existing appearance is appropriate.**

(12) The proposed water, sewer and other utilities shall be capable of accommodating the proposed use. **To be determined by Building Permit and Metropolitan Council. Upon approval, Sherman Associates plans to remodel the interior of the space to fit the use of the adult day center.**

(13) That the proposed use conforms to the comprehensive municipal plan. Such a finding shall be based upon the following considerations:

a. That certain uses may not be considered appropriate within the interior of residential neighborhoods because of noise, traffic, or other conditions that would tend to affect adversely the residential character of the neighborhood and possibly reduce property values. These uses are considered appropriate only on the periphery of residential neighborhoods, or under such conditions as the planning commission may deem proper. The uses may represent "buffer" uses for those areas lying between single-family dwellings and nonresidential uses.

b. That certain uses are considered, as a rule, unsuitable in business districts because of inherent business characteristics (e.g. traffic, noise, glare), proximity to residential areas, the fact that they tend not to serve nearby residential areas, or may adversely affect nearby permitted business uses.

c. That certain temporary uses that are generally not suitable within a particular zoning district are potentially suitable on a temporary basis. This may be due to the lack of development on existing property, to a short-term need (such as highway construction), or to a limited degree of adverse effects upon adjacent land use.

The proposed use is consistent with the Comprehensive Plan.

City Code stipulates that adult and child care centers are approved, conditional on licensing from the State. Staff discussed the licensing process with a supervisor at

	<p>the Minnesota Department of Human Services, which licenses adult care centers. The State will contact the City to determine requirements for conditional use permits, and compliance with local ordinances is required for State approval. The State will also require fire, building, and health inspections. There is a final walkthrough inspection and follow-up after a year of operation to review license compliance. By approving the Conditional Use Permit, the State can continue with their review to license the center.</p> <p>The Gargaar Adult Day Centers will feature a number of activities, including social activities, art therapy, exercise classes, massage therapy, and wellness checkups. Representatives from Sherman Associates will be in attendance to answer questions related to the proposed use.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> · See attachments from agenda item E1 · Resolution 19-01 Approving the Conditional Use Permit (CUP) for Adult Day Care at 1550 Larpenteur Ave (Falcon Town Square)
Action(s) Requested	Staff recommends approval of Conditional Use Permit for Gargaar adult day center, pending license issuance from Minnesota Department of Human Services.

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City of Falcon Heights Planning Application

Action Requested By:

Name of Property Owner Falcon Heights town square limited Partnership
 Phone (h) _____ (w) 612-332-3000
 Address of Property Owner 233 Park Ave S. # 201 Minneapolis Mn. 55415
 Name of Applicant (if different) Brad Goering
 Address SAME Phone SAME

Property Involved:

Address 1550 Larpenteur Ave W. Falcon Heights Mn. 55113
 Legal Description Falcon Heights town square second lot 1 Block 1

Property Identification Number (PIN) 222923220148

Present Use of Property (check one):

- | | |
|---|---|
| <input type="checkbox"/> Single Family Dwelling | <input checked="" type="checkbox"/> Business/Commercial |
| <input type="checkbox"/> Duplex/Two Family Dwelling | <input type="checkbox"/> Government/Institutional |
| <input type="checkbox"/> Multi Family Complex | <input type="checkbox"/> Vacant Land |

Action Requested (NON-REFUNDABLE):

- | | |
|---|---|
| <input type="checkbox"/> Variance (\$500.00) | <input type="checkbox"/> Lot Split (\$250.00) |
| <input checked="" type="checkbox"/> Conditional Use Permit (\$500.00) | <input type="checkbox"/> Site Plan Review (\$100.00) |
| <input checked="" type="checkbox"/> Rezoning, Zoning Amendment (\$500.00) | <input type="checkbox"/> Subdivision (Fee on request) |
| <input type="checkbox"/> Comprehensive Plan Amendment (\$550.00) | <input type="checkbox"/> Other (Please Specify) _____ |

The above Application Fees do not include any additional fees that might be required, including legal, engineering, consulting and additional City services. Applicants should meet with City Staff prior to submitting application to discuss applicable ordinances, required attachments, timelines and fees.

Brief Summary of Request (applicant may submit letter to Planning Commission with details of request):

SEE attached Exhibit "A"

I certify that all statements on this application are true and correct:

Signature of Property Owner (required)
 Christopher L. Sherman
 Vice President

Signature of Applicant (if applicable)
 Brad Goering
 Broker/Project Manager

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Brad Goering

Exhibit "A"

1 of 3 PAGES

From: Brad Goering
Sent: Tuesday, October 16, 2018 3:14 PM
To: 'Justin Markon'
Cc: Brad Goering; Heather Kvanbeck (hkvanbeck@mohagenhansen.com)
Subject: FW: 1550 Larpenteur Ave West/Proposed Adult Day Care Facility in commercial space
Attachments: PLANNING APPLICATION.pdf

Good afternoon Justin, et al.

Yes we will proceed with the application and meetings listed above and below.

Thank you again for your assistance with this process.

Sincerely,

Brad Goering

Broker / Project Manager / Craftsman Construction Inc.

233 Park Ave South, Suite 201

Minneapolis, MN 55415

Direct (612) 604-0862

Main (612) 332-3000

Fax (612) 332-8119

Cellular (612) 868-7355

bgoering@sherman-associates.com

www.sherman-associates.com

"Building Communities. Enriching Neighborhoods."



From: Justin Markon [mailto:justin.markon@falconheights.org]
Sent: Tuesday, October 16, 2018 2:07 PM
To: Brad Goering <bgoering@sherman-associates.com>
Subject: RE: 1550 Larpenteur Ave West/Proposed Adult Day Care Facility in commercial space

Hi Brad,

Thank you for sending this information. I discussed with our City Administrator and City Attorney. An adult day center is not currently permissible in the Falcon Heights city code. We would have to add a line to our code. The code currently reads as follows:

Section 113-179 – B-3 Snelling and Larpenteur community business district

Subsection (d) - *Conditional uses* . The following uses are permitted subject to the issuance of a CUP:

...(4) Child care and nurse school facilities subject to licensing by the state.

To allow an adult day care center, we would have to add "Adult and child care..." to the city code. This requires a zoning amendment and public hearing before the Planning Commission and City Council. We would be able to hear this at the November 27 meeting of the Planning Commission and then the December 12 City Council meeting. This petition requires a Planning Application, which is attached here. There are two pieces, the zoning amendment and a conditional use permit, which would be considered at the same meeting.

Please let me know how you would like to proceed, and do not hesitate to call or email if you have questions.

Thanks much!

-Justin

Justin Markon

Community Development Coordinator
City of Falcon Heights
Office: 651-792-7613
Fax: 651-792-7610

*"The City that Soars"
"Families, Fields and Fair"*

From: Brad Goering [<mailto:bgoering@sherman-associates.com>]
Sent: Friday, October 12, 2018 3:48 PM
To: Justin Markon <justin.markon@falconheights.org>
Cc: Brad Goering <bgoering@sherman-associates.com>
Subject: RE: 1550 Larpenteur Ave West/Proposed Adult Day Care Facility in commercial space

Good afternoon Justin.
I have attached additional information for your review.
Have a nice weekend.
Sincerely,
Brad

From: Justin Markon [<mailto:justin.markon@falconheights.org>]
Sent: Thursday, October 04, 2018 4:18 PM
To: Brad Goering <bgoering@sherman-associates.com>
Subject: RE: 1550 Larpenteur Ave West/Proposed Adult Day Care Facility in commercial space

Hi Brad,

Nice to talk with you as well. I will take a look at our City Code and confer with the City Administrator, who is out of the office today.

Thanks much!

-Justin

Justin Markon

Community Development Coordinator
City of Falcon Heights
Office: 651-792-7613
Fax: 651-792-7610

*"The City that Soars"
"Families, Fields and Fair"*

From: Brad Goering [<mailto:bgoering@sherman-associates.com>]
Sent: Thursday, October 04, 2018 3:19 PM
To: Justin Markon <justin.markon@falconheights.org>

Cc: Brad Goering <bgoering@sherman-associates.com>

Subject: 1550 Larpenteur Ave West/Proposed Adult Day Care Facility in commercial space

Good afternoon Justin.

It was nice to speak with you a moment ago. I am emailing to confirm we have connectivity.

Sincerely,

Brad Goering

Broker / Project Manager / Craftsman Construction Inc.

233 Park Ave South, Suite 201

Minneapolis, MN 55415

Direct (612) 604-0862

Main (612) 332-3000

Fax (612) 332-8119

Cellular (612) 868-7355

bgoering@sherman-associates.com

www.sherman-associates.com

"Building Communities. Enriching Neighborhoods."





P.O. Box 64097
Saint Paul, MN 55164-0097

222923220148

2018 Property Tax Statement **2018**
2017 Values for Taxes Payable in

VALUES AND CLASSIFICATION				
Taxable Payable Year		2017	2018	
Step 1	Estimated Market Value	\$ 14,874,700	\$ 16,558,000	
	Improvements Excluded			
	Homeslead Exclusion	0	0	
	Taxable Market Value	14,874,700	16,558,000	
	New Improvements/ Expired Exclusions			
	Property Classification			
		Apartment Qual 4d Housing Comm/Ind	Apartment Qual 4d Housing Comm/Ind	
		Value Notice sent March 2017		
	PROPOSED TAX NOTICE			
	Step 2	Proposed tax sent in November 2017.		\$ 286,052.00
*Note: Did not include special assessments or referenda approved by the voters at the 2017 November election.				
PROPERTY TAX STATEMENT				
Step 3	First-half taxes due 5/15/2018		154,922.00	
	Second-half taxes due 10/15/2018		154,922.00	
	Total Taxes Due in 2018:		309,844.00	



139860700**G50**1.03**2/3*****AUTO5-DIGIT 55401
FALCON HEIGHTS TOWN SQUARE LP
233 PARK AVE STE 201
MINNEAPOLIS MN 55415-1132

PROPERTY ADDRESS
1550 LARPENTEUR AVE W
ABBREVIATED TAX DESCRIPTION
FALCON HGHTS TN SQ SECOND
LOT 1 BLK 1

CURRENT STEP →

PROPERTY IDENTIFICATION NUMBER (P.I.N.)
222923220148 3331

2017	2018	TAXES PAYABLE YEAR
	\$ 0.00	1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. <input type="checkbox"/> If box is checked, you owe delinquent taxes and are not eligible.
\$ 0.00		2. Use these amounts on Form M1PR to see if you are eligible for a special refund.
Property Tax and Credits		
242,778.00	309,844.00	3. Property taxes before credits
0.00	0.00	4. Agricultural credits that reduce property taxes
242,778.00	309,844.00	5. Property taxes after credits
Property Tax by Jurisdiction		
956.00	482.80	6. Ramsey County
72.39	37.39	a. Regional Rail Authority
87.37	43.82	b. County Library
492.05	310.15	7. City or Town - FALCON HEIGHTS
21,703.74	22,598.37	8. State General Tax
		9. School District 623
17,635.77	21,969.99	a. Voter approved levies
8,604.12	11,279.33	b. Other local levies
		10. Special taxing districts
50.39	25.31	a. Metropolitan special taxing districts
39.16	26.00	b. Other special taxing districts
174,634.47	232,918.60	c. Tax increment 229
18,502.54	20,152.24	d. Fiscal disparity
0.00	0.00	11. Non-school voter approved referenda levies
242,778.00	309,844.00	12. Total property tax before special assessments
0.00	0.00	13. Special assessments and charges added to this property tax statement for taxes payable in 2018
		a.
		b.
		c.
		d.
		e.
		f.
		g.
		h.
0.00	0.00	Contamination Tax
\$ 242,778.00	\$ 309,844.00	14. Total Property Tax and Special Assessments

PROPERTY TAX REFUNDS

You may be eligible for one or more refunds that reduce your property taxes in 2018 – even if you haven't been eligible before.

See enclosed insert for details or visit revenue.state.mn.us

CONTACT INFORMATION

ramseycounty.us/property
90 Plato Blvd. West, Saint Paul, MN 55107

General – taxes, payments, addresses, special assessments
AskPropertyTaxandRecords@ramseycounty.us | 651-266-2222

Assessing services – value, classification, exemptions
AskCountyAssessor@ramseycounty.us | 651-266-2131

Homestead
AskHomesteads@ramseycounty.us | 651-266-2040

Delinquent taxes
AskPropertyTaxandRecords@ramseycounty.us | 651-266-2002



Pay Property Tax

Pay Property Taxes

Summary View

Parcel ID 222923220148
 Parcel Status Active
 Property Address 1550 LARPEUR AVE W
 FALCON HEIGHTS, MN 55113-6363
 Sec/Twp/Rng 22/029/023
 Brief Tax Description FALCON HGHTS TN SQ SECOND
 LOT 1 BLK 1
 (Note: Not to be used on legal documents)
 Parcel Area 2.59 Acres
 Parcel Width 0 Feet
 Parcel Depth 0 Feet
 (Note: Width and Depth represent buildable area of lot in the case of irregularly shaped lots)
 Tax Classification 3A-Commercial/Industrial/Public Utility; 4D-Qual. Low Income-Land/Bldg; 4A-Rental/Residential Non-Homestead 4 or More Unit
 Roll Type Real Property
 Municipality FALCON HEIGHTS
 School District ISD #623
 Watershed CAPITAL REGION W/S
 TIF District 0229-0 FH Redevelopment #1-3; 0229-0
 Land Use Code 408 M - APT OR COMPLEX 100+ UNITS
 * The Tax Classification is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
 * Please contact the zoning authority for information regarding zoning.
 * To determine whether your property is Abstract or Torrens, call 651-266-2050

Taxpayers

Please refer to disclaimer at bottom of this page

Type	Name	Address
Owner	Falcon Heights Town Square Lp	233 Park Ave S Ste 201 Minneapolis MN 55415-1132

Current Tax Year

*Information listed is as of yesterday. For specific payoff information contact Property Tax Info at 651-266-2000

First Half Due 05-15-2018		Second Half Due 10-15-2018	
Amount Due	\$132,719.00	Amount Due	\$132,719.00
Penalty & Fees (thru current month)	\$0.00	Penalty & Fees (thru current month)	\$0.00
Sub Total	\$132,719.00	Sub Total	\$132,719.00
Payments Made	(\$132,719.00)	Payments Made	(\$132,719.00)
Balance Due	\$0.00	Balance Due	\$0.00

Total Due \$0.00

Tax Summary

	2018 Payable	2017 Payable	2016 Payable	2015 Payable	2014 Payable
Estimated Market Value	\$14,200,000	\$13,000,000	\$12,400,000	\$11,600,000	\$10,700,000
Taxable Market Value	\$14,200,000	\$13,000,000	\$12,400,000	\$11,600,000	\$10,700,000
+ Net Tax Amount	\$265,438.00	\$212,024.00	\$210,606.00	\$197,934.00	\$196,878.00
+ Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= Total Taxes	\$265,438.00	\$212,024.00	\$210,606.00	\$197,934.00	\$196,878.00
+ Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Amount Paid	\$265,438.00	\$212,024.00	\$210,606.00	\$197,934.00	\$196,878.00
= Outstanding Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Tax Transaction History

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2018	10/5/2018	10/5/2018	Payment	(\$132,719.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$132,719.00)
2018	7/24/2018	5/9/2018	Reallocate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	7/24/2018		Charge Adjustment	(\$2.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2.00)
2018	7/24/2018		Charge Adjustment	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
2018	5/9/2018	5/9/2018	Payment	(\$132,719.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,203.00)	(\$154,922.00)
2018	5/9/2018	5/9/2018	Refund Created	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,203.00	\$22,203.00
2018	4/27/2018		Charge Adjustment	(\$50,188.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$50,188.00)

Tax Year	Business Date	Effective Date	Transaction Type	Tax Amount	Special Assessment	Penalty	Interest	Fees	Overpayment	Total
2018	4/27/2018		Charge Adjustment	\$5,782.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,782.00
2018	3/9/2018		Charge Adjustment	\$6,746.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,746.00
2018	2/28/2018		Original Charge	\$303,098.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$303,098.00
2017	3/29/2018	10/12/2017	Refund Created	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,377.00	\$15,377.00
2017	3/29/2018	5/11/2017	Refund Created	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,377.00	\$15,377.00
2017	3/20/2018	10/12/2017	Reallocate	\$15,377.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$15,377.00)	\$0.00
2017	3/20/2018	5/11/2017	Reallocate	\$15,377.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$15,377.00)	\$0.00
2017	3/20/2018		Charge Adjustment	(\$30,754.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$30,754.00)
2017	10/12/2017	10/12/2017	Payment	(\$121,389.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$121,389.00)
2017	5/11/2017	5/11/2017	Payment	(\$121,389.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$121,389.00)
2017	2/19/2017		Original Charge	\$242,778.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242,778.00
2016	3/29/2018	10/3/2016	Refund Created	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,550.00	\$12,550.00
2016	3/20/2018	10/3/2016	Reallocate	\$12,550.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,550.00)	\$0.00
2016	3/20/2018	5/16/2016	Reallocate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	3/20/2018		Charge Adjustment	(\$12,550.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,550.00)
2016	10/3/2016	10/3/2016	Payment	(\$111,578.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$111,578.00)
2016	5/17/2016	5/16/2016	Payment	(\$111,578.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$111,578.00)
2016	2/15/2016		Original Charge	\$223,156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223,156.00

Service Company and Lender

Lender: GLASER FINANCIAL GROUP INC

Service Company:

Pay Property Tax



Statements and Notices

2018
 Value Notice
 Tax Statement
 Payment Stubs
 Proposed Tax Statement

2017
 Value Notice
 Tax Statement
 Payment Stubs
 Proposed Tax Statement

2016
 Value Notice
 Tax Statement

2015
 Value Notice
 Tax Statement

2014
 Value Notice
 Tax Statement

2013
 Value Notice
 Tax Statement

State of Minnesota

The Property Tax Refund Program is administered by the State of Minnesota. For information regarding the program, please call 651-296-3781 or visit the website here

Form M1PR(Property Tax Refund)

No data available for the following modules: Multi-Parcel Link, Delinquent Taxes, Special Assessments, Sales.

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Last Data Upload: 10/23/2018 6:06:25 AM



**RESOLUTION OF
SOLE SHAREHOLDER AND SOLE DIRECTOR
OF
SHERMAN ASSOCIATES, INC.,
GENERAL PARTNER OF
FALCON HEIGHTS TOWN SQUARE LIMITED PARTNERSHIP**

WHEREAS, Sherman Associates, Inc., a Minnesota corporation (the "Corporation") is the sole General Partner of Falcon Heights Town Square Limited Partnership, a Minnesota limited partnership (the "Partnership");

WHEREAS, the undersigned, George E. Sherman is the sole shareholder and sole director of the Corporation; and

WHEREAS, it is proposed that Christopher L. Sherman be elected as Vice President of the Corporation.

NOW THEREFORE, BE IT RESOLVED:

1. Authorization to Act on Behalf of Corporation as General Partner.

RESOLVED, that all formalities pertaining to the nomination and election of the Company's officers are waived, and Christopher L. Sherman is elected as a Vice President of the Corporation, as General Partner of the Partnership, to hold such position until the election and qualification of a successor or until such person's earlier death, resignation, removal or disqualification.


FURTHER RESOLVED, that all actions of Christopher L. Sherman previously taken in behalf of the Corporation, as General Partner of the Partnership, in anticipation of election as an officer of the Corporation are ratified, confirmed and approved.

2. Prior Resolutions and Actions

FURTHER RESOLVED, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by the sole shareholder or sole director of the Corporation; the foregoing resolutions shall continue in force until express written notice of their rescission or modification, as to future transactions not then undertaken or committed to has been received by the Corporation.

Dated and effective as of October 7, 2015.

SOLE SHAREHOLDER AND DIRECTOR


George E. Sherman

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Brad Goering

From: Khadija Yassin <kyassin@gargaaradultdaycenter.com>
Sent: Monday, October 01, 2018 11:52 PM
To: Brad Goering
Subject: Gargaar

Hi Brad,

Hope this helps you understand a little more about Gargaar

Gargaar Adult Day Center is designed for individuals who need companionship and a safe, nurturing environment, our adult day care programs are an excellent alternative to long-term care for senior adults in need of some assistance. The activities at our adult day programs provide wonderful social opportunities and stimulation for older adults. Our program is an important option that keeps families together and improve the quality of life to both caregivers and their loved ones. When elderly loved one needs additional supervision during the day many quit their jobs.

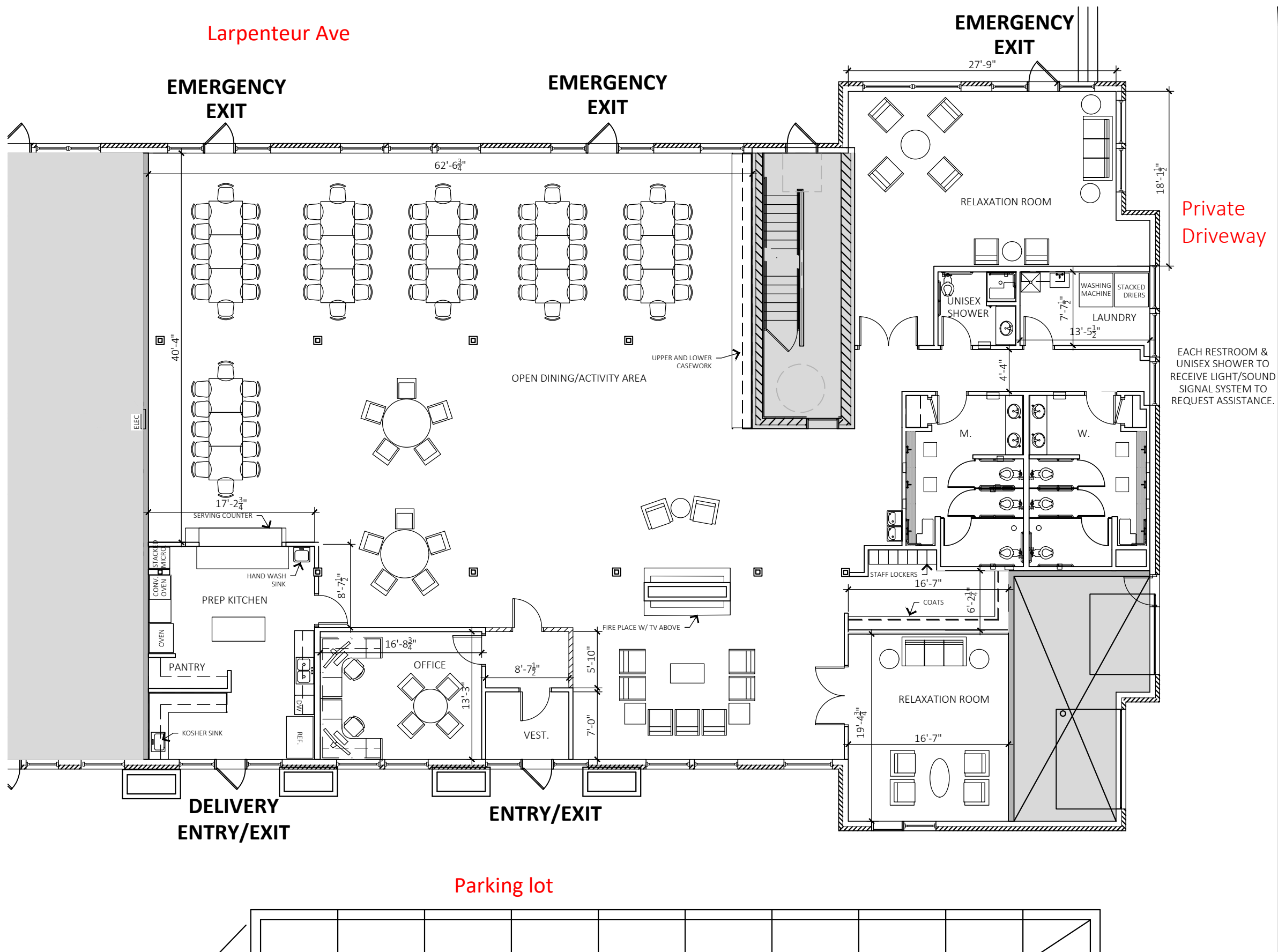
That said, Gargaar Adult Day Center will provide a comprehensive program tailored to adults. Some of the programs are but not limited to:

- Flexible schedule
- Social activities
- Art therapy
- Exercise classes
- Message therapy (occasionally)
- Bathing and grooming (as needed)
- Two health meals
- Tranquility rooms to meditate or pray
- Monthly occupation therapy and wellness checkups program
(Done by professional licensed/certified staff)

The fees of these great service can be paid by applying for Medicaid waiver and veterans programs or private pay.

Please feel free to contact me with additional questions.

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FIT PLAN - 02 - EGRESS PLAN

FALCON HEIGHTS, MN
October 3, 2018

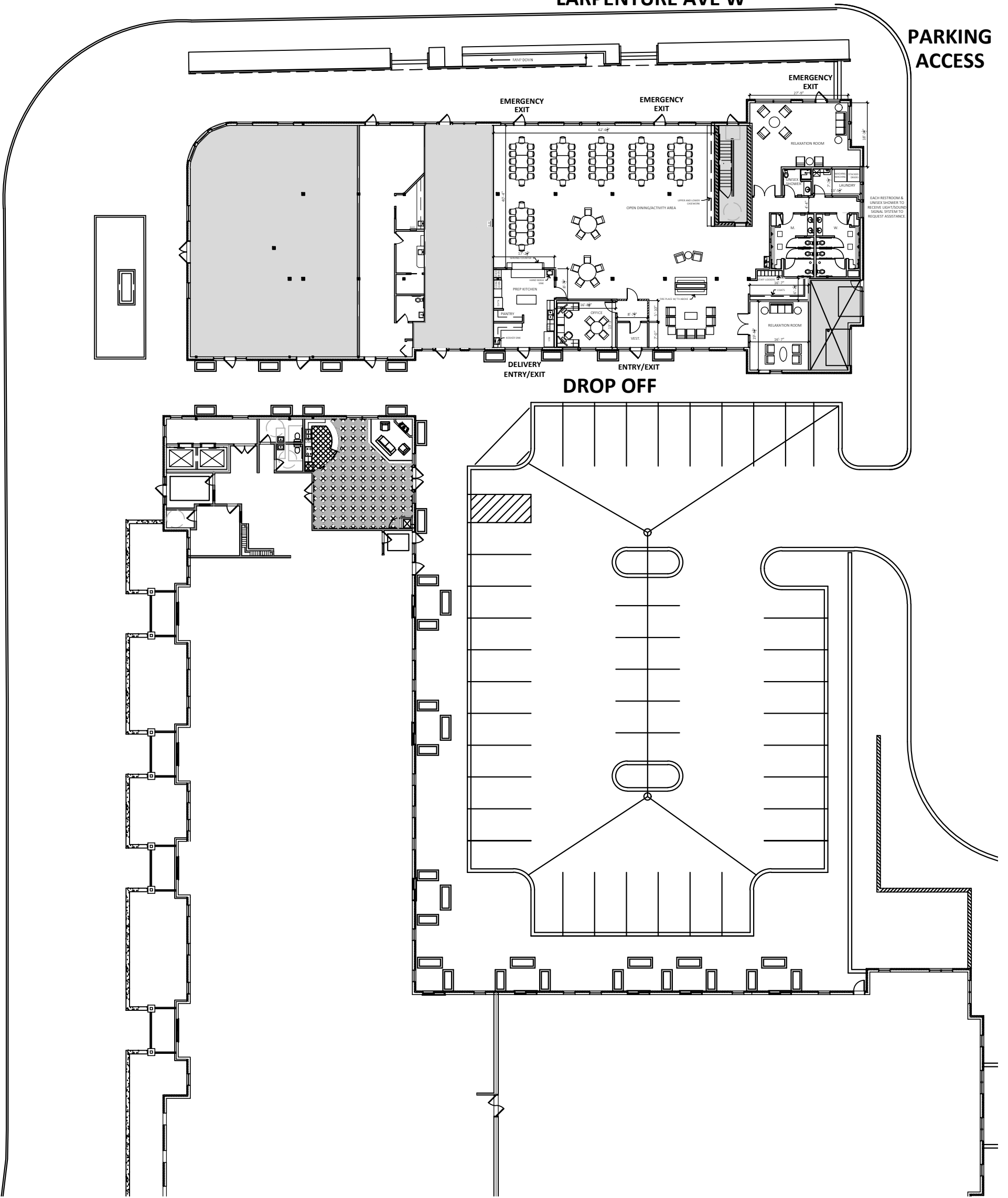
GARGAAR ADULT DAY CARE



SNELLING AVENUE

LARPENTURE AVE W

PARKING ACCESS





CITY OF
FALCON HEIGHTS

2077 W. Larpenteur Avenue
Falcon Heights, MN 55113-5594

email: mail@falconheights.org
website: www.falconheights.org

The City That Soars!

Phone - (651) 792-7600
Fax - (651) 792-7610

December 12, 2018

Dear Property Owner:

You are cordially invited to a public hearing before the Falcon Heights City Council for the purpose of taking public comment regarding a request for zoning text amendment and conditional use permit for the property located at 1550 Larpentuer Avenue W, Falcon Heights, PID: 222923220148.

Wednesday, January 9, 2019
7:00 p.m.
Falcon Heights City Hall

The applicant is requesting a zoning text amendment to allow adult day care facilities in the City's business districts and requesting a conditional use permit to operate an adult day care facility in the building located at 1550 Larpenteur Avenue West, commonly known as Falcon Heights Town Square.

A previous public hearing on November 27, 2018 before the Falcon Heights Planning Commission was cancelled due to lack of quorum.

The application and other planning documents will be available upon request. If you have questions or comments before the hearing, you may contact the City at 651-792-7600 or by email at justin.markon@falconheights.org.

Sincerely,

Justin Markon
Community Development Coordinator

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CITY OF
FALCON HEIGHTS

2077 W. Larpenteur Avenue
Falcon Heights, MN 55113-5594

email: mail@falconheights.org
website: www.falconheights.org

The City That Soars!

Phone - (651) 792-7600
Fax - (651) 792-7610

December 12, 2018

Sherman Associates
Attn: Brad Goering
233 Park Avenue
Minneapolis, MN 55413

Dear Applicant:

On October 25, 2018, the City of Falcon Heights received your application for 1. a conditional use permit for the property at 1550 Larpenteur Ave W and 2. a zoning text amendment.

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on December 24, 2018. The time period is extended until February 22, 2019.

A public hearing before the Falcon Heights Planning Commission to consider the application was scheduled for November 27, 2018. Due to lack of quorum, the vote on the application was cancelled. A public hearing to consider the application is scheduled for Wednesday, January 9, 2019 before the City Council.

Sincerely,

Justin Markon
City of Falcon Heights
Community Development Coordinator

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CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

January 9, 2019

No. 19-01

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR 1550 LARPEN TEUR AVENUE WEST**

WHEREAS, Sherman Associates, the property owner of 1550 Larpenteur Avenue West, Falcon Heights 55113 (Falcon Heights Town Square) applied for a conditional use permit for an adult day care facility; and

WHEREAS, the property has a parcel ID of 222923220148; and

WHEREAS, the property has a tax description of Falcon Hghts Tn Sq Second Lot 1 Block 1; and

WHEREAS, the City received a Planning Application dated October 25, 2018 and Site Plan dated October 3, 2018; and

WHEREAS, the City duly sent an extension letter pursuant to Minnesota Statute 15.99 subd. 3(f) allowing an additional 60 days for City action; and

WHEREAS, the City of Falcon Heights City Council has reviewed the Planning Application, Site Plan, and Planning and Zoning report for consistency with City Code.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Falcon Heights, Minnesota hereby approves the Conditional Use Permit for 1550 Larpenteur Avenue West subject to the following conditions:

1. Approval of operating license by the Minnesota Department of Human Services.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM ___ In Favor
HARRIS
GUSTAFSON ___ Against
LEEHY
MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through: 1/02/19 \$295,027.06 Payroll through: 12/31/18 \$34,061.05
Budget Impact	The general disbursements and payroll are consistent with the budget.
Attachment(s)	· General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-12		ALLEGRA PRINT & IMAGING				
I-155605		CAFR COVERS	67.82			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		CAFR COVERS		101 4112-70100-000	SUPPLIES	67.82
		=== VENDOR TOTALS ===	67.82			
01-00250		AMERIPRIDE SERVICES				
I-1004330430		TOWEL COLLECTION, LAUNDRY SER	55.15			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		TOWEL COLLECTION, LAUNDRY SERV		101 4124-82011-000	LINEN CLEANING	55.15
		=== VENDOR TOTALS ===	55.15			
01-03025		COLIN CALLAHAN				
I-201812206978		FLEX PAYMENT	208.33			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	85.42
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	97.92
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	24.99
		=== VENDOR TOTALS ===	208.33			
01-03001		CAMPBELL KNUTSON				
I-201812146971		NOV GENERAL LEGALS& CALIFORNI	102.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: Y		
		NOV GENERAL LEGALS		101 4114-80200-000	LEGAL FEES	87.00
		LEGAL 1354 CALIFORNIA		101 4114-80200-000	LEGAL FEES	15.00
		=== VENDOR TOTALS ===	102.00			
01-03103		CANON FINANCIAL SERVICES				
I-19551786		COPIER CONTRACT DEC	122.39			
12/21/2018	APBNK	DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
		COPIER CONTRACT DEC		101 4131-87010-000	CITY HALL MAINTENANCE	122.39
		=== VENDOR TOTALS ===	122.39			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01	00	CENTURY LINK				
I-201812146972		LANDLINES-DEC SS	81.06			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		LANDLINES-DEC SS		601 4601-85011-000	TELEPHONE - LANDLINE	81.06
		=== VENDOR TOTALS ===	81.06			
=====						
01-06290		CITY OF ROSEVILLE				
I-201812146976		2018 APPLICATION SERVICES	6,139.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		2018 APPLICATION SERVICES		101 4116-85070-000	TECHNICAL SUPPORT	3,376.45
		2018 APPLICATION SERVICES		101 4124-85070-000	NETWORK/TECH SUPPORT (I-N	2,210.04
		2018 APPLICATION SERVICES		101 4132-85070-000	NETWORK/TECH SUPPORT (I-N	552.51
I-225359		ENGINEERING SERVICES	1,404.82			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		ENGINEERING SERVICES		601 4601-92500-000	SNELLING SVC DRIVES RELI	34.83
		19-01 SNELLING&HOYT SIGNAL		419 4419-92057-000	2015 SNELLING DRIVE/ GAR	212.64
		GENERAL ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	301.11
		ENGINEERING-2017 ST PROJECT		427 4427-92098-000	2017 STREET PROJECT - GR	856.24
I-225367		GENERAL ENGINEERING SERVICES	105.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		GENERAL ENGINEERING SERVICES		101 4133-80100-000	ENGINEERING SERVICES	105.00
		=== VENDOR TOTALS ===	7,648.82			
=====						
01-03122		CITY OF ST PAUL				
I-IN00032494		POLICE SERVICE-ANIMAL BOARDIN	305.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		POLICE SERVICE-ANIMAL BOARDING		101 4122-81000-000	POLICE SERVICES	305.00
I-IN00032559		POLICE SERVICE ANIMAL BOARDIN	65.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		POLICE SERVICE ANIMAL BOARDING		101 4122-81000-000	POLICE SERVICES	65.00
		=== VENDOR TOTALS ===	370.00			
=====						
01-05175		CONTINENTAL RESEARCH CORPORATI				
I-471997-CRC-1		BATHROOM FRESHER	83.00			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		BATHROOM FRESHER		101 4131-70110-000	SUPPLIES	83.00
		=== VENDOR TOTALS ===	83.00			

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POST	DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----							
01	13		DELL MARKETING L.P.				
I-10282141510			DELL 23 MONITOR	132.34			
12/20/2018	APBNK		DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
			DELL 23 MONITOR		401 4401-90100-000	FURNITURE & EQUIPMENT	132.34
=== VENDOR TOTALS ===				132.34			

01-04005			ECONOMIC DEVELOPMENT ASSOCIATI				
I-201812146970			EDAM 19 CONFERENCE_JUSTIN	285.00			
12/14/2018	APBNK		DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
			EDAM 19 CONFERENCE_JUSTIN		208 4208-81900-000	OTHER PROFESSIONAL SERVI	285.00
=== VENDOR TOTALS ===				285.00			

01-05653			FIRST DUE FIRE TRAINING				
I-19			VEHICLE EXTRICATION TRAINING	600.00			
12/14/2018	APBNK		DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
			VEHICLE EXTRICATION TRAINING		101 4124-86020-000	TRAINING	600.00
=== VENDOR TOTALS ===				600.00			

01-05166			GRAINGER, W. W., INC.				
I-9018864000			EYE WASH SOLUTUION	68.51			
12/21/2018	APBNK		DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
			EYE WASH SOLUTUION		101 4131-70110-000	SUPPLIES	68.51
I-9023436653			EYE WASH SOLUTION	68.51			
12/21/2018	APBNK		DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
			EYE WASH SOLUTION		101 4124-70100-000	SUPPLIES	68.51
I-9023436661			EYE WASH SOLUTION, REPLT STRA	89.25			
12/21/2018	APBNK		DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
			EYE WASH SOLUTION, REPLT STRAP		101 4124-70100-000	SUPPLIES	89.25
I-9025996704			REPLACEMENT STRAP	20.74			
12/21/2018	APBNK		DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
			REPLACEMENT STRAP		101 4124-70100-000	SUPPLIES	20.74
=== VENDOR TOTALS ===				247.01			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 10	JOSEPH, KATRINA E.					
I-201812146975	NOV PROSECUTIONS		2,500.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: Y		
		NOV PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
	=== VENDOR TOTALS ===		2,500.00			
01-05450	LEAGUE MN CITIES INS TRST					
I-201812216981	2019 WORKERS COMP INS		28,567.00			
12/21/2018	APBNK	DUE: 12/21/2018 DISC: 12/21/2018		1099: N		
		2019 WORKERS COMP INS		101 15500-000	PREPAID EXPENDITURES	25,567.00
		2019 WORKERS COMP INS		601 15500-000	PREPAID EXPENSE	2,000.00
		2019 WORKERS COMP INS		602 15500-000	PREPAID EXPENSES	1,000.00
	=== VENDOR TOTALS ===		28,567.00			
01-05440	LOFFLER COMPANIES, INC					
I-2977295	NOV COPIER OVERAGE CHARGE		99.86			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		NOV COPIER OVERAGE CHARGE		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	99.86
	=== VENDOR TOTALS ===		99.86			
01-05646	M-R SIGN COMPANY INC					
I-202685	STREET SIGNS- NO PARKING		335.36			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		STREET SIGNS		101 4132-75100-000	STREET SIGNS	335.36
	=== VENDOR TOTALS ===		335.36			
01 13	MELODEE STRONG STUDIOS					
I-40016	ARTIST RESIDENCY FH ELEMENTAR		4,000.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		ARTIST RESIDENCY FH ELEMENTARY		210 4210-80600-000	PERSONNEL/CONTRACT SUPPO	4,000.00
	=== VENDOR TOTALS ===		4,000.00			
01-05582	MENARDS					
I-201812206979	FD TRAINING,CH FD SUPPLIES		109.23			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		BASEMENT BOARD		101 4124-86020-000	TRAINING	30.56
		SAND IN A TUBE		101 4124-86020-000	TRAINING	23.87
		SHOW CASE LOCK, ROUTER BIT SET		101 4131-70110-000	SUPPLIES	24.69
		RE-BAR *4		101 4124-70100-000	SUPPLIES	19.12
		MINWAX POLYURETHANE PAINT		101 4131-70110-000	SUPPLIES	10.99
	=== VENDOR TOTALS ===		109.23			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-070		METRO PRODUCTS INC				
I-139626		SUPPLIES:GRINDER PADDLE, TAPE	183.04			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		SUPPLIES:GRINDER PADDLE, TAPE		101 4132-70120-000	SUPPLIES	183.04
I-139783		WIRE WHEEL, ARBOR	135.30			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		WIRE WHEEL, ARBOR		101 4132-70120-000	SUPPLIES	135.30
		=== VENDOR TOTALS ===	318.34			
=====						
01-05665		METROPOLITAN COUNCIL				
I-1086975		OCT SS	39,846.43			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		OCT SS		601 4601-85060-000	METRO SEWER CHARGES	39,846.43
I-1089836		PREPAY JAN 2019 SS	41,362.51			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		PREPAY JAN 2019 SS		602 15500-000	PREPAID EXPENSES	41,362.51
		=== VENDOR TOTALS ===	81,208.94			
=====						
01-05273		MN PUBLIC EMPLOYEES INSURANCE				
I-782579		JAN-19 HEALTH INSURANCE	8,667.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		JAN-19 HEALTH INSURANCE		101 15500-000	PREPAID EXPENDITURES	8,667.00
		=== VENDOR TOTALS ===	8,667.00			
=====						
01-04875		MOBILE MINI, INC.				
005411039		20 OPEN BAY OFFICE WARM HOUSE	598.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		20 OPEN BAY OFFICE WARM HOUSE		101 4141-87130-000	MINI WARMING HOUSE	598.00
		=== VENDOR TOTALS ===	598.00			
=====						
01-05825		MUNICIPAL CODE CORPORATION				
I-00321819		ADMINI SUPPORT DEC-NOV 2019	275.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		ADMINI SUPPORT DEC-NOV 2019		101 4114-80210-000	ZONING CODE UPDATE	275.00
		=== VENDOR TOTALS ===	275.00			

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-----ID-----						
01 19		NFPA INTERNATIONAL				
I-7387671Y		MEMBERSHIP RENEWAL	175.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		MEMBERSHIP RENEWAL		101 4124-86110-000	MEMBERSHIPS	175.00
=== VENDOR TOTALS ===			175.00			

01-06024		ON SITE SANITATION				
I-695174		HAND SANITIZER, RESTROOM CONS	75.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		HAND SANITIZER, RESTROOM CONST		601 4601-85080-000	PORTABLE TOILET PARKS	10.00
		HAND SANITIZER, RESTROOM CONST		601 4601-85080-000	PORTABLE TOILET PARKS	65.00
=== VENDOR TOTALS ===			75.00			

01-06115		TIMOTHY PITTMAN				
I-201812146974		MILEAGE REIMB	11.99			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		MILEAGE REIMB		101 4132-86101-000	MILEAGE	11.99
=== VENDOR TOTALS ===			11.99			

01-06185		RAMSEY COUNTY				
I-RISK-001959		INSURANCE/HR ADMIN FEE DEC	618.10			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		INSURANCE/HR ADMIN FEE		101 4112-89000-000	MISCELLANEOUS	618.10
=== VENDOR TOTALS ===			618.10			

01 4		S2 PROFESSIONAL SERVICES LLC				
I-201812146969		ROPE SYSTEM FAMILIARIZATION	200.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		ROPE SYSTEM FAMILIARIZATION		101 4124-86020-000	TRAINING	200.00
=== VENDOR TOTALS ===			200.00			

01-06301		SAMS CLUB MC/SYNCB				
I-201812206980		SAMS CLUB MC/SYNCB	4,546.60			
12/20/2018	APBNK	DUE: 12/20/2018 DISC: 12/20/2018		1099: N		
		FOOD FOR ELECTION		101 4115-70100-000	SUPPLIES	423.79
		CHAIN, LINK, SPRAY LUBE		101 4132-70120-000	SUPPLIES	76.58
		GLOVES, JACKETS		101 4132-77000-000	CLOTHING	378.47
		OTC ENCORE ANNUAL SUBSCRPN		101 4131-70110-000	SUPPLIES	695.00
		DUMP TRUCK REPAIR		101 4132-87000-000	REPAIR EQUIPMENT	237.94
		ALUMINUM NAME TAGS		210 4210-70100-000	SUPPLIES	169.15
		FASTSIGNS: STREET SIGNS		101 4132-75100-000	STREET SIGNS	1,055.57

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-----ID-----						
01-01	SAMS CLUB MC/SYNCB	(** CONTINUED **)				
		CUTTING MACHN, PAPER, FLYERS		101 4112-70100-000	SUPPLIES	248.06
		MOWER HOSE		101 4132-87000-000	REPAIR EQUIPMENT	130.42
		SLICKTEXT SUBSCRIPTION		210 4210-70420-000	NEWSLETTER/COMMUNICATION	29.00
		LAND USE WORKSHOP-JUSTIN		101 4117-86100-000	CONFERENCES/EDUCATION/AS	75.00
		LOGO APPLICATION		101 4116-85060-000	WEB SITE	15.90
		JACKETS		201 4201-70100-000	SUPPLIES	115.85
		SHELF		401 4401-90100-000	FURNITURE & EQUIPMENT	48.30
		CARD TABLE, ALMOND		401 4401-90100-000	FURNITURE & EQUIPMENT	697.72
		WINDOW REPAIR GLASS		101 4131-87010-000	CITY HALL MAINTENANCE	59.49
		WINDOW REPAIR GLASS		101 4131-87010-000	CITY HALL MAINTENANCE	61.36
		SLICKTEXT SUBSCRIPTION		210 4210-70420-000	NEWSLETTER/COMMUNICATION	29.00
=== VENDOR TOTALS ===			4,546.60			
=====						
01-06525	SUBURBAN ACE HARDWARE					
I-201812146977		PARKS&STREET SUPPLIES	136.02			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		BROOM, FASTNERS		101 4141-70100-000	SUPPLIES	24.18
		GLUE, COUPLER, KEY		101 4124-70100-000	SUPPLIES	111.84
=== VENDOR TOTALS ===			136.02			
=====						
01-05737	VERIZON WIRELESS					
I-9819193215		CELL PHONE 3475&8320	70.04			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		CELL PHONE 3475&8320		101 4124-85015-000	CELL PHONE	70.04
=== VENDOR TOTALS ===			70.04			
=====						
01-07898	WSB					
011252-000-9		COMPREHENSIVE PLAN UPDATE	177.50			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		COMPREHENSIVE PLAN UPDATE		208 4208-81900-000	OTHER PROFESSIONAL SERVI	177.50
I-R-012507-000-4		ZONING ADMINISTRATION	1,720.00			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		ZONING ADMINISTRATION		101 4117-80400-000	CONSULTING PLANNER	1,720.00
=== VENDOR TOTALS ===			1,897.50			

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01	0	XCEL ENERGY				
I-201812146973		ST LIGHT ELECT&DEFENSE SIREN	2,220.98			
12/14/2018	APBNK	DUE: 12/14/2018 DISC: 12/14/2018		1099: N		
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	20.06
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	10.94
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	3.50
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	2,104.82
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	4.74
		STREET LIGHTING ELECT		209 4209-85020-000	STREET LIGHTING POWER	60.97
		ELECTRIC CIVIL DEFENSE SIREN		101 4121-85020-000	ELECTRIC	0.09
		ELECTRIC CIVIL DEFENSE SIREN		209 4209-85020-000	STREET LIGHTING POWER	15.86
		=== VENDOR TOTALS ===	2,220.98			
		=== PACKET TOTALS ===	146,632.88			

-----ID-----			GROSS	P.O. #		
REPORT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0037	AMANDA LOR					
I-201812276987		REIM MILEAGE	20.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		REIM MILEAGE		101 4112-86010-000	MILEAGE & PARKING	20.00
		=== VENDOR TOTALS ===	20.00			
01-00250	AMERIPRIDE SERVICES					
I-1004343489		TOWEL COLLECTION, LAUNDRY SERV	53.15			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		TOWEL COLLECTION, LAUNDRY SERVE		101 4124-82011-000	LINEN CLEANING	53.15
		=== VENDOR TOTALS ===	53.15			
01-03110	CENTURY LINK					
I-201812276986		LANDLINES-PARKS DEC 7-JAN 6	62.17			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		LANDLINES-PARKS DEC 7-JAN 6		101 4141-85011-000	TELEPHONE - LANDLINE	62.17
		=== VENDOR TOTALS ===	62.17			
01-03583	DELL MARKETING L.P.					
I-10268794081		OPTIPLEX FORM FACTOR	565.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		OPTIPLEX FORM FACTOR		401 4401-90100-000	FURNITURE & EQUIPMENT	565.00
I-10268809283		DELL MONITOR, FORM FACTOR	728.79			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		DELL MONITOR, FORM FACTOR		401 4401-90100-000	FURNITURE & EQUIPMENT	728.79
I-10268809291		DELL MONITOR, FORM FACTOR	728.79			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		DELL MONITOR, FORM FACTOR		401 4401-90100-000	FURNITURE & EQUIPMENT	728.79
I-10268809304		LAN CARD, MOUSE, WARRANTY ETC	565.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		LAN CARD, MOUSE, WARRANTY ETC		401 4401-90100-000	FURNITURE & EQUIPMENT	565.00
I-10268809312		OPTIPLEX MICRO FORM FACTOR	565.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		OPTIPLEX MICRO FORM FACTOR		401 4401-90100-000	FURNITURE & EQUIPMENT	565.00
I-10274036930		DELL MONITOR, FORM FACTOR	705.34			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		DELL MONITOR, FORM FACTOR		401 4401-90100-000	FURNITURE & EQUIPMENT	705.34
		=== VENDOR TOTALS ===	3,857.92			

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-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05231 HEALTHEAST VEHICLE SERVICES						
I-25291		HEAD LAMP, TAIL LAMP FLASHER	600.14			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		HEAD LAMP, TAIL LAMP FLASHER		101 4124-87022-000	REPAIR FIRE TRUCK	600.14
=== VENDOR TOTALS ===			600.14			
01-05239 INTR NATL ASSOC FIRECHIEF						
I-201812276985		IAFC MEMBERSHIP DUES	209.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		IAFC MEMBERSHIP DUES		101 4124-86110-000	MEMBERSHIPS	209.00
=== VENDOR TOTALS ===			209.00			
01-05676 OFFICE DEPOT						
I-217439980-001		FLYERS, PAPER, CUTTING MACHIN	213.20			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		FLYERS, PAPER, CUTTING MACHINE		101 4112-70100-000	SUPPLIES	213.20
=== VENDOR TOTALS ===			213.20			
01-06024 ON SITE SANITATION						
I-695175		HADN SANITIZER&RESTROOM	160.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		HAND SANITIZERS		601 4601-85080-000	PORTABLE TOILET PARKS	10.00
		ADA PORTABLE RESTROOM		601 4601-85080-000	PORTABLE TOILET PARKS	150.00
=== VENDOR TOTALS ===			160.00			
01-06483 RAMSEY COUNTY						
I-FLEET-000445		PARTS:FILLER	15.48			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		PARTS:FILLER		101 4132-87000-000	REPAIR EQUIPMENT	15.48
=== VENDOR TOTALS ===			15.48			
01-06483 SENTRY SYSTEMS, INC.						
I-744510		COMMERCIAL MONITORING SERVICE	94.50			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		COMMERCIAL MONITORING SERVICES		101 4131-87100-000	PANIC BUTTON SECURITY	94.50
=== VENDOR TOTALS ===			94.50			

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DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00099		URBAN LAND INSTITUTE				
I-201812276983		MEMBERSHIP	560.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		MEMBERSHIP		208 4208-81900-000	OTHER PROFESSIONAL SERVI	560.00
		=== VENDOR TOTALS ===	560.00			
=====						
01-05773		URBAN LAND INSTITUTE MN				
I-201812276984		MEMBERSHIP RENEWAL	200.00			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		MEMBERSHIP RENEWAL		208 4208-81900-000	OTHER PROFESSIONAL SERVI	200.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-05870		XCEL ENERGY				
I-201812276988		AUTO PROTECTIVE LT, SREET LT	30.08			
12/27/2018	APBNK	DUE: 12/27/2018 DISC: 12/27/2018		1099: N		
		AUTO PROTECTIVE LT		101 4141-85020-000	ELECTRIC/GAS	15.27
		AUTO PROTECTIVE LT		209 4209-85020-000	STREET LIGHTING POWER	14.81
		=== VENDOR TOTALS ===	30.08			
		=== PACKET TOTALS ===	6,075.64			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00		CITY OF ROSEVILLE				
I-225450		DEC IT SERVICES	2,431.00			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		DEC IT SERVICES		101 4116-85070-000	TECHNICAL SUPPORT	1,337.05
		DEC IT SERVICES		101 4124-85070-000	NETWORK/TECH SUPPORT (I-N	875.16
		DEC IT SERVICES		101 4132-85070-000	NETWORK/TECH SUPPORT (I-N	218.79
I-225485		DEC PHONE SERVICES	315.81			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		DEC PHONE SERVICES		101 4116-85010-000	TELEPHONE	315.81
		=== VENDOR TOTALS ===	2,746.81			
01-05167		ANTON FEHRENBACH				
I-201812286992		FDIC CONFERENCE FLIGHT	536.40			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		FDIC CONFERENCE FLIGHT		101 4124-86020-000	TRAINING	536.40
		=== VENDOR TOTALS ===	536.40			
01-05243		HINRICHS, RICH				
I-201812286991		FDIC TRAINING CONFERENCE	1,154.30			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		FDIC TRAINING CONFERENCE		101 4124-86020-000	TRAINING	743.90
		FDIC FLIGHT		101 4124-86020-000	TRAINING	410.40
		=== VENDOR TOTALS ===	1,154.30			
01-06030		OLSON, ROLAND				
I-1812286989		FLEX PAYMENT	260.34			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		FLEX PAYMENT		101 21712-000	MEDICAL FLEX SAVINGS PAY	216.08
		FLEX PAYMENT		601 21712-000	MEDICAL FLEX SAVINGS PAY	39.05
		FLEX PAYMENT		602 21712-000	MEDICAL FLEX SAVINGS PAY	5.21
		=== VENDOR TOTALS ===	260.34			
01-05870		XCEL ENERGY				
I-201812286990		AUTO PROTC LT&CIVIL DEFE SIRE	42.48			
12/28/2018	APBNK	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
		AUTO PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	30.45
		AUTO PROTECTIVE LIGHT		101 4121-85020-000	ELECTRIC	12.03
		=== VENDOR TOTALS ===	42.48			
		=== PACKET TOTALS ===	4,740.33			

PACKET: 01893 dec 31 payagles

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03527		DELEGARD TOOL COMPANY				
I-100658		TOOLS HEX KEYS	129.35			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		TOOLS HEX KEYS		101 4132-70120-000	SUPPLIES	129.35
		=== VENDOR TOTALS ===	129.35			
=====						
01-05153		HOME DEPOT CRC/GECF				
I-201812316995		OAK AND BENCH GRINDER	195.95			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		OAK FOR DISPLAY CASES/WIRE BRS		101 4131-70110-000	SUPPLIES	67.96
		BENCH GRINDER		101 4131-70110-000	SUPPLIES	127.99
		=== VENDOR TOTALS ===	195.95			
=====						
01-05419		JINZE LI				
I-201812316997		REPLACE CK ERROR POSITIVE PAY	281.20			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		REPLACE CK ERROR POSITIVE PAY		101 4113-60520-000	PART TIME EMPLOYEE	281.20
		=== VENDOR TOTALS ===	281.20			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				
I-610189225-186		NOV 15 TO DEC 14	124.08			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		NOV 15 TO DEC 14		101 4131-85015-000	CELL PHONE	124.08
		=== VENDOR TOTALS ===	124.08			
=====						
01-06115		TIMOTHY PITTMAN				
I-201812316993		MILEAGE REIMB	34.88			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		MILEAGE REIMB		101 4132-86101-000	MILEAGE	34.88
		=== VENDOR TOTALS ===	34.88			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-201812316994		WATER AND SANITARY SEWER	716.11			
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N		
		COMM PARK WATER		101 4141-85040-000	WATER	396.13
		COMM PARK SS		101 4141-85070-000	SEWER	233.10
		CITY HALL WATER		101 4131-85040-000	WATER	67.09
		CITY HALL SS		101 4131-85070-000	SEWER	19.79
		=== VENDOR TOTALS ===	716.11			

PACKET: 01893 dec 31 payagles

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05870	XCEL ENERGY				

I-201812316996		GAS AND ELECTRIC	1,066.12		
12/31/2018	APBNK	DUE: 12/31/2018 DISC: 12/31/2018		1099: N	
		CITY HALL GAS`		101 4131-85030-000 NATURAL GAS	716.46
		CITY HALL ELECTRIC		101 4131-85020-000 ELECTRIC	343.33
		CURTISS WARMING HOUSE ELECT		101 4141-85020-000 ELECTRIC/GAS	6.33
		=== VENDOR TOTALS ===	1,066.12		
		=== PACKET TOTALS ===	2,547.69		

PACKET: 01895 JAN 2 PAYABLES 2019
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
BT DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00224	ALL TEST & INSPECTION INC					

I-OH18-12634		TEST OVERHEAD CRANE HOIST	323.60			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		TEST OVERHEAD CRANE HOIST		101 20200-000	ACCOUNTS PAYABLE	323.60
=== VENDOR TOTALS ===			323.60			
=====						
01-00276	AMERICAN TIRE DISTRIBUTORS					

I-S116878667		TIRES FOR F350 TRK	1,040.84			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		TIRES FOR F350 TRK		101 20200-000	ACCOUNTS PAYABLE	1,040.84
=== VENDOR TOTALS ===			1,040.84			
=====						
01-05600	ASPEN MILLS					

I-229322		FIRE FIGHTING UNIFORMS	495.55			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		FIRE FIGHTING UNIFORMS		101 20200-000	ACCOUNTS PAYABLE	495.55
=== VENDOR TOTALS ===			495.55			
=====						
01-00875	BHE COMMUNITY SOLAR, LLC					

I-9129019		NOV CITY HALL SOLAR ELECT	400.13			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		NOV CITY HALL SOLAR ELECT		101 20200-000	ACCOUNTS PAYABLE	400.13
=== VENDOR TOTALS ===			400.13			
=====						
01-05422	BP					

I-201901026998		FUEL	748.96			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		FUEL		101 20200-000	ACCOUNTS PAYABLE	748.96
=== VENDOR TOTALS ===			748.96			
=====						
01-05718	GOODPOINT TECHNOLOGY, INC					

I-3879		2019 ICON PAVEMENT MGMT	1,000.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		2019 ICON PAVEMENT MGMT		419 4419-83010-000	PAVEMENT MANAGEMENT	1,000.00
=== VENDOR TOTALS ===			1,000.00			

PACKET: 01895 JAN 2 PAYABLES 2019
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-05115	GOPHER STATE ONE CALL						
I-8120372		DEC LOCATES		10.80			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		DEC LOCATES			601 20200-000	ACCOUNTS PAYABLE	10.80
		=== VENDOR TOTALS ===		10.80			
=====							
01-05235	JAN-PRO CLEANING SYSTEMS						
I-81277		JAN JANITORIAL SVC		205.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		JAN JANITORIAL SVC			101 4131-87010-000	CITY HALL MAINTENANCE	205.00
		=== VENDOR TOTALS ===		205.00			
=====							
01-05418	JUSTIN MARKON						
I-201901027002		MILEAGE & CELL PHONE REIMB		47.80			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		MILEAGE & CELL PHONE REIMB			101 20200-000	ACCOUNTS PAYABLE	47.80
		=== VENDOR TOTALS ===		47.80			
=====							
01-05493	MCMA						
I-201901027000		2019 WINTER PROF DEV ELOPMENT		100.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		2019 WINTER PROF DEV ELOPMENT			101 4112-86100-000	CONFERENCES/EDUCATION/AS	100.00
		=== VENDOR TOTALS ===		100.00			
=====							
01-05263	MID CITY SERVICES- INDUSTRIAL						
I-90968		FLOOR MAT SVC		41.32			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		FLOOR MAT SVC			101 20200-000	ACCOUNTS PAYABLE	41.32
I-92163		FLOOR MAT SVC		41.32			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		FLOOR MAT SVC			101 20200-000	ACCOUNTS PAYABLE	41.32
I-93225		FLOOR MAT SVC		41.32			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		FLOOR MAT SVC			101 20200-000	ACCOUNTS PAYABLE	41.32
I-93708		FLOOR MAT SVC		41.32			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019			1099: N		
		FLOOR MAT SVC			101 20200-000	ACCOUNTS PAYABLE	41.32
		=== VENDOR TOTALS ===		165.28			

PACKET: 01895 JAN 2 PAYABLES 2019
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05252	MN DEPARTMENT OF TRANSPORTATIO					
I-517250		MN DEPARTMENT OF TRANSPORTATI	113,664.71			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		2019 TRAFFIC CONTROL SIGNAL		419 4419-92015-000	2019 TRAFFIC CONTROL SIG	113,664.71
=== VENDOR TOTALS ===			113,664.71			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-201901027001		JAN LIFE INS	48.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		JAN LIFE INS		101 21709-000	OTHER PAYABLE	24.64
		JAN LIFE INS		204 21709-000	OTHER PAYABLE	1.60
		JAN LIFE INS		601 21709-000	OTHER PAYABLE	15.52
		JAN LIFE INS		602 21709-000	OTHER PAYABLE	6.24
=== VENDOR TOTALS ===			48.00			
=====						
01-05994	NORTHEAST YOUTH & FAMILY					
I-201901026999		2019 COOPERATIV E SVC	9,399.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		2019 COOPERATIV E SVC		101 4111-86500-000	COOPERATIVE SERVICE	9,399.00
=== VENDOR TOTALS ===			9,399.00			
=====						
01-06546	STAPLES					
I-8052645844		EISAL PAD/DATE STAMP/CARTRIDG	190.85			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		EISAL PAD/DATE STAMP/CARTRIDGE		101 20200-000	ACCOUNTS PAYABLE	190.85
=== VENDOR TOTALS ===			190.85			
=====						
01-06062	SUMMIT COMPANIES					
I-1333509		ANNUAL FIRE EXTINGUISHER INSP	397.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		ANNUAL FIRE EXTINGUISHER INSPE		101 20200-000	ACCOUNTS PAYABLE	397.00
=== VENDOR TOTALS ===			397.00			

PACKET: 01895 JAN 2 PAYABLES 2019
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05374		TENNIS SANITATION LLC				

I-2281234		DEC RECYLING	5,769.00			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		DEC RECYLING		206 20200-000	ACCOUNTS PAYABLE	3,657.00
		DEC RECYLING		206 20200-000	ACCOUNTS PAYABLE	2,112.00

I-2281235		TENNIS SANITATION LLC	67.50			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		DEC RAMSEY CTY CEC		101 20200-000	ACCOUNTS PAYABLE	67.50
		=== VENDOR TOTALS ===	5,836.50			
=====						
01-07898		WSB				

I-R-011252-00-10		COMP PLAN NOV 2018	956.50			
1/02/2019	APBNK	DUE: 1/02/2019 DISC: 1/02/2019		1099: N		
		COMP PLAN NOV 2018		208 20200-000	ACCOUNTS PAYABLE	956.50
		=== VENDOR TOTALS ===	956.50			
		=== PACKET TOTALS ===	135,030.52			

MP #	NAME	AMOUNT
005	SACK THONGVANH	3,198.63
1 1020	AMANDA P LOR	1,331.64
1-1136	ROLAND O OLSON	2,368.68
1-2154	MAUREEN A ANDERSON	101.51
1-1021	JUSTIN M MARKON	1,478.59
1-0040	KEVIN ANDERSON	129.94
1-0085	DANIEL S JOHNSON-POWERS	84.41
1-0086	RICHARD H HINRICHS	325.66
1-0087	MICHAEL A MCKAY	94.66
1-0095	MICHAEL J POESCHL	303.95
1-0097	PATRICK GAFFNEY	138.79
1-0105	ANTON M FEHRENBACH	353.78
1-0106	SCOTT A TESCH	126.23
1-0123	BRYAN R SULLIVAN	94.41
1-0124	MICHAEL D KRUSE	162.69
1-0126	BENJAMIN J SMITH	63.11
1-0132	ANDREW K TEMME	82.10
1-0135	MORGAN B MCCANN	75.68
1-0136	SCHLIZ S SAWYERS	69.26
1-0137	DANIEL J WATTENHOFER	144.29
1-0138	GRANT W HEITMAN	107.24
1-0139	WILLIAM M RAVEN	209.63
1-2172	MICHAEL W ARCAND	113.66
1-1030	TIMOTHY J PITTMAN	2,062.95
1-1033	DAVE TRETSVEN	1,626.64
1 1143	COLIN B CALLAHAN	1,614.32
TOTAL PRINTED:	26	16,462.45

2-11-2018 6:53 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 12/11/2018

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1161	JINZE, LI	R	12/11/2018	245.65	088117

2-11-2018 6:53 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 12/11/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	1	245.65
DIRECT DEPOSIT REGULAR CHECKS:	26	16,462.45
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	27	16,708.10

MP #	NAME	AMOUNT
013	PETER C LINDSTROM	304.93
L-0016	PAMELA M HARRIS	277.05
L-0022	RANDALL C GUSTAFSON	262.05
L-0023	MELANIE M LEEHY	262.05
L-0024	MARK J MIAZGA	262.05
L-1005	SACK THONGVANH	3,198.63
L-1020	AMANDA P LOR	1,327.28
L-1136	ROLAND O OLSON	2,155.38
L-2154	MAUREEN A ANDERSON	50.75
L-1021	JUSTIN M MARKON	1,478.59
L-0086	RICHARD H HINRICHS	884.82
L-0095	MICHAEL J POESCHL	235.66
L-0097	PATRICK GAFFNEY	128.61
L-0105	ANTON M FEHRENBACH	347.91
L-0123	BRYAN R SULLIVAN	92.24
L-0124	MICHAEL D KRUSE	126.40
L-1030	TIMOTHY J PITTMAN	2,062.95
L-1033	DAVE TRETSEVEN	1,626.64
L-1143	COLIN B CALLAHAN	1,606.63

TOTAL PRINTED: 19 16,690.62

2-26-2018 1:43 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/26/2018

MP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
10	JINZE, LI	R	12/26/2018	557.28	088185
034	KURHAJETZ, CLEMENT	R	12/26/2018	105.05	088186

2-26-2018 1:43 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 12/26/2018

*** REGISTER TOTALS ***

REGULAR CHECKS:	2	662.33
DIRECT DEPOSIT REGULAR CHECKS:	19	16,690.62
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	21	17,352.95

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Amanda Lor, Administrative Coordinator

Item	Approval of City Licenses
Description	<p>The following individuals have applied for a <u>Municipal Business License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC (Speedway #4353) 2. Banana Buybacks, LLC 3. Century 21 - Jay Blank Realty Inc 4. Premier Health of Roseville 5. Jackson Hewitt Tax Services 6. Out of Limb Dane Company <p>The following individuals have applied for a <u>Restaurant License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Eggroll Queen 2. Muy Pizza Minnesota, LLC dba Pizza Hut 3. STP JJ Team LLC dba Jimmy John's <p>The following individuals have applied for a <u>Cigarette License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC (Speedway #4353) <p>The following individuals have applied for a <u>Refuse License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Keith Krupenny & Son Disposal Service, Inc. 2. Advance Disposal Services <p>The following individuals have applied for a <u>Gas Station License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC (Speedway #4353) <p>The following individuals have applied for a <u>Retail Grocery License</u> for 2019. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail LLC (Speedway #4353) <p>The following individuals have applied for a <u>Tree Trimmers License</u> for 2019. Staff has received the necessary documents for licensure.</p>

	<ol style="list-style-type: none"> 1. Branch and Bough Tree Service 2. Hugo's Tree Care, Inc. 3. Vineland Tree Care 4. Birch Tree Care 5. Upper Cut Tree Service 6. A-1 Walsh, Inc. 7. SavATree 8. Rainbow Treecare
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2019 City License Applications contingent on background checks as required by each permit.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F3
Attachment	Resolution
Submitted By	Roland Olson, Finance Director

Item	Designate Official Depositories for 2019
Description	All investments are made according to State law and the City's Investment Policy. The City Administrator and/or Finance Director are authorized to deposit general and other funds therein and make investments and transfers for funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.
Budget Impact	
Attachment(s)	<ul style="list-style-type: none"> Resolution 2019-02 Designating the Official Depositories for the City of Falcon Heights
Action(s) Requested	Staff recommends approve of attached resolution for the official depositories for 2019.

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2019

No. 19-02

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE
CITY OF FALCON HEIGHTS**

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)
US Bank National Association
Morgan Stanley Smith Barney, LLC
Wells Fargo Advisors
Minnesota Municipal Money Market Fund (4M and 4M Plus Funds)
PMA Securities Inc, PMA Financial Network Inc (4M and 4M Plus Investment Pools)

BE IT FURTHER RESOLVED that the City Administrator and/or Finance Director is authorized to deposit general and other funds therein and make investments and transfers of funds in accordance with the City's Investment Policy for the City of Falcon Heights with Council approval. Collateral shall be furnished by the financial institutions as required by law.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
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____ In Favor
____ Against

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F4
Attachment	Fee Schedule and Resolution
Submitted By	Sack Thongvanh, City Administrator

Item	2019 Proposed City Fee Schedule
Description	Each year the City Council is required to approve a fee schedule that identifies the various fees charged by the City. Staff reviews these fees each year to ensure that the costs charged cover the City's expenses and so they are competitive with other cities of comparable size.
Budget Impact	These fees will be incorporated in the 2019 budget.
Attachment(s)	<ul style="list-style-type: none"> · 2019 Proposed Fee Schedule · Resolution 19-03 Adopting the 2019 City Fee Schedule
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached resolution and fee schedule.

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**CITY OF FALCON HEIGHTS
Proposed 2019 Fee Schedule**

A. LICENSES

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 50.00 ^{25.00} per bench
	Filling Stations	
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	General Business	\$ 50.00
	Pool Halls	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$1,500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$2,000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4,000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2,000.00
	Temporary Liquor License	\$ 50.00
	Background Checks (per license)	\$500.00
3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Itinerant salespersons & solicitors (for profit only)	\$ 25.00
	(Charitable)	Free
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$100.00
	Rental License	\$ 50.00/ <u>per unit</u>
	Re-inspection (due to initial failure)	\$ 50.00/ <u>per unit</u>

B. PERMITS

1. Building permit fees:

Total Valuation	
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00
4. Mechanical permit fees

a. Residential Work

Base Fee \$30.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$25.00 First 100,000 BTU input or less.

\$ 5.00 Each additional 100,000 input or fraction thereof.

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Warm air or hot water heating system
 \$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.
 \$ 6.00 Each additional 100,000 BTU input or fraction thereof.

\$20.00 First 100,000 BTU input per unit on unit heaters
 \$ 5.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning
 \$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.
 \$ 6.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items
 \$35.00 Wood burning furnace per unit
 \$35.00 Swimming pool heater per unit
 \$25.00 Air exchanger with duct work per unit
 \$25.00 Gas or oil space heater per unit
 \$25.00 Gas direct vent heater per unit
 \$25.00 Gas fireplace log or heater per unit
 \$25.00 Gas hot water heater for domestic hot water

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

5. Plumbing Permit Fees.
 \$30.00 base fee plus \$7.00 per fixture installed, \$1.00 state surcharge

6. Right of Way Permit Fees

<u>Item</u>	<u>Fee</u>
Registration fee	\$25.00
Hole	\$150.00
Trench	\$150.00 + \$40.00 per 100 lineal feet or portion thereof
Obstruction	\$50.00 + \$0.06 per lineal foot
<u>Small Cell Wireless</u>	
Permit fee	\$100.00
Rent on City structure	\$150.00 per year
Maintenance for colocation	\$25.00 per year
Monthly electrical services	
Radio node less than 100 watts	\$73.00 per month
Radio node over 100 watts	\$182.00 per month

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~~67.~~ Sewer Connection or Repair \$50.00

~~78.~~ Water Connection

<u>Meter Size</u>	<u>Fee</u>
-------------------	------------

3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00

~~89.~~ Street Opening Fee \$25.00 (plus cost of permit)

~~10.~~ Zoning Permit

<u>Item</u>	<u>Fee</u>
Fence	\$40.00
Temporary Sign	\$30.00
Permanent Sign (each)	\$50.00
Residential driveway	\$40.00
Commercial driveway	Subject to Building Permit Fees

~~9.~~ Fence Permit Fee \$40.00

~~10.~~ Residential Driveway Permit Fee \$40.00

~~11.~~ Commercial Driveway Permit Fee Subject to Building Permit Fees

~~12.~~ Temporary Sign Permit \$30.00

~~13.~~ Permanent Sign Permit \$50.00

~~1411.~~ Dumpster Permit \$ 20.00 (30 days) \$10.00 (14 days)
(Dumpster permits can be renewed once)

C. PLANNING FEES*

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 500.00
Design Review (when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 500.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
Variance	\$ 500.00

*Fee plus actual cost billed by contractors or city consultant fees.

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D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	<u>-Not Available</u>	\$150 plus Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	Not Available	Not Available
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$15.00 + Tax	
Set up/Tear Down		\$25.00	

* For park building rentals there is a ~~\$400~~**\$200** damage deposit (or as determined by the City Administrator) required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev. IRS, W9 or MN Dept. of Taxation)

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Park building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

*If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
Council Chambers Full Room (includes kitchen facility)	150 75- Seated	\$115.00	\$175.00	\$250.00
Council Chambers Front Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Council Chambers Back Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Kitchen Facility	10 6 Seated	\$25.00	\$50.00	\$50.00
Conference Room	8 maximum	\$30.00	\$60.00	\$100.00
Set Up Fee Excludes governmental entities		\$25.00		

* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

* CITY HALL CANNOT BE RENTED FOR PRIVATE SOCIAL GATHERINGS.

Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal). Discounted rates are available for weekly bookings.

Renters	Fee (3 hr. block time)	Fee Seasonal 3 hr block time April-October Consecutive times in one week	Additional Hours
Resident	\$20+ tax	-	\$10 + tax
Non Resident	\$30+ tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20+ tax	2 day: \$35 3 day: \$50 4 days: \$65 5 days or more: \$80	\$10 + tax
Adult Organizations	\$30+ tax	2 day: \$40 3 day: \$55 4 days: \$70 5 days or more: \$85	\$10 + tax
Striping a soccer field	At City Cost	case by case basis	

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment is received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northwest Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25 + tax/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$25.00
Returned Check Fee	\$25.00
Credit card convenience fee (PayPal)*	3.1%2.9% + \$0.30

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms ([at an address or property within one calendar year](#))
 - \$175.00 for second false alarm
 - [\\$300 for third false alarm](#)
 - [\\$400 for fourth false alarm](#)
 - [\\$500 for fifth and subsequent false alarm](#) ~~and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.~~
2. Security False Alarms ([at an address or property within one calendar year](#))
 - \$60.00 for second false alarm
 - [\\$100 for third false alarm](#)
 - [\\$200 for fourth false alarm](#)
 - [\\$300 for fifth false alarm](#)
 - [\\$400 for sixth false alarm](#)
 - [\\$500 for seventh and subsequent false alarm](#)
 - ~~call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.~~
3. Penalties and Assessment
Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee to designate "residential area" permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure (up to 72 hours)	\$ 10.00

~~**J. RENTAL HOUSING RE INSPECTIONS** ~~\$50.00 for third and subsequent~~~~

inspections

Commented [JM1]: Is this necessary? Addressed on page 1 with "rental license."

KJ. SANITARY SEWER

The sanitary sewer fee for residential units is ~~\$33.25~~\$34.00 per quarter plus ~~\$0.0217667~~\$0.0222673 per cubic foot of water usage during the months of November - January. For apartment units, the rate will be ~~\$33.25~~\$34.00/unit/quarter plus ~~\$0.217667~~\$0.222673 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is ~~\$0.0217667~~ \$0.0222673 per cubic foot of water usage during each month.

***Park Program Fees are exempt**

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KL. STORM DRAINAGE

The fee for storm drainage is ~~\$23.75~~\$24.50 per quarter for residential units and ~~\$219.28~~\$226.30 per acre for commercial and apartment units.

LM. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

MN. RECYCLING

The recycling charge is ~~\$9.75~~\$10.50 per quarter for residential units.

NO. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

OP. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

PQ. SNOW AND ICE REMOVAL

\$100/Hour with a minimum of \$100

**CITY OF FALCON HEIGHTS
Proposed 2019 Fee Schedule**

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	Investigation fee/general	\$1,500.00
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	License fee	\$2,000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
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	Therapeutic Massage License	
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2.	Liquor Licenses	
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	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4,000.00
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	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2,000.00
	Temporary Liquor License	\$ 50.00
	Background Checks (per license)	\$500.00
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	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Itinerant salespersons & solicitors	
	(for profit only)	\$ 25.00
	(Charitable)	Free
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$100.00
	Rental License	\$ 50.00/per unit
	Re-inspection (due to initial failure)	\$ 50.00/per unit

B. PERMITS

1. Building permit fees:

Total Valuation	
\$1.00 - \$500.00	\$25.00
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\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
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3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

**Building Permits are subject to the State Surcharge*

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3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00

4. Mechanical permit fees

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Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

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\$25.00 First 100,000 BTU input or less.

\$ 5.00 Each additional 100,000 input or fraction thereof.

- Warm air or hot water heating system
 \$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.
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 \$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.
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- Other Items
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9. Street Opening Fee \$25.00 (plus cost of permit)

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	Commercial driveway	Subject to Building Permit Fees

11. Dumpster Permit \$ 20.00 (30 days) \$10.00 (14 days)
(Dumpster permits can be renewed once)

C. **PLANNING FEES***

	<u>Item</u>	<u>Fee</u>
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	Lot Split (one lot into two)	\$ 500.00
	Planned Unit Development	\$ 500.00
	Rezoning/Zoning Amendment	\$ 500.00
	Subdivision (>1 new lot)	\$ 500.00 + \$ 100.00/lot created
	Variance	\$ 500.00

*Fee plus actual cost billed by contractors or city consultant fees.

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations and damage deposits are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	Not Available	\$150 plus Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	Not Available	Not Available
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$15.00 + Tax	
Set up/Tear Down		\$25.00	

- * For park building rentals there is a \$400 damage deposit (or as determined by the City Administrator) required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.
- * Nonprofit organizations must provide a copy of a Tax Exempt form (MN Dept. of Rev, IRS, W9 or MN Dept. of Taxation)
- * Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)
- * Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.
- * Park building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.
- *If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
Council Chambers Full Room (includes kitchen facility)	150 75- Seated	\$115.00	\$175.00	\$250.00
Council Chambers Front Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Council Chambers Back Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Kitchen Facility	10 6 Seated	\$25.00	\$50.00	\$50.00
Conference Room	8 maximum	\$30.00	\$60.00	\$100.00
Set Up Fee Excludes governmental entities		\$25.00		

* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

* CITY HALL CANNOT BE RENTED FOR PRIVATE SOCIAL GATHERINGS.

Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal). Discounted rates are available for weekly bookings.

Renters	Fee (3 hr. block time)	Fee Seasonal 3 hr block time April-October Consecutive times in one week	Additional Hours
Resident	\$20+ tax	-	\$10 + tax
Non Resident	\$30+ tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20+ tax	2 day: \$35 3 day: \$50 4 days: \$65 5 days or more: \$80	\$10 + tax
Adult Organizations	\$30+ tax	2 day: \$40 3 day: \$55 4 days: \$70 5 days or more: \$85	\$10 + tax
Striping a soccer field	At City Cost	case by case basis	

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment is received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northwest Youth and Family Service
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - c. The organization or group cannot be a private, business, political, or religious organization.
 - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25 + tax/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$25.00
Returned Check Fee	\$25.00
Credit card convenience fee (PayPal)*	3.1% +\$0.30

¹The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

*Park Program Fees are exempt

G. FALSE ALARM FEES

1. Fire False Alarms (at an address or property within one calendar year)

- \$175.00 for second false alarm
- \$300 for third false alarm
- \$400 for fourth false alarm
- \$500 for fifth and subsequent false alarm

2. Security False Alarms (at an address or property within one calendar year)

- \$60.00 for second false alarm
- \$100 for third false alarm
- \$200 for fourth false alarm
- \$300 for fifth false alarm
- \$400 for sixth false alarm
- \$500 for seventh and subsequent false alarm

3. Penalties and Assessment

Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee to designate “residential area” permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$5.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure (up to 72 hours)	\$ 10.00

J. SANITARY SEWER

The sanitary sewer fee for residential units is \$34.00 per quarter plus \$.0222673 per cubic foot of

water usage during the months of November – January. For apartment units, the rate will be \$34.00/unit/quarter plus \$.0222673 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$.0222673 per cubic foot of water usage during each month.

K. STORM DRAINAGE

The fee for storm drainage is \$24.50 per quarter for residential units and \$226.30 per acre for commercial and apartment units.

L. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

M. RECYCLING

The recycling charge is \$10.50 per quarter for residential units.

N. STREET LIGHTING

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

P. SNOW AND ICE REMOVAL

\$100/Hour with a minimum of \$100

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2019

No. 19-03

A RESOLUTION APPROVING THE 2019 CITY FEE SCHEDULE

WHEREAS, City Staff reviews the fee schedule to make sure that the fee reflects staff cost and that the fee is competitive;

WHEREAS, the recommended changes are reflected on the attached 2019 Proposed City Fee Schedule labeled as "Exhibit A".

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota approves the 2019 Fee Schedule as attached as "Exhibit A".

Moved by:

Approved by: _____
Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
LEEHY
MIAZGA

Attested by: _____
Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F5
Attachment	Elected Official Out-of-State Travel Policy
Submitted By	Sack Thongvanh, City Administrator

Item	Review of Elected Official Out-of-State Travel Policy
Description	In 2005, the Minnesota State Legislature passed a requirement that cities adopt a policy that regulates out-of-state travel by elected officials. The Falcon Heights City Council adopted the attached policy on November 9, 2005. One provision of the statute is that the policy be reviewed annually by the City council.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Elected Official Out-of-State Travel policy
Action(s) Requested	Staff recommends that the Falcon Heights City Council affirm the attached City of Falcon Heights Elected Official Out-of-State Travel policy adopted November 9, 2005.

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City of Falcon Heights

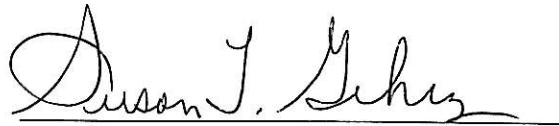
ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

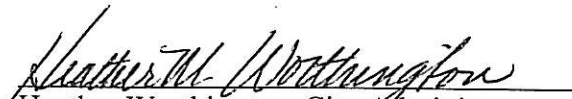
Purpose: The City of Falcon Heights recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel, and the use of a resolution detailing what exactly is being approved.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's Travel Policy.

Adopted November 9, 2005


Susan L. Gehrz, Mayor


Heather Worthington, City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F6
Attachment	City Council Standing Rules
Submitted By	Sack Thongvanh, City Administrator

Item	Review and Adopt Council Standing Rules
Description	<p>Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.</p> <p>Staff has no recommendations for changes in the standing rules at this time</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · City Council Standing Rules
Action(s) Requested	Staff would recommend adopting the Council Standing Rules for 2019.

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Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.

6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

SIKKINK'S SEVEN MOTION SYSTEM TABLE

<u>Motion</u>	<u>Purpose</u>	<u>Applies To What Situations</u>	<u>Needs Recognition</u>	<u>Needs Second</u>	<u>Can be Discussed</u>	<u>Amendable</u>	<u>Vote Required</u>
1. Restrict Discussion	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
2. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
3. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
5. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
6. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
7. General	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F7
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Council/City Commission Liaison Assignments
Description	<p>Councilmembers are each assigned to serve as a liaison between City Council and various commissions each year. Assignments for 2019 are as follows:</p> <ul style="list-style-type: none"> · Planning Commission – Pamela Harris · Community Engagement Commission – Randy Gustafson · Parks and Recreation Commission –Melanie Leehy · Environment Commission – Peter Lindstrom · Northeast Youth and Family Services – Mark Miazga · North Suburban Cable Commission – Susan Majerus
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	I recommend approval of the above assignments.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F8
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	Appointment of Acting Mayor
Description	<p>Periodically, the Mayor's absence requires that official duties (such as signing official documents, running City Council meetings, etc.) need to be conducted in a timely manner. Past practice has been to rotate this position among the various City Council Members. The 2018 Acting Mayor was Council Member Randy Gustafson.</p> <p>The Mayor still retains the right to name other Council Members as Acting Mayor when planned absences are anticipated, but the formal designation of an Acting Mayor allows for continuity of operations in the case of an emergency or unplanned absence.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Motion to approve Council Member Council Member Melanie Leehy as the 2019 Acting Mayor.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F9
Attachment	N/A
Submitted By	Peter Lindstrom, Mayor

Item	2019 Commission Appointments
Description	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three year terms (2019-2021), as directed by the City Code:</p> <p>Walt Dunlap (Park Commission) 2nd Term James Wassenberg (Environment Commission) 2nd Term Nick Olson (Environment Commission) 2nd Term John Larkin (Planning Commission) 2nd Term</p>
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	<p>Motion to approve the reappointment of the following Commissioners to their second three year terms to their respective commissions.</p> <p>Walt Dunlap (Park Commission) 2nd Term James Wassenberg (Environment Commission) 2nd Term Nick Olson (Environment Commission) 2nd Term John Larkin (Planning Commission) 2nd Term</p>

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F10
Attachment	N/A
Submitted By	Roland Olson, Finance Director

Item	Mileage reimbursement rate for 2019
Description	The business mileage reimbursement rate allowed by the IRS is 58.0 cents per mile effective January 1, 2019. This is a three and a half cent per mile increase in the mileage rate allowed by the IRS in 2018.
Budget Impact	The mileage reimbursement rate is 58.0 cent per mile effective January 1, 2019.
Attachment(s)	N/A
Action(s) Requested	Staff recommends allowing the IRS approved reimbursement mileage rate of 58.0 cents per mile when employees use their personal vehicles for city business for 2019.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F11
Attachment	Tort Limit Liability Form
Submitted By	Roland Olson, Finance Director

Item	Statutory Tort Limits Liability Coverage for City in 2019
Description	<p>Effective January 1, 2019, the statutory tort limits for the City of Falcon Heights under our insurance policy with the League of Minnesota Cities Insurance Trust will continue to be \$1,500,000. An individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which statutory tort limits apply would be limited to \$1,500,000.</p> <p>The League of Minnesota Cities Insurance Trust is requesting that cities determine if they wish to waive the statutory tort limits for 2019. Under certain circumstances the LMCIT, which represents the city in these claims, may negotiate above the legal liability limit if necessary because some claims like employment are exempt from the cap. The general council from the LMCIT states that cities make different choices depending upon their circumstances. However, they perceived that maintaining the limit was prudent in many cases. The city has had no claims for settlements for several years. Since 2000, the city council has voted <u>not to waive</u> the statutory tort limits.</p>
Budget Impact	NA
Attachment(s)	<ul style="list-style-type: none"> Liability Coverage Waiver Form from the League of Minnesota Insurance Trust (LMCIT)
Action(s) Requested	Staff recommends that the city council approve a motion <u>not to waive</u> the city's statutory tort limits for 2019 and authorize the City Administrator to execute all necessary documents.

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LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- o *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- o *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- o *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____

Position _____

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F12
Attachment	2019 NYFS Cooperative Service Agreement and Contribution History
Submitted By	Sack Thongvanh, City Administrator

Item	2019 NYFS Cooperative Service Agreement
Description	<p>For many years now, the City of Falcon Heights has been a partner with Northeast Youth and Family Services (NYFS). Some of the services they provide include senior chore services and diversion programs for youth in various law enforcement cases. Each year the City allocates money in the general fund to help pay for these services.</p> <p>Attached is the 2019 Agreement that NYFS is asking all of their partner cities to approve.</p>
Budget Impact	2019 Contribution of \$9,399 which is accounted for in the 2019 Budget. This is a 2.8 percent increase from 2018's contribution of \$9,143.
Attachment(s)	<ul style="list-style-type: none"> · Contribution History · 2019 NYFS Cooperative Service Agreement
Action(s) Requested	Staff recommends Council approval of the 2019 NYFS Agreement and authorization of the Mayor and City Administrator to sign all necessary documents.

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December 21, 2018

Sack Thongvanh
City Administrator
City of Falcon Heights
2077 Larpenteur Avenue
Falcon Heights, MN 55113

Dear Sack,

Enclosed is the 2019 partnership agreement with Northeast Youth & Family Services. I have also included the addendum referenced in section III-B Services Provided and Exhibit A referenced in section III-D-2 Funding.

Please sign and return a fully executed copy of the agreement to me. You can either send a hard copy through the mail or a pdf electronically. Either way we need a copy in our files for our audit.

We appreciate our partnership with you and look forward to another year of working in concert to serve the residents of our community. I will reach out to you in early January about setting up our annual presentation to the council.

If you have any questions or need more information, please don't hesitate to contact me.

Sincerely,



Jerry Hromatka
President & CEO

AGREEMENT

I. PARTIES

This agreement is made and entered into by and between the City of Falcon Heights Minnesota ("City") and Northeast Youth and Family Services ("NYFS").

II. RECITALS

- A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282 and 832.
- B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- C. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- A. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- B. Services Provided. NYFS shall provide the City and its residents with youth and family programs set forth in the Addendum attached hereto.
- C. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
 - 1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
3. Any new City joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
4. Amounts payable by the City shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having the right to a seat on the Board of Directors. The Board of Directors shall be limited to not more than 30 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
4. Periodically advising the City of services available through NYFS to the City's residents;
5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
6. Providing other reasonable information requested by the City;
7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.

G. Term. The term of this agreement will be through December 31, 2019. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.

H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.
2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

CITY OF FALCON HEIGHTS

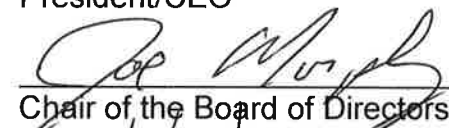
By: _____
Elected Official

Its: _____
Clerk/Manager

Dated: _____

NORTHEAST YOUTH & FAMILY SERVICES

By:  _____
President/CEO

Its:  _____
Chair of the Board of Directors

Dated: 12/21/18

12/2018

Northeast Youth & Family Services

NYFS services fall into two categories: mental health services and youth development programs. By serving both areas within our agency, we can provide a continuum of care. This has proven beneficial because although mental health and youth development have similar goals, their distinctions also complement each other.

Contracted Services

Mental Health Services:

- *Mental Health Counseling* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

Community Service Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Senior Chore Program* – youth and other adults complete seasonal and household tasks to help seniors remain independent.

Non Contracted Services

Mental Health Services:

- *Northeast Educational & Therapeutic Services (NETS)* – provides academics and therapy for youth with mental illnesses who can not function in traditional school environments in grades 6-12.

Community Service Programs:

- *Out of School Time* – underperforming youth receive support to increase grades, explore career and educational opportunities, and develop leadership in the community .

Northeast Youth & Family Services
City Participation Figures

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
	3% increase from 2011	1.7% increase CPI-U @ 6-12	1.1% increase CPI-U @ 6-13	2.1% increase CPI-U @ 6-14	.04% increase CPI-U @ 6-15	1.0% increase CPI-U @ 6/15	1.4% increase CPI-U @ 6/15	2.8% increase CPI-U @ 6/15
Falcon Heights	8,471	8,615	8,709	8,892	8,927	9,017	9,143	9,399

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F13
Attachment	Resolution
Submitted By	Justin Markon, Community Development Coordinator

Item	Appointment of Jordyn Bucholtz to the Environment Commission
Description	<p>The Environment Commission would like to expand membership to include a student representative from the University of Minnesota community, to gain knowledge and enthusiasm from students in cooperation with the resources and authority of the City.</p> <p>City Staff and the Chair for the Environment Commission interviewed Ms. Jordyn Bucholtz for the Environment Commission. Ms. Bucholtz was forwarded to Mayor Lindstrom for final recommendation to the City Council. Ms. Bucholtz's interest email is included below:</p> <p>From: <Jordyn Bucholtz> Date: Fri, Oct 12, 2018 at 12:16 PM Subject: U of M Falcon Heights Commission Representative To: <James Wassenberg></p> <p>Good afternoon Mr. Wassenberg,</p> <p>My name is Jordyn Bucholtz, I am a third-year student at the University of Minnesota studying Environmental Sciences Policy and Management on the Policy Planning Law and Society track. I am from east central Wisconsin, a small town named New London, just west of Green Bay. I moved from New London for the first time when starting at the University of Minnesota my freshman year. I lived on campus my first year, the Marcy Holmes neighborhood my second year, and currently reside on the West Bank in the Seward neighborhood. The Twin Cities has become a very influential and experiential part of my learning and I am continually looking for ways to get involved in the community in ways I feel passionate about.</p> <p>I am interested in being the University of Minnesota representative for the Falcon Heights Environmental Commission to expand my knowledge and sustain my interests through the overlap of community involvement and environmental initiatives. My desire to help the environment is equally as strong as my desire to make helping the environment accessible and</p>

	<p>convenient for everyone in a community. The enthusiasm I encompass for implementation of environmentally-friendly practices and the work that goes into making them happen, sparked my desire to join the commission.</p> <p>Beyond sustaining my interests, being a commissioner will expand and enhance my knowledge on topics relevant to my studies and future career goals. I have a strong passion for government and community involvement and being part of the commission will provide me with lessons that aren't taught in classrooms. The hands-on involvement with the commission will help solidify the concepts I learn in class and expand my learning experience in a unique way.</p> <p>I learn most effectively through immersion and have made sure to honor these learning habits through involvement in real world experiences related to my studies. I am involved in three environmentally-centered student groups on campus including: Environmental Student Association, Voices for Environmental Justice and West Bank Community Garden. I have recently been accepted to the CFANS Policy Engagement Fellowship and am eager to supplement this experience with my policy and government classes. I interned at East Central Wisconsin Regional Planning Commission this past summer and was able to discover interest in board meetings and taking action. I have strong advocacy for community gardens and have done multiple research papers and presentations on the environmental and social benefits of them. Being heavily involved in the New London Parks and Recreation during high school and the past two summers has developed my passion for public service. These experiences have helped define my platforms and interests for the specific topics that I am passionate about.</p> <p>I would be honored to be considered for the position as a U of M representative for the Falcon Heights Environment Commission and I look forward to hearing from you.</p> <p>Best regards,</p> <p>Jordyn</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 19-04 Appointment of Jordyn Bucholtz to the Environment Commission
Action(s) Requested	Staff recommend approval of attached resolution appointing Jordyn Bucholtz to the Environment Commission.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2019

No. 19-04

**RESOLUTION APPOINTING JORDYN BUCHOLTZ TO THE
FALCON HEIGHTS ENVIRONMENT COMMISSION**

WHEREAS, the Environment Commission serves in an advisory capacity to the City Council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education;

WHEREAS, City Staff and the Commission Chair have interviewed Jordyn Bucholtz and recommend appointment to the Falcon Heights Environment Commission.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. That the appointment of Jordyn Bucholtz to the Falcon Heights Environment Commission is approved and adopted by the City Council of the City of Falcon Heights.
-

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

___ In Favor
___ Against

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F14
Attachment	Grant Application and Approval Letter
Submitted By	Sack Thongvanh, City Administrator

Item	Accepting Funds from the Ramsey County Emergency Management and Homeland Security 2018 Grant Project Request for Investment Application
Description	<p>In April, 2018 the Falcon Heights Fire Department submitted a grant application to the Ramsey County Emergency Management and Homeland Security Grant Request for Investment for \$6,000.</p> <p>The monies will be used to purchase one gas detection and calibration station and two rescue tactical vests and MCI Response kits.</p>
Budget Impact	There is no match required by the City.
Attachment(s)	<ul style="list-style-type: none"> · 2018 Grant Request for Investment · Grant Approval Letter
Action(s) Requested	Staff recommends accepting funds from the Ramsey County Emergency Management and Homeland Security Grant Project Request for Investment and authorize the City Administrator to execute all necessary documents.

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RAMSEY COUNTY

Emergency Management & Homeland Security

90 Plato Blvd. West, Suite 220
 Saint Paul, MN 55107
 Phone: (651) 266-1020
 www.co.ramsey.mn.us

2018 Grant Project Request for Investment	
Short Project Description	
Contact/Responsible Person	Name, Email and Phone Number <i>Rich.Hinrichs@FalconHights.org</i>
Agency	<i>FALCON HIGHTS FIRE Dept</i>
Start Up Cost (1 time)	<i>\$ 6000.00</i>
	Operations Cost <i>0</i>
	Equipment Cost <i>\$ 6000.00</i>
Who will maintain going forward	<i>FHFD</i>
Annual Maintenance Cost	NO GRANT FUNDS!
Which Capability Target does this address? For List See: http://www.fema.gov/core-capabilities	<i>CBRNE OPERATION detection 07CD-01-MONO / 07SE</i> <i>EQUIPMENT KITS (MCI) 09ME-01-MCIK</i>
Specific Itemized Descriptions of what you want to purchase and HOW YOU WILL GO ABOUT spending the funds. NOTE: You MUST follow regular Competitive open purchasing requirements and you cannot make purchases until you have been notified of grant funding approval.	<i>RAO system HCN, CL 07CD-01-MONO / 07SE</i> <i>- GAS DETECTION with LITE STATION</i> <i>GAS DETECTION and CALIBRATION STATION FOR CBRNE EVENTS.</i> <i>09ME-01 MCIK</i> <i>- 2 RESCUE TACTICAL VEST KITS with AS/MCI</i> <i>Response Supplies</i>

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GRANT AGREEMENT

<p>Ramsey County Emergency Management & Homeland Security 90 W. Plato Blvd., Suite 220 St. Paul, MN 55107</p>	<p>Grant Program: 2018 Urban Area Security Initiative (UASI) CFDA: 97.067</p> <p>Grant Agreement No.: A-UASI-2018-RAMSEYCO-010</p> <p>Ramsey County Accounting String: 2018-UASI-223280-G208088</p>
<p>Grantee: City of Falcon Heights Fire Department 2077 Larpenteur Avenue West Falcon Heights, MN 55113</p>	<p>Grant Agreement Term: Effective Date: 1/1/2019 Expiration Date: 9/27/2019</p>
<p>Grantee Authorized Representative:</p> <p>Chief Rich Hinrichs</p> <p>Signature: <i>Rich Hinrichs</i></p>	<p>Grant Agreement Amount:</p> <p style="text-align: center;">\$6,000</p>
<p>Ramsey County Authorized Representative:</p> <p>Judson Freed, Director Emergency Management & Homeland Security Phone: 651-266-1020 E-mail: judd.freed@co.ramsey.mn.us</p> <p style="text-align: right;"><i>Kristen Sailer</i></p>	<p>Project Description: AEL 07CD-01-MONO to purchase one gas detection and calibration station and 09ME-01-MCIK two rescue tactical vests and MCI Response kits as described in the 2018 Grant Project Request for Investment.</p>

To receive reimbursement for your proposed project please do the following:

1. Sign next to your name in the Grantee Authorized Representative, scan and email back to kristen.sailer@co.ramsey.mn.us
2. After Kristen has acknowledged receiving the signed document, you may start the project.
3. You must follow Ramsey County Procurement Policies.
4. You must submit receipts and proof of payment within 30 days of the expiration of this grant agreement to receive reimbursement.

90 Plato Blvd. West, Suite 220
Saint Paul, MN 55107
Phone: (651) 266-1020
www.co.ramsey.mn.us

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F15
Attachment	Resolution & Application
Submitted By	Amanda Lor, Administrative Coordinator

Item	Appointment of Rick King to the Community Engagement Commission
Description	<p>CEC Chair has interviewed and recommended Rick King to Mayor Lindstrom for final recommendation for the Community Engagement Commission.</p> <p>Application: Name: Rick King Street Address: 1795 Holton Street City, State, Zip Code: Falcon Heights MN 55113</p> <p>How Long at Above Address?: One year and 20 days</p> <p>In Which Capacity Would You Like to Serve? Community Engagement or Environment Commission</p> <p>What is the Reason You Would Like to Serve? To continue improving community relationships around race, policing, and neighborhood safety and awareness, continuing my church's partnership with the City in the wake of the Castile shooting.</p> <p>List Prior (Previous) Public Service: Co-Chair, Volunteer Coordination, Boulder County Long-Range Flood Recovery Group (2013-14), St. Vrain Valley Safe Schools Coalition Co-Founder (2009-16), Winona Area (MN) Poverty Roundtable Co-Founder (2002-08), Vice-President, Winona (MN) Are Public Schools Early Childhood Family Education PTA (2002-2003).</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Resolution 19-05 Appointment of Rick King to the Community Engagement Commission

Action(s) Requested	Staff would recommend approval of attached resolution appointing Rick King to the Community Engagement Commission.
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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2019

No. 19-05

**RESOLUTION APPOINTING RICK KING TO THE COMMUNITY ENGAGEMENT
COMMISSION**

WHEREAS, the City Council consolidated the Human Rights Commission with the Neighborhood Commission to establish the Community Engagement Commission in 2015;

WHEREAS, The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city’s public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city’s communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs.

The commission shall review complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

WHEREAS, City Staff, Commission Chair and the Mayor has interviewed Rick King and recommends appointment to the Falcon Heights Community Engagement Commission.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

1. That the appointment of Rick King to the Falcon Heights Community Engagement Commission is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM
GUSTAFSON
HARRIS
LEEHY
MIAZGA

_____ In Favor

_____ Against

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Consent F16
Attachment	Proposed Agreement & Letter
Submitted By	Sack Thongvanh, City Administrator

Item	CTV Service Agreement
Description	<p>Dana Healy, Executive Director of NSCC/NSAC (aka CTV) will be present at the Workshop to make a short presentation and answer any questions the Council may have.</p> <p>The biggest change will be who will be the employer of Ms. Maureen Anderson. Ms. Anderson is currently the Production Coordinator for CTV, but on our payroll for video production. The recent changes would make Ms. Anderson solely a CTV employee and the City would contract for her services. In the past, if Ms. Anderson was on vacation or sick, she would have her son fill in. That is not the case anymore.</p> <p>Another CTV employee fills in for Ms. Anderson when she is on leave. The other participating communities have already approved the agreement.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> · Proposed Service Agreement · 2015 Webcasting Agreement · Letter
Action(s) Requested	Motion to approve Service Agreement with CTV and authorize the City Administrator to execute all necessary documents.

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North Suburban Communications Commission • North Suburban Access Corporation
2670 Arthur Street • Roseville, MN 55113 • Phone: (NSCC) 651-792-7500 (CTV) 651-792-7515 Fax: 651-792-7501 • www.CTVNorthSuburbs.org

October 15, 2018

Sack Thongvanh, City Administrator
City of Falcon Heights
2077 Larpenteur Ave W
Falcon Heights, MN 55113

Dear Sack,

First, we'd like to thank you for Falcon Heights's partnership with the North Suburban Communications Commission and Access Corporation (dba CTV North Suburbs). We truly value the Falcon Heights community and want to continue to support the city through enhancing your communications.

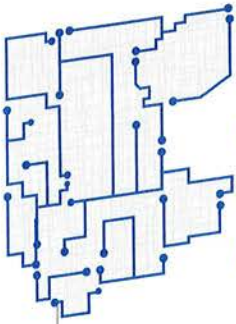
Due to a drastic 40% funding reduction of the PEG grant, CTV has had to reduce costs and reorganize in order to serve the cities to the best of our ability. We are dedicated to keeping your service rate as low as possible.

The increase cost of services will be 3% for cablecast and web streaming services, which has been the historic annual increase to cover supplies, licenses, and equipment improvements.

CTVs municipal production services was price-righted for \$32 per hour. Through logistical efficiency, we are able to cut down on set up and break down time to reduce the amount of hours needed. Falcon Heights will have approximately 96 hours this upcoming year of municipal services, which brings the cost in line to last year's annual cost.

For cablecasting, Falcon Heights requests 3 playbacks per day. The pricing structure for 2019 cablecast is \$1.14 per playback. For cities that participate in both webcasting and cablecasting, we provide a 50% discount for the cablecasting costs, which brings the playback rate down to \$0.57.

Falcon Heights's webcasting cost is based on usage. We have a 3 tier system based on how many meetings are webcasted each month. Falcon Heights is currently a Tier 1 user, which webcasts up to 4 regular meetings per month, with 4 floater meetings per year to be used at the city's discretion.



North
Suburban
Communications
Commission



Our introductory service to the cities this year is our Neighborhood Network program. If the cities chose to participate, CTV will produce *at least* 2 productions a year related to Falcon Heights, which will also be webcasted, cable casted and archived for the city. This service is \$1 for the year. CTV will guarantee at least 2 productions, but we hope to produce more for you. This is our service to your city to provide more value and services without incurring additional costs.

Please let me know if you have any questions about the service agreement for 2019. Thank you.

Sincerely,

Dana Healy, Executive Director of NSCC/NSAC

North Suburban Communications Commission • North Suburban Access Corporation
2670 Arthur Street • Roseville, MN 55113 • Phone: (NSCC) 651-792-7500 (CTV) 651-792-7515 Fax: 651-792-7501 • www.CTVNorthSuburbs.org

North Suburban Access NSAC Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of Falcon Heights, Minnesota (herein “the City”).

Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

Agreement

1. Term of Contract

- 1.1. **Duration.** This Agreement will become effective January 1, 2019 and will remain in effect for a period of one (1) year. At the expiration of the one (1) year period, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a one (1) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 1.2. **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Liability, Section 6. Government Data Practices and Intellectual Property, Section 8. Governing Law, Jurisdiction, and Venue; and Section 9. Disclosure.

2. Services Provided

- 2.1. **Services.** The NSAC will provide the Services described in Schedule A (attached).
- 2.2. **Additional Services.** The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a description of the

additional services and according compensation. Unless otherwise specified, all terms of this Agreement will apply to any amendments to Schedule A.

- 2.3. **Standard of Care.** To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.
- 2.4. **City Assistance.** Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that is necessary for the NSAC to prepare for its performance of the Services.

3. Payment

- 3.1. **Compensation.** The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).
- 3.2. **Fee Adjustment.** The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. Such adjustments, if any, will be enacted on January 1 of a given year. Prior to enacting any fee adjustments, the NSAC must provide written notice of such to the City at least one-hundred and twenty (120) calendar days prior to the effective date of the fee adjustment.
- 3.3. **Invoices.** The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.
- 3.4. **Event Cancellation.** The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

4. Assignment, Amendments, Waiver, and Completeness

- 4.1. **Assignment.** The City may not assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the NSAC and a fully executed Assignment Agreement, executed and

approved by the same parties who executed and approved this Agreement, or their successors in office.

- 4.2. **Amendments.** Any amendments to this contract must be made in writing and will not be effective until executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.3. **Waiver.** If the NSAC fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the NSAC's right to enforce the provision.
- 4.4. **Completeness.** This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Liability

The City must indemnify and hold harmless the NSAC, its agents, and its employees from any claims or causes of action, including attorney's fees incurred by the NSAC arising from performance of this Agreement by the City, its agents, or its employees. The clause must not be construed to preempt any legal remedies the NSAC may have for the City's failure to fulfill its obligations under this Agreement.

6. Government Data Practices and Intellectual Property

- 6.1. **Government Data Practices.** To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

7. Endorsement

The City must not claim that the NSAC endorses its products or services.

8. Governing Law, Jurisdiction, and Venue

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. Disclosure

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

10. Severability

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

11. Employment

Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker's compensation, salary, and training.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Dated: _____

North Suburban Access Corporation

By: _____

Its: _____

Attest

By: _____

Its: _____

Falcon Heights, City Administrator

Dated: _____

By: _____

Its: _____

Schedule A. Services (Falcon Heights).

Service	Quote	
<p><u>Municipal Production Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide a municipal producer to record and broadcast LIVE City Council meetings and Planning Commission meetings, not to exceed 8 hours per month or 96 hours per year. • Additional services related to municipal production services will be billed at a flat rate of \$40 per hour; • Equipment and meeting room preparation; • Provide the NSAC the timing of the discussion of agenda items for web links. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide a weekly schedule of live and/or recorded events of shows at least one week in advance of first event/show on the schedule. • Provide the NSAC with the name and telephone number and email address of an emergency contact who can answer questions about the cablecast and/or encoding of live events. 	<p>\$3,072 per year</p> <p>New customer discount price: \$1,475</p>	<p>\$1,475</p>
<p><u>Cablecasting Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Live broadcasting of City Council meetings and applicable Advisory Commission meetings on appropriate channels; • Schedule the City channel with up to 4 premiers of programming, and 17 reruns of programming per week, totaling 21 playbacks per week; • Coordination of 1 Carousel per month at \$5 per Carousel, per month. This does not include labor to manage the Carousel; <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Monthly schedule of cablecast playbacks. 	<p>\$679.44 per year</p>	<p>\$679.44 per year</p>
<p><u>Web streaming Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Live web streaming of City Council meetings and Planning Commission meetings, no more than 4 regular programs per month. 	<p>\$1,986.72 per year</p>	<p>\$1,986.72</p>

Schedule A. Services (Falcon Heights).

<ul style="list-style-type: none"> • Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC’s website; • Post links between agenda items and their video discussion; • Storage of recorded videos for up to 6 months. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC’s website; • Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule; • Provide the NSAC with the name and telephone number for a main contact of the cablecast. • Chapter marking information on the agenda will be provided by the City for meetings not utilizing the NSAC’s municipal producers. 		
<p><u>Consultation:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Audio/Visual equipment maintenance related to municipal meeting coverage and delivery; and • Audio/Video equipment planning, and/or installation. 	<p>\$80 per hour. Proposal for projects will need a contract</p>	<p>-</p>
<p><u>Neighborhood Network Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Produce at least 2 productions a year for the City, at the discretion of the NSAC; • Cablecast, web stream, and distribute via link to the City the final product; • Storage of recorded videos for up to 6 months. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Submit to the NSAC monthly production requests. 	<p>Introductory rate of \$1 per year</p>	<p>\$1</p>
<p>Total</p>		<p>\$4,142.16 per year</p>

Schedule A. Services (Falcon Heights).



The City That Soars!

REQUEST FOR CITY COUNCIL ACTION

Meeting Date	January 9, 2019
Agenda Item	Policy G1
Attachments	See list below
Submitted By	Justin Markon, Community Development Coordinator

Item	Authorize submittal of the 2040 Comprehensive Plan
Description	<p>Since the most recent draft of the 2040 Comprehensive Plan was approved in June 2018, staff from the City and WSB have received public comments from residents, neighboring jurisdictions, and other interested individuals. Additionally, the Environment Commission examined the plan and offered suggestions from a lens of sustainability and inclusivity. On October 23, the Environment and Planning Commissions held a workshop to discuss suggested changes. On September 25, the Planning Commission held an open house and welcomed residents' comments.</p> <p>Comments are included in the plans for the City Council's consideration. The vast majority of the plan is unchanged since June.</p> <p>Suggested changes to highlight include:</p> <ul style="list-style-type: none"> - Including the 2015 Resilience Analysis as an appendix - Including energy goals and policies - Including housing goals and policies - Removing redevelopment designation for Snelling Ave north of Questwood - Including more information about the University of MN and Bell Museum - Including information about geothermal heating and cooling - Removing references to TIES <p>The Transportation Plan appendix also includes suggested changes from Active Living Ramsey County.</p> <p>Following the authorization to submit, the Metropolitan Council will review the plan for completeness. Once this step is complete, the City Council will formally adopt the plan this spring.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> · 2040 Comprehensive Plan draft with redlined changes (on City website) · 2040 Comprehensive Plan with "changes accepted" (on City website) · Agency comment log

	<ul style="list-style-type: none">· Resolution 19-06 Authorizing Submittal of Comprehensive Plan
Action(s) Requested	Staff recommends authorizing submittal of the 2040 Comprehensive Plan to the Metropolitan Council.

Agency Comment Log- Falcon Heights 2040 Comprehensive Plan

Agency	By	Received	Comment	Changes
MnDOT	Jennifer Wiltgen, Principal Planner	8/8/2018	Page 80 discusses traffic signals at Hoyt and Snelling and Roselawn and Snelling in 2019 and 2020. Please be aware that all work in the right-of-way must go through the required review and/or permitting process.	Language added that work in ROW must go through required review/permitting process.
Active Living Ramsey Communities	Connie Bernardy, Director	8/14/2018	<p>Parks: -Add sidewalks to parks and open space map, and Mississippi Como Trail</p> <p>-Add language to highlight trail and parks importance in "everyday lives"</p> <p>Transportation: -Add language regarding the Ramsey Co-wide Pedestrian and Bicycle Plan to section summarizing Recommendations from other plans and studies, and as a planning and design resource to be consulted for planning and designing non-motorized facilities.</p> <p>-Add language indicating that maintenance of ped trails during winter is especially important</p> <p>-Add reference to All Abilities Transportation Policy as Adopted by Ramsey County.</p> <p>-Add language indicating that in addition to meeting ADA legal requirements, the city will seek to develop a safe, efficient, and accessible non-motorized transportation system that meet the needs of people of all ages and abilities.</p> <p>-Add language indicating the City's partnership with Active Living Ramsey Communities, and continued collaboration efforts in active living.</p> <p>-Add language to encourage the use of an equity lens in the planning process to identify where transportation investments might be needed most.</p>	All comments were included in the Comprehensive Plan.

Agency Comment Log- Falcon Heights 2040 Comprehensive Plan

Rice Creek Watershed District	Lauren Sampedro, District Technician/Inspector	10/12/2018	<p>Appendix D, pages 340-347: This currently contains an outdated Surface Water Management Plan summary. The City's current and watershed district-approved (RCWD-approved June 13, 2018) Comprehensive Surface Water Management Plan (CSWMP) is also present in the draft 2040 Comprehensive Plan from pages 129-330, located after Appendix B Transportation. Please remove the outdated Surface Water Management Plan from Appendix D and relocate the CSWMP to Appendix D for consistency.</p> <p>Minor spelling & grammatical suggestions:</p> <p>Chapter III Land Use, Future Directions, Redevelopment: The Larpenteur Corridor, page 34: Recommend revising last paragraph, second sentence for clarity.</p> <p>Chapter III Land Use, Agricultural & Institutional, City Hall, Page 57: The second sentence appears to be unfinished; recommend revisiting this section.</p> <p>Chapter V Protecting Special Resources, first paragraph, page 70: Recommend revising "minimality" to "municipality."</p>	All comments were included in the Comprehensive Plan.
Roseville	Bryan Lloyd, Senior Planner	10/2/2018	Noted that a map shows a RBTN Tier 1 alignment up Fairview Ave that is not on Ramsey County or Met Council's map;	Confirmed that current alignment is reflected.
Lauderdale	Heather Butkowski, City Administrator	10/9/2018	No Comment	N/A
MnDNR	Martha Vickery, Regional Coordinator, Division of Lands and Minerals	12/14/2018	<p>-Recommends adding policies that encourage private and public re-developments to be planted with native plant species.</p> <p>-Recommends mentioning whether the City has a forestry management plan.</p> <p>-Recommends adding policies that take wildlife into consideration as transportation and redevelopment projects occur.</p> <p>-Recommends that the plan include goals and strategies to address how rare species will be protected, and including data from the Natural Heritage Information System in the Plan.</p> <p>-Recommends recognition of the North and East Metro Groundwater Management Area.</p>	Comments were considered but no changes have been made to the Comprehensive Plan.

Agency Comment Log- Falcon Heights 2040 Comprehensive Plan

Saint Paul-Ramsey County Food and Nutrition Commission	Karen Fangman & Ajeet Yadav, Co-chairs		-Recommended guiding land for grocery in the western area of the City to address access to food and economic development. -Recommended policy centered on healthy food access	Comments were considered but no changes have been made to the Comprehensive Plan.
St. Paul	Dr. Bruce Corrie, Planning and Economic Development Director	N/A	No Comments Received	N/A
Ramsey County/Ramsey County Parks & Recreation	Justin Hollis	N/A	No Comments Received	N/A
ISD 623; Roseville	Todd Lieser	N/A	No Comments Received	N/A
Capitol Region Watershed District	Mark Doneux, Administrator	N/A	No Comments Received	N/A
Metropolitan Council		N/A	No Comments Received	N/A
Mississippi River Watershed Management	Doug Snyder, Executive Director	N/A	No Comments Received	N/A

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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

January 9, 2019

No. 19-06

**RESOLUTION AUTHORIZING SUBMITTAL OF DECENNIAL PLAN UPDATE (2040
COMPREHENSIVE PLAN)**

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on July 6, 2018 and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit.

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FALCON HEIGHTS,
MINNESOTA, AS FOLLOWS:**

1. The City Administrator is directed to distribute said Comprehensive Plan to the Metropolitan Council pursuant to Minnesota Statutes section 473.864.

Moved by:

Approved by: _____

Peter Lindstrom
Mayor

LINDSTROM _____ In Favor
GUSTAFSON
HARRIS _____ Against
LEEHY
MIAZGA

Attested by: _____

Sack Thongvanh
City Administrator